



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, SECHLT, B.C.**

THURSDAY, OCTOBER 27, 2022

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of October 13, 2022

Annex A
Pages 1 - 9

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Placement of Notice on Title – Chief Building Official
Annex B
pp 10 - 13
4. Water Supply Update – GM, Infrastructure Services
Verbal
5. Church Road Phase 4b Construction Management Services
Contract Amendment (2237001) and Construction Change Order
(2137017) – Manager, Capital Projects
Annex C
pp 14 - 17
6. New Committee Structure – SCRD Board Chair
Annex D
p 18
7. Award Report for RFP 2211702 – Cell Phone Services - Manager,
Information Services and GIS
Annex E
pp 19 - 20
8. 2022 Local Government Election Results – Corporate Officer
Annex F
pp 21 - 22
9. 2023 Meeting Schedule – Deputy Corporate Officer
Annex G
pp 23 - 36
10. Office of the CAO Monthly Report
Annex H
pp 37 - 38

COMMUNICATIONS**MOTIONS****BYLAWS****DIRECTORS' REPORTS**

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f), (g), (i) and (k) of the *Community Charter* – “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to November 19, 2022)

Committee of the Whole	October 27 at 9:30 am
Sunshine Coast Regional Hospital District	October 27 at 1:00 pm
Regular Board	October 27 at 2:00 pm
Inaugural Board Meeting	November 10 at 2:00 pm
Electoral Area Services Committee	November 17 at 2:00 pm

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

Local Government Show	November 3 at 4:00 pm
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Please note: Meeting dates are current as of print date (October 21, 2022).



SUNSHINE COAST REGIONAL DISTRICT

October 13, 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 (in Part)
		Town of Gibsons	B. Beamish
		Sechelt Indian Government District	P. Paul
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Infrastructure Services		R. Rosenboom (in Part)
	GM, Community Services		S. Gagnon (in Part)
	Manager, Asset Management		K. Doyle (in Part)
	Parks Planning and Community Dev. Coordinator		J. Huntington (in Part)
	GM, Planning and Development		I. Hall (in Part)
	Area A, Alternate Director		C. Alexander (in Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		2
	Public		13

**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 2:08 p.m.

AGENDA It was moved and seconded

263/22 THAT the agenda for the meeting be adopted as amended, as follows:

- ADD COMMUNICATIONS: Letter from Halfmoon Bay Community Association.

CARRIED

MINUTES

Minutes **It was moved and seconded**

264/22 THAT the Regular Board meeting minutes of September 22, 2022 be adopted.

CARRIED

PRESENTATIONS AND DELEGATIONS

The General Manager, Infrastructure Services provided a water supply update to the Board.

Presentation **It was moved and seconded**

265/22 THAT the verbal report and presentation titled Water Supply Update be received for information.

REPORTS

Drought Response Update **It was moved and seconded**

266/22 THAT the report titled 2022 Drought Response Update and Financial Implications be received for information;

AND THAT the 2022 Emergency Operations Centre (EOC) – Drought Response be approved for expenditures up to \$550,000 and funded through Regional Water [370] Operating Reserves;

AND THAT the funds approved for the installation and decommissioning of the siphon system at Edwards Lake in the amount of up to \$350,000 be rolled into the 2022 Drought Response and associated funding (\$350,000 + \$200,000 = \$550,000 total);

AND THAT staff work with Emergency Management BC on the potential reimbursement of some of the expenditures associated with the 2022 EOC – Drought Response Activation through the BC Disaster Financial Assistance program;

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

CARRIED

Committee of the
Whole

It was moved and seconded

267/22

THAT Committee of the Whole recommendation Nos. 2-5, 7 and 8 of September 22, 2022 be received, adopted and acted upon as follows:

Recommendation No. 2 *Zoning Bylaw No. 722 Consideration of Third Reading and Adoption*

THAT the report titled Zoning Bylaw No. 722 Consideration of Third Reading and Adoption be received for information;

AND THAT the revised Zoning Bylaw No. 722 be forwarded to the October 13, 2022 Regular Board meeting for Third Reading and Adoption.

