



SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, JULY 14, 2022

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of June 23, 2022

Annex A
Pages 1 - 11

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendation Nos. 1-6, 9, 10 and 12-14 of June 23, 2022 (*recommendation Nos. 7, 8 and 11 previously adopted*) Annex B
pp 12 - 18
4. Wescan Marine Crossing Watermain Replacement Engineering Services – Manager, Capital Projects Annex C
pp 19 - 22
5. Strategic Priorities Fund Grant Application – SCRD Water Meter Installations Phase 3 – Manager, Asset Management Annex D
pp 23 - 24
6. Community Emergency Preparedness Fund Grant Application – Extreme Heat Response Plan for SCRD – Manager, Protective Services Annex E
pp 25 - 27
7. Engine #1 Replacement – Roberts Creek Volunteer Fire Department – Fire Chief, Roberts Creek Volunteer Fire Department Annex F
pp 28 - 29

COMMUNICATIONS

8. Darnelda Siegers, Mayor, District of Sechelt, dated June 28, 2022 Annex G
Regarding Request for Letter of Support for UBCM Community to Community Funding p 30

MOTIONS

BYLAWS

DIRECTORS' REPORTS

Verbal

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (i) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “the acquisition, disposition or expropriation of land or improvements...”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to August 6, 2022)

Committee of the Whole	July 14 at 9:30 am
Regular Board	July 14 at 2:00 pm
Advisory Planning Commission (Area D)	July 18 at 7:00 pm
Board Policy Review Committee (Inaugural Meeting)	July 20 at 1:00 pm
Electoral Area Services Committee	July 21 at 9:30 am
Finance Committee	July 21 at 2:00 pm
Special Committee of the Whole	July 26 at 9:30 am
Advisory Planning Commission (Area B)	July 26 at 7:00 pm
Advisory Planning Commission (Area F)	July 26 at 7:00 pm
Advisory Planning Commission (Area A)	July 27 at 7:00 pm
Advisory Planning Commission (Area E)	July 27 at 7:00 pm
Committee of the Whole	July 28 at 9:30 am
Sunshine Coast Regional Hospital District Board	July 28 at 1:00 pm
Regular Board	July 28 at 2:00 pm

Other SCRD Meetings (Intergovernmental, Public Hearings, Information Sessions)

Local Government Show	August 4 at 4:00 pm
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Please note: Meeting dates are current as of print date (July 8, 2022).



SUNSHINE COAST REGIONAL DISTRICT

June 23, 2022

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish

ALSO PRESENT*:	Chief Administrative Officer	D. McKinley
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Community Services	S. Gagnon
	Deputy Corporate Officer / Recorder	J. Hill
	Area A Alternate Director	C. Alexander
	Media	1
	Public	1

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 4:02 p.m.

AGENDA It was moved and seconded

170/22 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

171/22 THAT the Regular Board meeting minutes of June 9, 2022 be adopted.

CARRIED

REPORTS

Committee of the
Whole

It was moved and seconded

172/22

THAT Committee of the Whole recommendation Nos. 1, 3-5 and 7-8 of June 9, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *Getting There Society and Coastal Rides Delegation*

THAT the Getting There Society and Coastal Rides proposal to partner with the Sunshine Coast Regional District for on-demand transportation and grant funding be forwarded to staff for further follow up.

Recommendation No. 3 *Water Supply Update*

THAT the verbal report entitled Water Supply Update be received for information.

Recommendation No. 4 *2022-2023 BC Transit Annual Operating Agreement (AOA)*

THAT the report titled 2022-2023 BC Transit Annual Operating Agreement (AOA) be received for information;

AND THAT the delegated authorities be authorized to execute the 2022-2023 BC Transit Annual Operating Agreement.

Recommendation No. 5 *Transit Safe Restart and Recovery - Additional Contribution 2022*

THAT the report titled Transit Safe Restart and Recovery - Additional Contribution 2022 be received for information;

AND THAT the Board confirm acceptance of the Safe Restart and Recovery Additional Contribution 2022 thereby committing to maintain transit service at or above essential transit service levels and limiting average annual fare increases to 2.3% through to March 31, 2025;

AND FURTHER THAT subject to execution of the 2022-2023 BC Transit Annual Operating Agreement, the delegated authorities be authorized to incorporate the amendments to the agreement.

Recommendation No. 7 *Request for Proposal 2211601 Pickup Trucks: Fire Departments Award Report*

THAT the report titled Request for Proposal 2211601 Pickup Trucks: Fire Departments Award Report be received for information;

172/22 cont. AND THAT the contract for Pickup Trucks: Fire Departments be awarded to HUB Fire Engines and Equipment Ltd. for the amount up to a total value of up to \$263,096 (before GST);

AND THAT the delegated authorities be authorized to execute the contract;

AND THAT the project budget for Gibsons and District Fire Protection be increased from \$73,900 to up to \$131,548 with the additional \$57,648 funded from Gibsons and District Fire Protection 210 operating reserves;

AND THAT the project budget for Halfmoon Bay Fire Protection be increased from \$85,900 to up to \$131,548 with the additional \$45,648 funded from Halfmoon Bay Fire Protection 216 operating reserves;

AND FURTHER THAT the 2022-2026 Financial Plan Bylaw be amended accordingly.

Recommendation No. 8 *Water Supply Advisory Committee Minutes of May 16, 2022*

THAT the Water Supply Advisory Committee meeting minutes of May 16, 2022 be received for information.

CARRIED

Electoral Area
Services

It was moved and seconded

173/22 THAT Electoral Area Services Committee recommendation Nos. 1-8 of June 16, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *Square Bay Wastewater Area Delegation*

THAT the delegation materials from Peter Galbraith, resident of Square Bay Wastewater Area, regarding Square Bay Wastewater Area Frontage Fees be received for information.

Recommendation No. 2 *Square Bay Wastewater Area Frontage Fees Correspondence*

THAT the correspondence from Andy Jones-Cox, Greg Gehring, Peter Galbraith, on behalf of the residents of the Square Bay Wastewater Area, regarding Square Bay Wastewater Area Frontage Fees dated April 29, 2022 be received for information.

173/22 cont.