Recommendation No. 3 *Liquor and Cannabis Regulation Branch Liquor Primary New Outdoor Patio Application (038526)*

THAT the report titled Liquor and cannabis Regulation Branch (LCRB) Liquor Primary New Outdoor Patio Application (038526) – Royal Canadian Legion Branch 219 (Roberts Creek) be received for information;

AND THAT the topic of LCRB Liquor Primary New Outdoor Patio Application (038526) be referred to the November 2022 Electoral Area Services Committee meeting to provide clarity on the enforceability of noise levels, and the applicability of tying the issuance of the permit to the covenant;

AND FURTHER THAT an invitation be extended to the Legion to attend the Committee Meeting to provide further information and address the covenant.

Recommendation No. 4 *Budget Project Status Report*

THAT the report titled Budget Project Status Report be received for information.

Recommendation No. 5 *Grants Status Update*

THAT the report titled Grants Status Update be received for information.

Recommendation No. 7 *Community Resiliency Investment Program – 2023 FireSmart Community Funding and Supports Grant Application*

THAT the report titled Community Resiliency Investment Program – 2023 FireSmart Community Funding and Supports Grant Application be received for information;

267/22 cont. AND THAT a grant application of up to \$750,000 for Community Resiliency Investment Program – 2023 FireSmart Community Funding and Supports be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District (SCRD);

AND THAT the SCRD supports the project and is willing to provide overall grant management;

AND FURTHER THAT requests for resolutions of support be forwarded to the Town of Gibsons, District of Sechelt and Sechelt Indian Government District.

Recommendation No. 8 *Request for Proposal (RFP) 2221604
Halfmoon Bay Fire Department Self Contained Breathing Apparatus
Contract Award*

THAT the report titled Request for Proposal (RFP) 2221604 Halfmoon Bay Fire Department Self Contained Breathing Apparatus Contract Award be received for information;

AND THAT the contract to provide Self Contained Breathing Apparatus to the Halfmoon Bay Fire Department be awarded to Electrogas Monitors Ltd. in the amount of up to \$176,313 (excluding GST);

AND THAT the project budget for the purchase of the Self-Contained Breathing Apparatus be increased from \$175,900 to 216,014 with the additional \$48,400 funded from Halfmoon Bay Fire Protection [216] Operating Reserves;

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

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

CARRIED

Director Beamish left the meeting at 3:00 p.m. and returned to the meeting at 3:01 p.m.

Coopers Green
Construction Update **It was moved and seconded**

268/22 THAT the report titled Coopers Green Hall Replacement Project – Construction Update be received for information;

AND THAT the report and the selection of an Option with respect to determining the final location for the Coopers Green Hall be deferred to the Regular Board meeting on November 24, 2022.

CARRIED

Director Hiltz and Director Lee opposed.

Reconsideration It was moved and seconded

269/22 THAT resolution 268/22 regarding Coopers Green Construction Update be reconsidered.

CARRIED

**Coopers Green
Construction Update It was moved and seconded**

270/22 THAT the report titled Coopers Green Hall Replacement Project – Construction Update be received for information;

AND THAT the report and the selection of an Option with respect to determining the final location for the Coopers Green Hall be deferred to a meeting on or before November 24, 2022.

CARRIED

Director Hiltz opposed.

**syíyáyá
Reconciliation It was moved and seconded**

271/22 THAT the report titled syíyáyá Reconciliation Movement-Project Support be received for information;

AND THAT 2022 project assistance be provided to the syíyáyá Reconciliation Movement and funded through the uncommitted Electoral Areas' Grant-in-Aid (GIA) services in an amount of \$5,000, paid directly to the shíshálh Nation, as follows:

- Electoral Area A \$ 4
- Electoral Area B \$1,243
- Electoral Area D \$1,251
- Electoral Area E \$1,251
- Electoral Area F \$1,251.