Recommendation No. 3 *Curran Road Wastewater Area Frontage Fees Correspondence*

THAT the correspondence from Frank Belfry and Frank Rodgers, on behalf of the residents of the Curran Road Wastewater Area, regarding Curran Road Wastewater Area Frontage Fees dated April 29, 2022 be received for information.

Recommendation No. 4 *Pender Harbour Ranger Station Lease Renewals*

THAT the report titled Pender Harbour Ranger Station Lease Renewals be received for information;

AND THAT leases for the Serendipity Child Development Society, Harbour Gallery, Pender Harbour Music Society and Pender Harbour Reading Centre be renewed for a five-year term;

AND FURTHER THAT the SCRD's delegated authorities be authorized to execute the lease renewals.

Recommendation No. 5 *Development Variance Permit DVP00081 (9517 Brooks Lane)*

THAT the report titled Development Variance Permit DVP00081 (9517 Brooks Lane) be received for information;

AND THAT Development Variance Permit DVP00081 to vary Zoning Bylaw No. 310 Section 507 (1)(a) to reduce the required setback from the natural boundary of the ocean, for a building or any part thereof, from 7.5 m to 6.05 m for the purpose of constructing a sundeck and roof overhangs as part of a proposed new single family dwelling located at 9517 Brooks Lane be issued subject to:

- An arborist report with a tree protection plan respecting the three (3) mature trees on the subject property be provided to the SCRD to the satisfaction of the Manager, Planning and Development prior to issuance of the permit;
- Recommended actions from the arborist's report be implemented before commencement of any land alteration;
- A post-development report be provided to SCRD to ensure tree protection measures were achieved during construction; and
- A Restrictive Covenant be registered for long-term protection of the three mature trees prior to issuance of building permit for the subject property. Minimum replacement criteria will additionally be included to ensure the intent of the covenant is upheld in the event that tree health requires removal and replanting in the future.

173/22 cont.

Recommendation No. 6 *Union of British Columbia Municipalities (UBCM) Resolutions*

THAT the report titled Union of British Columbia Municipalities (UBCM) Resolutions be received for information;

AND THAT the proposed resolution titled "Accessing vehicular GHG emissions data" be approved as amended and submitted to UBCM for consideration at the 2022 UBCM convention prior to the June 30, 2022 deadline as follows:

Accessing vehicular GHG emissions data

WHEREAS local governments are unable to obtain accurate data that quantifies the transportation emissions in their municipality or region in order to develop local action plans to reduce greenhouse gas emissions from this sector;

AND WHEREAS the CleanBC Roadmap to 2030 targets a 25% reduction in kilometers driven by personal vehicles compared to 2020:

THEREFORE BE IT RESOLVED THAT UBCM request the Province require ICBC to provide access to the detailed registry database that includes vehicle make, model and year, by complete postal code, so a better estimate of greenhouse gas emissions can be determined;

AND THAT the proposed resolution titled "Shift to non-fuel-based user-pay taxation mechanisms to fund road infrastructure in rural areas of British Columbia" be approved as amended and submitted to UBCM for consideration at the 2022 UBCM convention prior to the June 30, 2022 deadline as follows:

Shift to non-fuel-based user-pay taxation mechanisms to fund road infrastructure in rural areas of British Columbia

WHEREAS the Ministry of Transportation and Infrastructure is challenged by a lack of funding to adequately maintain rural roads and highway infrastructure in BC;

AND WHEREAS there is an imperative to move towards electrification and alternative fuels that don't pay into the established road and gas tax funding mechanism:

THEREFORE BE IT RESOLVED THAT UBCM encourage the provincial government to shift taxation for road infrastructure to a more equitable, user-pay model through alternative funding mechanisms such as tolling, vehicle taxes, or other means that are not reliant on fuel sales;

173/22 cont.

AND THAT the proposed resolution titled “Standardize health and safety rules/regulations to facilitate year-round housing in RV’s” be approved as amended and submitted to UBCM for consideration at the 2022 UBCM convention prior to the June 30, 2022 deadline as follows:

Standardize health and safety rules/regulations to facilitate year-round housing in RV’s

WHEREAS the province of BC is facing a housing crisis;

AND WHEREAS the Province has jurisdiction and is responsible for housing in BC;

AND WHEREAS the British Columbia Building Code, the *Motor Vehicle Act*, and the *Manufactured Home Park Tenancy Act* create an unclear regulatory environment for Local Governments:

THEREFORE BE IT RESOLVED THAT UBCM encourage the Province to recognize RVs used for year-round living, including the development of guidelines for best practices for ensuring health and safety for the use of RVs for year-round living, and for their inclusion within the BC Housing Action Plan;

AND FURTHER THAT the proposed resolution titled “Hybrid UBCM conferences” be approved as amended and submitted to UBCM for consideration at the 2022 UBCM convention prior to the June 30, 2022 deadline as follows:

Hybrid UBCM conferences

WHEREAS UBCM was established to represent local governments of all sizes and from all areas of the province, but elected officials from small and remote areas are not equally able to attend in person conferences;

AND WHEREAS UBCM has recognized the importance of reducing GHG emissions in response to the global climate emergency, but there are significant GHG emissions associated with travel and accommodation at conferences;

THEREFORE BE IT RESOLVED THAT UBCM establish options for electronic attendance at the annual UBCM conference that, at a minimum, give access to all speeches and informational presentations, and to online voting for officers, in order to reduce barriers and allow for broader democratic participation in the organization and reduce GHG emissions.

173/22 cont.

Recommendation No. 7 *Sunshine Coast Community Forest Correspondence*

THAT the correspondence from Kathleen Suddes, Board Chair, Sunshine Coast Community Forest, regarding Sunshine Coast Community Forest Ecosystem Based Management and Invitation to Talking Trees Walking Tour, dated May 12, 2022 be received for information;

AND THAT the Sunshine Coast Community Forest be invited to present to a future committee meeting on their progress with respect to Ecosystem Based Management.

Recommendation No. 8 *Howe Sound Biosphere Region Initiative Society Correspondence*

THAT the correspondence from Ian Winn, Director, Howe Sound Biosphere Region Initiative Society, regarding At'l'ka7tsem/Howe Sound Biosphere Region Best Management Practices, dated May 15, 2022 be received for information;

AND THAT a letter of thanks acknowledging receipt of correspondence be sent to Howe Sound Biosphere Region Initiative Society.

CARRIED

Committee of the
Whole

It was moved and seconded

174/22

THAT Committee of the Whole recommendation Nos. 7, 8 and 11 of June 23, 2022 be received, adopted and acted upon as follows:

Recommendation No. 7 *Solid Waste Management Plan Update - Contract Award*

THAT the report titled Solid Waste Management Plan Update - Contract Award be received for information;

AND THAT a contract for the Solid Waste Management Plan Update project be awarded to Morrison Hershfield Ltd. for a value not to exceed \$138,738;

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

174/22 cont.

Recommendation No. 8 *Investing in Canada Infrastructure Program – Rural and Northern Communities Program – Approval of Woodcreek Park Wastewater Treatment Plant System Upgrade Grant*

THAT the report titled Investing in Canada Infrastructure Program – Rural and Northern Communities Program (ICIP-RNC) – Approval of Woodcreek Park Wastewater Treatment Plant System Upgrade Grant be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accept the ICIP-RNC grant for Woodcreek Park Wastewater Treatment Plant System Upgrade valued at \$769,000;

AND THAT the delegated authorities be authorized to execute the Shared Cost Agreement and accept the Terms of Conditions of the Agreement;

AND THAT Woodcreek Park Wastewater Treatment Plant System Upgrade Project be included in the [382] Woodcreek Park Wastewater Service Area 2022 Budget in the amount of \$968,591;

AND THAT the project be funded from the listed grant funding (\$769,000), \$75,000 operating reserves, \$25,000 capital reserves, and \$100,000 from MFA short-term debt servicing;

AND THAT the SCRD authorize up to \$100,000 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Woodcreek Park Wastewater Treatment Plant System Upgrade;

AND THAT the loan be repaid within five years with no rights of renewal;

AND FURTHER THAT that the 2022-2026 Financial Plan Bylaw be amended accordingly.

Recommendation No. 11 *Junior B Hockey Proposal*

THAT the report titled Junior B Hockey Proposal be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) Board provide support-in-principle for the following considerations:

- Enter into negotiations with the Sunshine Coast Junior Hockey Society (the Society) regarding the design, financing and construction of additions and upgrades to the Gibsons and Area Community Centre (GACC);
- Require that the Society engage an architect with demonstrated experience in designing arenas and recreational facilities;

174/22 cont.

- Require that a conceptual design be completed prior to approval of the addition that demonstrates how the addition would be compatible with a future expansion of the facility;
- Support-in-principle the SCRD assuming ongoing operating and capital renewal costs for the addition and upgrades;
- Enter into negotiations that would support the Sunshine Coast Hockey Group's (the Company) exclusive use of the building addition (changes rooms and other ancillary spaces);
- Contingent on receiving and approving an inventory of proposed advertising spaces, enter into negotiations for a long-term agreement, with an inventory of the advertising proposed, that provides the Society the rights to sell advertising at the SCRD's recreational facilities and bus shelters that includes a and the potential revenue return for the SCRD;
- Support priority ice allocations to the Company for Junior B league competitions;
- SCRD to explore permitting requirements for liquor sales during competitions including any associated liability;
- Enter into discussions with the Town of Gibsons regarding the proposal;
- Submission of a robust Business Plan outlining the financial sustainability of the Society as well as risk consideration and contingencies;
- The Society actively involve 'owners representatives' appointed by the SCRD and Town of Gibsons in the addition design and on the construction project planning and oversight team;
- The Society through a legally binding agreement and posting of security, put in place guarantees that ensure the completion of the addition and upgrades to the SCRD's satisfaction and at no cost or liability to the SCRD;
- The agreements between the SCRD and Society and the SCRD and Company will stipulate that the SCRD will not be liable for any financial commitment made by the Society and/or Company;

AND THAT the SCRD Board does not support-in-principle the following consideration:

- Support-in-principle the Company's exclusive use of the addition at no cost;

174/22 cont. AND FURTHER THAT the SCRD Board confirms that staff are to continue working with the Sunshine Coast Junior Hockey Society and the Sunshine Coast Hockey Group to further the development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations that are supported-in-principle in regards to the 2022 Junior B Hockey proposal.

CARRIED

Office of CAO
Monthly Report

It was moved and seconded

175/22 THAT the June 23, 2022 report from the Office of the CAO be received for information.

CARRIED

COMMUNICATIONS

Letter of Support **It was moved and seconded**

176/22 THAT the correspondence from Casandra Fletcher, Executive Director, One Straw Society, dated June 15, 2022 regarding a request for a letter of support for their Ministry of Agriculture Local Food Infrastructure Fund Grant be received for information;

AND THAT a letter of support be provided to the One Straw Society in support of their Local Food Infrastructure Fund Grant application.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT **It was moved and seconded**

177/22 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:41 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE**

June 23, 2022

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers A. Toth B. Beamish
ALSO PRESENT:	Chief Administrative Officer Deputy Corporate Officer GM, Corporate Services / Chief Financial Officer General Manager, Planning and Development General Manager, Community Services Manager, Asset Management Manager, Strategic Initiatives Manager, Capital Projects Manager, Utility Services / Acting GM, Infrastructure Manager, Communication and Engagement Area A Alternate Director Administrator / Recorder Media Public		D. McKinley J. Hill T. Perreault I. Hall S. Gagnon K. Doyle (Part) M. Edbrooke (Part) S. Misiurak (Part) S. Walkey (Part) A. Buckley (Part) C. Alexander T. Crosby 1 3

CALL TO ORDER 9:35 a.m.

AGENDA The agenda was adopted as amended, as follows:

- NEW BUSINESS: Corporate Greenhouse Gas Emissions Target

REPORTS

Recommendation No. 1 *Sunshine Coast Regional District Corporate Annual Report*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Corporate Annual Report be received for information;

AND THAT the 2021 Annual Report be approved for distribution, as amended to update page 33 Town of Gibson populations and dwellings.