CARRIED

**Natural
Infrastructure Fund It was moved and seconded**

272/22 THAT the report titled Natural Infrastructure Fund – Grant Application for Parks be received for information;

AND THAT a grant application of up to \$470,033 be submitted on behalf of the Sunshine Coast Regional District (SCRD) including the following projects:

1. Chaster Park Pedestrian Access Bridge Repair and Flood Resiliency Project - \$241,319;

- 272/22 cont.
2. Cliff Gilker Park Trails and Bridges Recovery and Resiliency Project - \$190,805;
 3. Katherine Lake Park and Campground Flood Recovery and Resiliency Project - \$37,909;

AND THAT the SCRD supports the current proposed activities identified in the applications and is willing to provide overall grant and project management;

AND FURTHER THAT the SCRD issue a request for letters of support for the grant and proposed projects to the shíshálh and Skwxwú7mesh Nations.

CARRIED

Gas Tax Scope **It was moved and seconded**

273/22 THAT a draft letter to the Union of British Columbia Municipalities requesting a change to the Gas Tax Community Works funds, broadening the scope and providing more flexibility in the qualification of projects, including projects surrounding aspects of climate resiliency and natural assets, be brought forward for consideration at the October 27, 2022 Committee of the Whole meeting.

CARRIED

Dakota Ridge
Volunteer Group **It was moved and seconded**

274/22 THAT the report titled Dakota Ridge Volunteer Group Update be received for information.

CARRIED

Director Toth left the meeting at 3:48 p.m.

The Board recessed at 3:48 p.m. and reconvened at 3:56 p.m.

Contract Extension **It was moved and seconded**

275/22 THAT the report titled 2035011 Mattress Recycling Contract Extension be received for information;

AND THAT the contract with Canadian Mattress Recycling Inc. for mattress recycling services from the Sechelt Landfill and Pender Harbour Transfer Station be extended for an additional one (1) year period to December 31, 2023;

AND THAT the contract with Canadian Mattress Recycling Inc. be increased by \$87,030 to \$264,135 (not including GST);

275/22 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

CARRIED

Contract Extension **It was moved and seconded**

276/22 THAT the report titled 2035007 Metal Container, Hauling and Recycling Services – Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for metal container, hauling and recycling services be extended for an additional one (1) year period to October 31, 2023;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$368,450 to \$797,920 (not including GST);

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

AND THAT the 2023 expense for metal recycling at the Sechelt and Pender Transfer Station be increased by \$110,030 to \$326,950 and funded through tipping fees and external recoveries;

AND FURTHER THAT the draft 2023-2027 Financial Plan be amended accordingly.

CARRIED

Director Beamish opposed.

Contract Amendment **It was moved and seconded**

277/22 THAT the report titled 2135003 Pender Harbour Transfer Station Engineering Services – Contract Amendment be received for information;

AND THAT the contract (2135003) with XCG Consulting Limited, be increased by \$33,000 to \$385,800 (excluding GST);

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

CARRIED

COMMUNICATIONS

Coopers Green
Hall

It was moved and seconded

278/22

THAT the correspondence from the President of the Halfmoon Bay Community Association, dated October 11, 2022 regarding the Association's response to the Coopers Green Hall Replacement Project - Construction Update be received for information.

CARRIED

BYLAWS

Bylaw 722

It was moved and seconded

279/22

THAT *Sunshine Coast Regional District Zoning Bylaw No. 722, 2022* be read a third time.

CARRIED

Bylaw 722

It was moved and seconded

280/22

THAT *Sunshine Coast Regional District Zoning Bylaw No. 722, 2022* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 4:33 p.m.

IN CAMERA

It was moved and seconded

281/22

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f), (g), (i) and (k) of the *Community Charter* – “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service”;

AND THAT Christine Alexander, Alternate Director for Area A, be authorized to attend the October 13, 2022 In Camera Board meeting.

CARRIED

The Board moved out of In Camera at 5:01 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Garden Bay Road **It was moved and seconded**

282/22 THAT a legal demand letter, regarding the Garden Bay Road (Electoral Area A) property, seeking compliance with Zoning, Building, Official Community Plan and Planning fees and Procedures Bylaws be issued;

AND THAT staff report to a future Committee on file progress and next steps.