Recommendation No. 2 *Financial Planning Policy - Draft*

The Committee of the Whole recommended that the report titled Financial Planning Policy - draft be received for information;

AND THAT the draft Financial Planning Policy be brought forward to a future Committee for consideration with the following amendments:

- Sections 4.1 and 4.4 Guiding Principles and Costs of Services – add content concerning the SCRD’s environmental, social, governance (ESG) and community emissions goals and costs of services;
- Section after Section 4.10 - consider provision for the dissolution of services;
- Section 4.11 Carry-Forwards – amend “for inclusion *in* the Financial Plan Bylaw”;
- Section 5.2(a-c) – Change to a) Determine service levels through staff direction and approval of policies, procedures, budgets and financial plans.

Recommendation No. 3 *Draft Asset Management Policy*

The Committee of the Whole recommended that the report titled Draft Asset Management Policy be received for information;

AND THAT the draft Asset Management Policy be brought forward to a future Committee for consideration with the following amendments:

- Section 4.4.4. – “...*incorporate and* leverage natural assets to facilitate service delivery.”;
- Section 4.5.2 - “consideration of full *financial and environmental* costs associated with...”;
- Scope – “...use *constructed* assets, *natural assets* or equipment in the delivery of their service.”;
- Section 5.1 Authority to Act – Remove “Accept the responsibility as a steward of SCRD Assets” and add ‘oath of office’ to the reference documents;
- Section 4.2.4 – “...will encourage communication *and collaboration* with other local governments...”.

The Committee recessed at 11:06 a.m. and reconvened at 11:15 a.m.

Recommendation No. 4 *Election Services and Cost Sharing Agreements*

The Committee of the Whole recommended that the report titled Election Services and Cost Sharing Agreements be received for information;

AND THAT the delegated signing authorities be authorized to execute cost sharing service agreements for the 2022 general local election with School District No. 46 and Islands Trust.

Recommendation No. 5 *District Lot 1313 Letter to Minister Osborne*

The Committee of the Whole recommended that the report titled District Lot 1313 Letter to Minister Osborne be received for information;

AND THAT the proposed letter be sent to Minister Osborne as amended, replacing Paragraph 2 “DL1313 is an area with unauthorized...” with the following wording:

DL1313 is a naturally regenerated Coastal Western Hemlock forest which is located very close to population centres in Elphinstone and the Town of Gibsons. The steep and very wet slopes provide abundant biodiversity and exceptional growing conditions. The area was designated as a community watershed reserve in the 1940's in recognition of its important role in the recharge of a major aquifer that supplies drinking water to the Town of Gibsons, and will account for an increasing share of the Sunshine Coast Regional District's water supply.

The creeks that traverse DL1313 are increasingly impacted by flooding, which has caused serious damage to public and private infrastructure. Highway 101, which is the sole transportation corridor connecting the Town of Gibsons to the rest of the Sunshine Coast, lies directly downstream. Lower Road, also downstream from this area, was severely damaged by stormwater in 2020, leading the SCRD to declare a state of emergency. And Russell Road, in Area E, washed out in 2014 and again in 2018.

AND THAT staff incorporate in the letter the acknowledgement of a referral response from the Skwxwú7mesh Nation supportive of conservation;

AND FURTHER THAT the letter to the Minister of Land, Water and Resource Stewardship regarding District Lot 1313 options for conservation be copied to BC Timber Sales and to the Minister of Forests, Lands, Natural Resource Operations and Rural Development.

Recommendation No. 6 *District Lot 1313*

The Committee of the Whole recommended that next steps for the District Lot 1313 including developing an application to the Province of BC seeking a nominal rent tenure be referred to the 2023 Budget process;

AND THAT staff communicate with BC Timber Sales to advise that the Sunshine Coast Regional District (SCRD) intends to make application for nominal rent tenure pertaining to District Lot 1313;

AND FURTHER THAT the SCRD meet with Minister of Land, Water and Resource Stewardship at the Union of British Columbia Municipalities Convention as a follow-up on the receipt of this letter and discuss conservation needs associated with DL1313.

Recommendation No. 7 *Solid Waste Management Plan Update – Contract Award*

The Committee of the Whole recommended that the report titled Solid Waste Management Plan Update – Contract Award be received for information;

AND THAT a contract for the Solid Waste Management Plan Update project be awarded to Morrison Hershfield Ltd. for a value not to exceed \$138,738;

AND THAT the delegated authorities be authorized to execute the contract;

AND FURTHER THAT this recommendation be forwarded to the June 23, 2022 regular Board meeting.

Recommendation No. 8 *Investing in Canada Infrastructure Program – Woodcreek Park Wastewater Treatment Plant System Upgrade Grant*

The Committee of the Whole recommended that the report titled Investing in Canada Infrastructure Program – Rural and Northern Communities Program (ICIP-RNC) – Approval of Woodcreek Park Wastewater Treatment Plant System Upgrade Grant be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accept the ICIP-RNC grant for Woodcreek Park Wastewater Treatment Plant System Upgrade valued at \$769,000;

AND THAT the delegated authorities be authorized to execute the Shared Cost Agreement and accept the Terms of Conditions of the Agreement;

AND THAT Woodcreek Park Wastewater Treatment Plant System Upgrade Project be included in the [382] Woodcreek Park Wastewater Service Area 2022 Budget in the amount of \$968,591;

AND THAT the project be funded from the listed grant funding (\$769,000), \$75,000 operating reserves, \$25,000 capital reserves and \$100,000 from Municipal Finance Authority (MFA) short-term debt servicing;

AND THAT the SCRD authorize up to \$100,000 to be borrowed, under Section 403 of the *Local Government Act*, from MFA, for the purpose of the Woodcreek Park Wastewater Treatment Plant System Upgrade;

AND THAT the loan be repaid within five years with no rights of renewal;

AND THAT the 2022-2026 Financial Plan Bylaw be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the June 23, 2022 regular Board meeting.

Recommendation No. 9 *Joint Use Agreement with School District #46*

The Committee of the Whole recommended that the report titled Joint Use Agreement with School District #46 (SD46) be received for information;

AND THAT the Joint Use Agreement be extended for an additional 5 years from September 1, 2022 – August 31, 2027;

AND FURTHER THAT the delegated authorities be authorized to execute the Joint Use Agreement with SD46 extension.