CARRIED

ADJOURNMENT It was moved and seconded

283/22 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 5:02 p.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 27, 2022

AUTHOR: Brian Kennett, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Strata Lot 15, DL2979, Strata Plan BCS1539, NWD GRP 1, together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V, PID 026-454-297 Folio 746.06004.015;

AND FURTHER THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, Block B, DL 690, Plan 4573, NWD GRP 1, PID 011-479-612, Folio 746.00437.000.

BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists properties where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or an inspection under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the Building Division.

Letters have been sent advising the registered owners that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all of the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered.

DISCUSSION

The list of properties are non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

1. **951 Douglas Bay Road, Electoral Area F**
Strata Lot 15, DL2979, Strata Plan BCS1539, NWD GRP 1 together with an
interest in the common property in proportion to the unit entitlement of the
Strata Lot as shown on Form V
PID 026-454-297 Folio 746.06004.015

The subject property is a 3.5 acre parcel located at the northeastern end of Gambier Island.

It was brought to the attention of the SCRD Building Division that the construction of a building had taken place without a valid Building Permit. No site visits have been conducted, however the constructed building is clearly visible by means of aerial imagery.



In order to bring the property into compliance a building permit would need to be applied for and issued. The owner has been notified on numerous occasions, both in writing and in conversation, that a building permit is required.

To date, no building permit application has been received. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**2. 758 Henry Road, Electoral Area E
Lot 2, Block B, DL 690, Plan VAP4573, NWD GRP 1
PID 011-479-612, Folio 746.00437.000**

The subject property is a 5 acre parcel located in the Agricultural Land Reserve.

After attending the property on multiple dates to investigate significant land alteration and the placement of fill, the SCRD Bylaw Enforcement Division observed that a metal framed tent building had been constructed, and several steel shipping containers had been placed without valid Building Permits. A Stop Work Order (SWO) was posted on November 9, 2020.

Between December 1, 2020 and April 8, 2021, the SCRD Building Division received seven Building Permit applications for multiple buildings including: a metal framed tent building, four steel shipping containers, a greenhouse, and a large barn. Upon initial review of the Building Permit applications, it was determined that, due to the placement of fill, a retroactive Agricultural Land Commission (ALC) fill application would need to be completed prior to authorizing the construction of buildings. Additional details needed to complete the permit review, pertaining to both the location and use of the buildings, were also requested of the owner but were never provided.

On August 25, 2021, the SCRD Building Division attended the property and posted a second SWO for a metal framed greenhouse being constructed without a valid Building Permit. Work continued on the greenhouse in contravention of the posted SWO.

A third SWO was posted on October 13, 2021 for a pig barn building, consisting of two steel shipping containers with a wood framed truss roof, being constructed without a valid Building Permit. Once again, work continued on the pig barn in contravention of the posted SWO.

The SCRD Building Division attended the property on October 6, 2022 in an attempt to ascertain an accurate count of what has been constructed, or placed on the property to date with no Building Permit. Based on observations made, it appeared that there was a metal framed tent building, a pig barn building, a metal framed greenhouse and five steel shipping containers requiring a total of eight separate Building Permits.



In order to bring the property into compliance, Building Permits would need to be applied for and issued for all buildings constructed, and containers placed without permits. The Building Permit applications that were previously submitted have all expired. The ALC has yet to provide a

decision in regards to the retroactive fill application. The SCRD Building Division is not aware of any safety issues and recommends notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the Building Division that is summarized above show that these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted properties.

Reviewed by:			
Manager	X - B. Kennett	Finance	
GM	X – I. Hall	Legislative	
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 27, 2022

AUTHOR: Stephen Misiurak, Manager, Capital Projects

SUBJECT: CHURCH ROAD PHASE 4B CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT (2237001) AND CONSTRUCTION CHANGE ORDER (2137017)

RECOMMENDATION(S)

THAT the report titled Church Road Phase 4B Construction Management Services Contract Amendment (2237001) and Construction Change Order (2137017) be received for information;

AND THAT the contract with Associated Environmental Inc. be increased by \$306,722 to an amount up to \$1,297,408 (excluding GST), which includes a \$60,000 contingency allowance;

AND THAT the contract with Maycon Construction be increased by \$100,000 up to an amount of \$7,685,265 (excluding GST);

AND THAT the Church Road Phase 4B budget be increased by \$481,041 from \$8,788,959 to \$9,270,000, to be funded from the long-term loan for this project;

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

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

BACKGROUND

At the January 13, 2022 Board meeting, the following resolution was passed:

010/22 **Recommendation No. 1** *Invitation to Tender (ITT) 2137017*
 (in part) *Contract Award for Church Road Phase 4b – Construction*

AND THAT a contract for construction of the Church Road Phase 4B be awarded to Maycon Construction Ltd. in the amount up to \$7,585,265 (excluding GST);

AND THAT a contract for Church Road Phase 4B – Construction Management Services be awarded to Associated Environmental in the amount up to \$990,686 (excluding GST);

AND THAT the Church Road Phase 4 budget be increased from \$8,270,000 to \$8,788,959, funded from the long-term loan for this project;

AND THAT a Temporary Borrowing Bylaw be prepared Church Road Well Field Project as part of the Loan Authorization Bylaw No. 725, 2020 of up to \$9 million;

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

The Sunshine Coast Regional District (SCRD) currently has a contract with Associated Environmental Inc. (AE) to provide engineering construction management services including environmental monitoring and contract closeout services in the amount up to \$930,686 plus an added contingency of \$60,000 for a total contract amount up to \$990,686. AE is the engineer of record and construction manager working on the construction phase of the Church Road Well Field Project since January 2022.

The purpose of this report is to request an amendment to the contract with AE for additional incurred design and field engineering costs related to poor subsurface soil conditions and for additional engineering and construction management services to be completed. Board approval of this contract amendment is required in order to retain uninterrupted construction management services.

DISCUSSION

Unanticipated Poor Soil Conditions

During excavation of the water treatment plant building foundation, the existing soils were found to be of poor quality resulting in additional geotechnical engineering design services to ensure the building will be constructed upon a solid foundation. An additional excavation of several meters was required to achieve a competent building foundation. Consequently, additional engineering structural design changes were implemented during construction to ensure the building construction was proceeding forward. The poor soils condition was a latent condition that was not identified during the preliminary geotechnical analysis in spite of several subsurface bore holes being taken during the building design phase of this project. This resulted in additional costs for design, engineering, and inspection services provided by AE.

The poor soil conditions also lead to significant contractor cost increases related to excavation and foundation construction.

Extended Contract Administration Expenses

The original scope of services provided by AE estimated their contract administration services would proceed through mid-September 2022. However, due to a variety of reasons including archeological assessments, an extended timeline to review construction documents and supply chain challenges, the projected commissioning date has been pushed forward to early 2023. Consequently, additional costs will be incurred for AE to continue to provide for part time inspection and construction management oversight services.

Financial Implications

The total additional funding needed for AE to complete this project is \$306,722.

On January 13, 2022, the Board authorized a contract with Maycon up to \$7,585,265 (excluding GST) which included a contingency allowance of \$350,000. The total additional funding needed

for Maycon to complete this project is \$100,000 for a revised total contract with Maycon up to \$7,685,265 (excluding GST).

The contract increase for the engineering construction oversight by AE can be funded from the available project funding.

Approval of currently unforeseen expenses would be funded from the contingency allowances and would follow the standard project management process and purchasing policy and would result in the execution of amended contracts.

The financial shortfall for the Church Road Phase 4 project is within the remaining financing approved through the AAP process. Staff recommends the Board approve the additional \$481,041 to fund the additional expenditures from the long-term loan approved through the AAP. This will trigger a project budget amendment as well as a Financial Plan amendment. The amended project budget will be \$9,270,000, of which \$9,000,000 is funded through a long-term loan and \$270,000 from capital reserves.

Timeline for next steps

Upon Board approval of the contract and budget amendment, staff will initiate the contract amendments with AE and Maycon for execution. This would allow construction to proceed as per the updated schedule and the project to be completed by the end of March if not earlier, pending any other unforeseen events.