Recommendation No. 10 *Gibsons and District Aquatic Facility Lease Agreement*

The Committee of the Whole recommended that the report titled Gibsons and District Aquatic Facility Lease Agreement be received for information;

AND THAT the Lease Agreement be forwarded to the Town of Gibsons for final approval and execution;

AND FURTHER THAT the delegated authorities be authorized to execute the Lease Agreement.

The Committee recessed at 1:04 p.m. and reconvened at 1:45 p.m.

Recommendation No. 11 *Junior B Hockey Proposal*

The Committee of the Whole recommended that the report titled Junior B Hockey Proposal be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) Board provides support-in-principle for the following considerations:

- Enter into negotiations with the Sunshine Coast Junior Hockey Society (the Society) regarding the design, financing and construction of additions and upgrades to the Gibsons and Area Community Centre (GACC);
- Require that the Society engage an architect with demonstrated experience in designing arenas and recreational facilities;
- Require that a conceptual design be completed prior to approval of the addition that demonstrates how the addition would be compatible with a future expansion of the facility;
- Support-in-principle the SCRD assuming ongoing operating and capital renewal costs for the addition and upgrades;
- Enter into negotiations that would support the Sunshine Coast Hockey Group's (the Company) exclusive use of the building addition (changes rooms and other ancillary spaces);
- Contingent on receiving and approving an inventory of proposed advertising spaces, enter into negotiations for a long-term agreement that provides the Society the rights to sell advertising at the SCRD's recreational facilities and bus shelters that includes a revenue return for the SCRD;
- Support priority ice allocations to the Company for Junior B league competitions;
- SCRD to explore permitting requirements for liquor sales during competitions including any associated liability;
- Enter into discussions with the Town of Gibsons regarding the proposal;

- The Society and the Company submit a robust Business Plan outlining their financial sustainability, as well as risk consideration and contingencies;
- The Society actively involve ‘owners representatives’ appointed by the SCRD and Town of Gibsons in the addition design and on the construction project planning and oversight team;
- The Society, through a legally binding agreement and posting of security, put in place guarantees that ensure the completion of the addition and upgrades to the SCRD’s satisfaction and at no cost or liability to the SCRD;
- The agreements between the SCRD and Society and the SCRD and Company will stipulate that the SCRD will not be liable for any financial commitment made by the Society and/or Company;

AND THAT the SCRD Board does not support-in-principle the following consideration:

- Support-in-principle the Company’s exclusive use of the addition at no cost;

AND THAT the SCRD Board confirms that staff are to continue working with the Sunshine Coast Junior Hockey Society and the Sunshine Coast Hockey Group to further the development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations that are supported-in-principle in regards to the 2022 Junior B Hockey proposal;

AND FURTHER THAT this recommendation be forwarded to the June 23, 2022 regular Board meeting.

Directors Hiltz and McMahon opposed.

COMMUNICATIONS

Recommendation No. 12 *Coast Car Co-Op*

The Committee of the Whole recommended that the correspondence from the Coast Car Co-Op dated June 13, 2022 regarding Electoral Areas’ Grant-in-Aid eligibility be received for information;

AND THAT staff review the potential eligibility to provide Electoral Areas’ Grants-in-Aid to not-for-profit co-ops with asset lock restrictions as provided under the *Cooperative Association Act*.

NEW BUSINESS

Recommendation No. 13 *Corporate Greenhouse Gas Emissions Target*

The Committee of the Whole recommended that staff report to a future Committee in Q4 of 2022, as part of the work regarding the corporate carbon neutrality work plan, a plan for and the capacity and estimated timing required to reach the Clean BC Roadmap targets of reducing corporate greenhouse gas (GHG) emissions.

Director Toth opposed.

Recommendation No. 14 *Referral of In-Camera Agenda*

The Committee of the Whole recommended that the June 23, 2022 In-Camera Committee of the Whole Agenda be referred to the July 14, 2022 In Camera Committee of the Whole meeting.

ADJOURNMENT 3:22 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – July 14, 2022

AUTHOR: Stephen Misiurak, Manager, Capital Projects

SUBJECT: WESCAN MARINE CROSSING WATERMAIN REPLACEMENT ENGINEERING SERVICES (2137002) - CONTRACT AMENDMENT

RECOMMENDATION(S)

THAT the report titled Wescan Marine Crossing Watermain Replacement Engineering Services (2137002) Contract Amendment be received for information;

AND THAT the contract with Great Pacific Consulting Ltd for the Wescan Marine Crossing Watermain Replacement Engineering Services be increased by \$113,268 to \$209,066 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute this contract.

BACKGROUND

Wescan Marine Crossing Watermain Replacement project is one of the projects to be completed under the 2022 base budget for watermain replacement. In 2019, a leak was detected on a section of watermain that crosses Secret Cove along the marine bed between Wescan Road and Sans Souci Road. In March 2021, staff released a Request for Proposal (RFP) requesting engineering services related to the replacement of this section of watermain. Fraser Burrard Diving Ltd. (FBD), was awarded the construction contract in May 2022 (2237007).

The Sunshine Coast Regional District (SCRD) currently has a contract with Great Pacific Consulting Ltd. (GPC) to complete the engineering services including design, consultation, construction services, contract administration and environmental monitoring in the amount up to \$95,798. GPC has been working on the design and permitting for this project since summer 2021.

The purpose of this report is to request an amendment to the contract with GPC to allow additional engineering and construction management services to be completed. Board approval of this contract amendment is required as the amended contract value would exceed \$100,000.

DISCUSSION

Additional Scope of Work

On the Wescan Road side of the crossing, the existing watermain passes through three private properties on secured statutory right-of-way's over the parcels. As part of the preliminary design and alignment consideration, staff and GPC agreed that realignment of the underground section of the watermain through public road right-of-way would be beneficial to the SCRD in future operations and maintenance. Given the benefit of not having to construct on private properties, upon staff's request, GPC completed the design and specification for the new alignment in February 2022. The new alignment increased the overall length of the new watermain, and

primarily the underwater section. The location and length of the revised pipeline alignment is presented in Attachment A to this report. Due to the increased length of the new watermain, the construction management requirements have also increased. This project is complex in nature and requires expertise to manage construction, provide sensitive environmental monitoring, coordinate with various permitting agencies, and administer the construction contract, including closeout. Through discussions with GPC, staff confirmed the level of effort requested is appropriate given the overall complexity of the project.

Given the increase in scope and complexity of this project since the original engineering services contract was awarded to GPC, staff recommend that the existing contract for this project be amended to include an additional cost of \$113,268, which includes a 20% contingency allowance. The amended contract value would be \$209,066, see table below.

	Value
Current Contract	\$ 95,798
Proposed Amendment	\$ 90,614
Contingency Allowance	\$ 22,654
Total	\$ 209,066

Based on the preliminary construction schedule provided by the construction contractor FBD, it is expected that work will begin on July 4, 2022 and be completed by August 12, 2022. GPC's consultation is mandatory during this period for contract administration and other services required by GPC. It is therefore recommended to forward the recommendation to amend this contract to the July 14, 2022 Board meeting for adoption consideration.

Financial Implications

This work will be funded out of the Regional Water System [370] watermain replacement base budget, which has an annual budget of \$1,258,940. The current contract value with GPC for this project is \$95,798 (excluding taxes). To date, the following expenses have been committed:

Project	Expense
Chaster Road Watermain (asphalt restoration)	\$105,000
Henry Road Watermain (construction only)	\$200,000
Various Minor Expenses (surveying, etc.)	\$20,000
Wescan Marine Crossing Consulting Fees (includes amended engineering and archaeology)	\$209,066
Wescan Marine Crossing Watermain Construction	\$600,000
Total committed	\$1,134,066

As the recommended contract award can be funded from uncommitted base budget, there is no need to amend the 2022-2026 Financial Plan.

Timeline for next steps or estimated completion date

This project involves construction within the marine environment and is therefore subject to the Department of Fisheries and Oceans construction windows. The summer construction window in this area is July 1 to August 31, and all activity within the marine and intertidal zones must be completed within this timeframe.

STRATEGIC PLAN AND RELATED POLICIES

This watermain replacement project reflects the objectives identified in the 2019-2023 Board Strategic Plan, including the Strategic Focus Area of *Asset Stewardship*.

CONCLUSION

The scope and complexity of this project has increased since the original engineering services contract was awarded to GPC, staff recommend the existing contract for this project be amended to include an additional cost of \$113,268. The amended contract value would be \$209,066 which includes a 20% contingency and will not impact the current commitments planned under annual base budget.

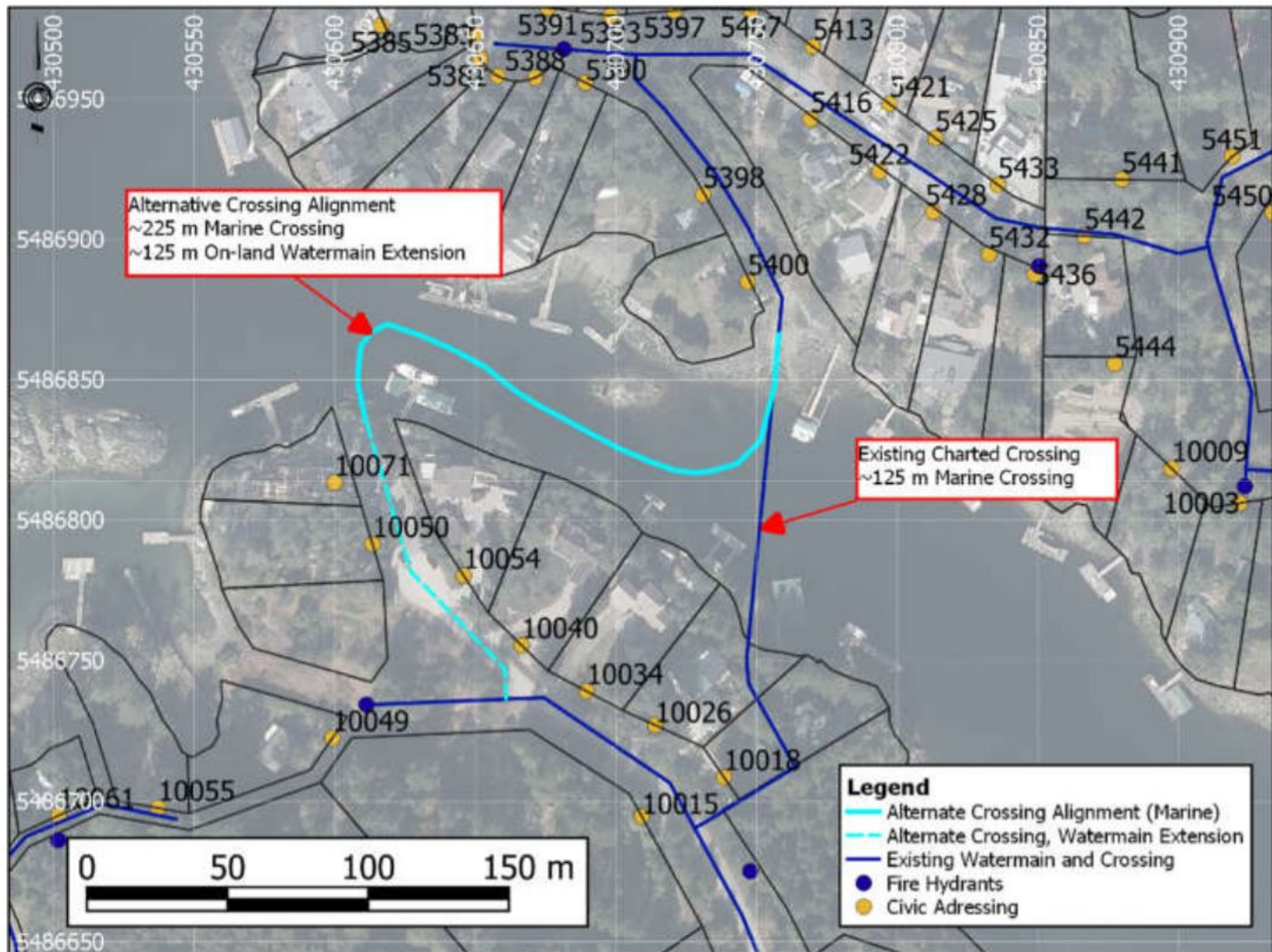
Staff therefore recommend that delegated authorities be authorized to execute this contract amendment.

ATTACHMENTS

Attachment A: Alternate Crossing Alignment

Reviewed by:			
Manager		Finance	X - T. Perreault
GM	X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	X- V. Cropp

Figure 1: Alternate Crossing Alignment



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – July 14, 2022

AUTHOR: Kyle Doyle - Manager, Asset Management

SUBJECT: **STRATEGIC PRIORITIES FUND GRANT APPLICATION – SCRD WATER METER INSTALLATIONS PHASE 3**

RECOMMENDATION(S)

THAT the report titled Strategic Priorities Fund Grant Application – SCRD Water Meter Installations Phase 3 be received;

AND THAT the SCRD Board approve the grant application to the Union of British Columbia Municipalities' Canada Community-Building Fund for the installation of water meters (Phase 3) within the Sunshine Coast Regional District.

BACKGROUND

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF). The program is intended to support Local Government infrastructure and capacity building projects that have the objective to enhance productivity and economic growth, a clean environment and strong communities. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

Funding from the Capital Infrastructure Stream provides grant funding targeted for capital costs of local government infrastructure projects that are large in scale, regional in impact, and support the above-mentioned objectives.

Funding of up to \$100 million is currently available. Applications can be submitted from April 1, 2022 with an application deadline of June 30, 2022.

Upon review of the grant criteria, Staff believe there was an opportunity to apply for the Water Meter Installations Phase 3 project. A scan of other potential 'shovel ready' projects was done which did not conclude any other projects in a state to apply at this time. Due to internal capacity and timelines, it was not possible to bring the matter forward for Board decision/resolution of support prior to application, which is a requirement of the application deadline. The purpose of this report is to seek Board endorsement for the project application.

DISCUSSION

Grant funding up to a maximum amount of \$6 million (100% grant funded) is currently available for each jurisdiction for capital infrastructure projects. An application has been submitted as part of the Universal Water Metering project involving the Sunshine Coast Regional District for a total requested grant amount of \$6,000,000

As proposed, the work to be completed with grant support includes:

- Water Meter Installation Phase 3–Sechelt Area (appx 4,800 water meters)

An SCRD Board resolution indicating support for the grant application is required to be submitted to the UBCM evaluation committee by July 30th, 2022. This must be completed before the grant application is eligible for award.

Financial Implications

Meter Installation Phase 3 is currently included in the Financial Plan, and an AAP was approved in 2021 to borrow up to \$7,250,000 over a 15-year term to fund this project. If successful, it is anticipated this grant will cover approximately 80% of the costs associated with this project as estimated late 2020 and would reduce the need for borrowing

Staff are about to initiate the development of the request for proposals for this project and will also reconfirm the cost estimate. Given the recent increase in the price of commodities, general inflation, and engineering services, the updated costs estimate is expected to exceed the one completed late 2020.

A future financial plan amendment will be required to accept the grant, if approved.

Timeline for next steps or estimated completion date

Results of the application are expected by Q4, 2022. Work must be completed within 5 years of grant award. This grant allows for the project to be initiated before the grant results are announced. Staff is scheduled to initiate the development of the Request for Proposals associated with this project in Q3, 2022 with the actual meter installations to start late Q4 2022 or early Q4 2023.

STRATEGIC PLAN AND RELATED POLICIES

Relates to Asset Stewardship (2.1 Plan for and ensure year-round water availability now and in the future – *Complete development and implementation and plan for community engagement of a water metering program*). Also aligns with the Boards Financial Sustainability Policy

CONCLUSION

An application to Strategic Priorities Fund (SPF) stream within the Canada Community-Building Fund was prepared and submitted. A resolution of support from the Board is required for the application to be considered.

Reviewed by:			
Manager		CFO-Finance	X - T. Perreault
GM	X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – July 14, 2022

AUTHOR: Matt Treit - Manager, Protective Services

SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS FUND GRANT APPLICATION – EXTREME HEAT RESPONSE PLAN FOR SCRD

RECOMMENDATION(S)

THAT the report titled Community Emergency Preparedness Fund Grant Application – Extreme Heat Response Plan for SCRD be received;

AND THAT the grant application to the Union of British Columbia Municipalities' Community Emergency Preparedness Fund for development of an Extreme Heat Response Plan for the Sunshine Coast Regional District be approved;

AND FURTHER THAT a request for resolutions of support be forwarded to the Town of Gibsons, District of Sechelt and shíshálh Nation.

BACKGROUND

The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM.

A new stream of funding - Extreme Heat Risk Mapping, Assessment, and Planning - was announced on May 11, 2022 with an application deadline of June 24, 2022 (6 weeks).

Funding is a new stream of funding within the CEPF to support eligible applicants to ensure they have accurate knowledge of the risks associated with extreme heat and how these risks will change over time, and to develop effective response plans and strategies to prepare, mitigate, and adapt to those risks.

Protective Services staff liaised with regional CAOs to confirm shared interest-in-principle to apply as a regional partnership. An application was developed, vetted through CAOs, and submitted by the deadline.

The application was submitted prior to Board decision/resolution of support prior to application. This report requests consideration of proceeding with the application.

DISCUSSION

Grant funding up to a maximum amount of \$30,000 (100% grant funded) is currently available for each jurisdiction for planning in response to extreme heat events. An application has been submitted as part of a regional strategy involving the shishálh Nation, Town of Gibsons, District of Sechelt and the Sunshine Coast Regional District for a total grant amount of \$120,000. The project will be administered through the SCRD.

As proposed, the work to be completed with grant support includes:

- Review of lessons learned from 2021 extreme heat event
- Completion of an Extreme Heat Risk Assessment for the Sunshine Coast Regional District
- Completion of Extreme Heat Risk map for the Sunshine Coast Regional District, identifying at-risk and vulnerable populations
- Completion of an Extreme Heat Response Plan
- Integration of Extreme Heat Response Plan with Emergency Response and Recovery Plan and Climate Change Action Plan
- Advertising plan to provide residents with information about dealing with heat emergencies as well as providing information about what services are being provided by the SCRD, TOG, DOS, SIGD
- Developing neighbourhood and community preparedness programs to empower residents to check in and provide support to vulnerable neighbours

An SCRD Board resolution indicating support for the grant application is required before the grant application will be considered. Resolutions will also be required from the other three jurisdictions in support of the application.

Financial Implications

Development of the Extreme Heat Response Plan is not currently included in the Financial Plan. Should the application for funding be successful, a Financial Plan amendment will be required. A response from UBCM is anticipated within 90 days.

It is anticipated that the grant will cover 100% of the eligible costs associated with the development of the Extreme Heat Response Plan.

Timeline for next steps or estimated completion date

Results of the application are expected by September 24, 2022. Work must be completed within one year of grant acceptance.

As the plan will encompass the entire SCRD, resolutions of support will also be required from the District of Sechelt, the shishálh Nation, and the Town of Gibsons.

STRATEGIC PLAN AND RELATED POLICIES

Relates to Community Resilience & Climate Change Adaptation (4.1 Develop Climate Change Adaptation Strategy – *develop and implement adaptation strategic and measures including emergency plans...*) and Working Together (3.3 Increase Intergovernmental Collaboration – *identify and implement opportunity for joint initiatives, collaboration and information sharing...*).

CONCLUSION

An application to CEPF was prepared and submitted. A resolution of support from the Board is required for the application to be considered.

Reviewed by:			
Manager		Finance	X – B. Wing
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – July 14, 2022

AUTHOR: Pat Higgins, Fire Chief, Roberts Creek Volunteer Fire Department

SUBJECT: ENGINE #1 REPLACEMENT – ROBERTS CREEK VOLUNTEER FIRE DEPARTMENT

RECOMMENDATION(S)

THAT the report titled Engine #1 Replacement – Roberts Creek Volunteer Fire Department be received;

AND THAT the project budget for Engine #1 Replacement - Roberts Creek Volunteer Fire Department be increased from \$374,928 to \$390,978 with the additional \$10,700 for changes and \$5,350 for contingencies funded from Roberts Creek Fire Protection 212 operating reserves;

AND THAT the contract supply and delivery of a fire truck for the Roberts Creek Volunteer Fire Department with Intercontinental Truck Body (BC) Ltd be increased to up to \$390,978 (before GST);

AND FURTHER THAT the 2022-2026 Financial Plan Bylaw be amended accordingly.

BACKGROUND

As part of the 2021 Financial Plan, the Board approved the purchase of a new engine for the Roberts Creek Fire Department with costs not to exceed \$350,400. The funding is sourced primarily from the Roberts Creek Fire Protection (212) Capital Reserve Fund, with a small increment (approved in 2021) sourced from operating reserves based on wildfire deployment revenue.

The purpose of this report is to seek approval of an additional budget amount which will require Financial Plan and contract amendment.

DISCUSSION

Following discussions with the truck builder and a site progress inspection, it was noted that due to the truck configurations, several minor changes were required to ensure safety and proper operation of the apparatus. The addition of rear steps and the lowering of equipment shelving are required to satisfy Occupational Health & Safety considerations due to the height of the vehicle. A change in the compartment interior paint was also recommended to improve visibility of equipment inventory. The operator controls for a search light and pump require modifications to increase ease of use, and to comply with the SCRD Mobile Device Management Policy, a secure tablet mount is required to secure the operations tablet to the vehicle dashboard.

These changes and contingency fund will add up to \$16,050 including PST to the project cost.

Financial Implications

The Roberts Creek Fire Protection (212) Capital Reserves has an uncommitted balance of \$399,520, however, these funds are committed as part of the newly adopted capital renewal plan for the fire department.

It is recommended that this amendment be funded from the operating reserve which is in large part a result of deployment to the BC Wildfires which contributes to additional wear and tear on fire equipment. The uncommitted balance is \$176,420.

Timeline for next steps or estimated completion date

The required changes for the truck will be made once the additional funding has been approved. The truck delivery is planned for mid-July as the required changes can all be completed within a relatively short time frame.

STRATEGIC PLAN AND RELATED POLICIES

The project aligns with the Protective Services 20 Year Capital Plan

CONCLUSION

Equipment stored in truck compartments must be accessible to all firefighters. After a site progress inspection, it was determined that shelves must be reconfigured and extra steps added to allow for access at increased heights. Some other minor changes were also required to ensure safety and functionality. A budget increase of up to \$16,050, funded from operating reserves, is requested.

Reviewed by:			
Manager	X – M. Treit	Finance	X -T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing	X – V.Cropp

June 28, 2022

File No. 0400-50

Sunshine Coast Elected Officials
By email

Dear Mayors, hiwus, Councillors and Directors,

Re: Request for Letter of Support for UBCM Community to Community Funding

Following the October 15, 2022 election, there are opportunities for Mayors, Councillors, Board Members and senior staff to gather with the initiative to build and strengthen neighbouring governmental partnerships. UBCM has offered a \$5000 grant for hosting progressive discussions regarding, but not limited to, reconciliation, climate adaptation, regional growth and regional water strategies.

The District of Sechelt would like to apply for the funding and requests your support. We would appreciate if you could provide a letter of support for the District of Sechelt's grant application to Tracy Forster at tforster@sechelt.ca and include the following details:

- Commitment to have elected officials or staff attend at least 2 meetings between September 26, 2022 and March 31, 2023; and
- That your organization is in support of these meetings with the purpose of discussing reconciliation, climate adaptation, a regional growth strategy or a regional water strategy.

I look forward to working with you all going forward on these critical regional discussions.

Sincerely,



Darnelda Siegers,
Mayor

cc:
MLA Nicholas Simons via email: nicholas.simons.MLA@leg.bc.ca
MP Patrick Weiler via email: patrick.weiler@parl.gc.ca