STRATEGIC PLAN AND RELATED POLICIES

This project is in alignment with Strategic Focus Area 2 of the 2019-2023 Strategic Plan – Asset Stewardship. Specifically, the Church Road project is consistent with the strategy to ‘plan for and ensure year-round water availability now and in the future’.

This project is also consistent with the goals of other Strategic Focus Areas including:

- Community Resilience and Climate Change Adaptation; by reducing dependency on surface water supply in the Chapman Water System thereby reducing vulnerability to seasonal drought.
- Engagement and Communications; by proactively providing updates to the immediately affected residents and using a variety of methods to ensure the community is kept informed of the project.

CONCLUSION

The scope, complexity, and construction duration of this project has increased since the time the construction management and engineering services were originally awarded to AE for the reasons mentioned in this report. Staff recommend the existing contract with AE for this project be amended to include an additional cost of \$306,722. The amended contract value would be \$1,237,408, plus a \$60,000 contingency allowance for a total contract amount up to \$1,297,408. Staff also recommend the existing contract with Maycon be amended to include an additional cost of \$100,000 to a total of \$7,685,265.

There is currently a funding shortfall of \$481,041 for Church Road Phase 4 and staff recommend to increase the available project budget from \$8,788,959 to \$9,270,000 with the additional funds coming from the long-term loan approved through the AAP.

Staff therefore recommend the delegated authorities be authorized to execute these contract amendments.

Reviewed by:			
GM	X – R. Rosenboom	Finance	X- T. Perreault
CAO	X– D. McKinley	Purchasing	X– V. Cropp

SUNSHINE COAST REGIONAL DISTRICT CHAIR REPORT

TO: Board, October 27, 2022
AUTHOR: Darnelda Siegers, Chair
SUBJECT: NEW COMMITTEE STRUCTURE

RECOMMENDATION(S)

THAT the report titled **New Committee Structure** be received for information;

AND THAT the Directors provide feedback to staff on the effectiveness of the new committee structure.

BACKGROUND

The SCRD Board Chair recommended changes to the SCRD standing committee structure. A Committee of the Whole (COW) and Electoral Area Services (EAS) committee was established to replace the previous SCRD standing committees (Infrastructure Services, Planning and Development, Community Services and Corporate and Administrative Services committees). In addition, a Board Policy Review Committee and a Finance Committee were also established.

DISCUSSION

The 2022 Board standing committee meeting schedule was updated to reflect appointments to the newly established committees, effective May 6, 2022.

The purpose of this report is to seek Board feedback on the new committee structure since these changes were implemented five months ago.

CONCLUSION

Feedback received from Directors will assist future Boards should they choose to review the committee structure again.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board Meeting – October 27, 2022

AUTHOR: David Nelson, Manager, Information Services and GIS

SUBJECT: AWARD REPORT FOR RFP 2211702 – CELL PHONE SERVICES

RECOMMENDATION(S)

THAT the report titled Award Report for RFP 2211702 Cell Phone Services be received for information;

AND THAT a 3-year contract for cellular and device services be awarded to ROGERS for a value of up to \$240,000 (excluding GST);

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

BACKGROUND

In December 2022 the existing three-year cell phone services agreement between Telus Communications Inc. (TELUS) and the Sunshine Coast Regional District (SCRD) expires. The purpose of this report is to seek approval to award a new 3-year cell phone services contract to Rogers Communications (ROGERS) for a projected value of \$240,000 (before GST).

DISCUSSION

In June 2022, Request for Proposal (RFP) 2211702 was published to secure a new contract for cellular services. Required services include a refresh of cellular devices, management of cellular plans, technical and administrative support. One compliant proposal was received. Led by Purchasing, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in the RFP. Staff recommend that a 3-year contract be awarded to ROGERS based on meeting the specifications as outlined.

A summary of bids received is as follows:

<u>Name</u>	<u>Value</u>
Rogers Communications Canada Inc. (ROGERS)	\$240,000.00

Financial Implications

Overall costs for the new 3-year contract with ROGERS are projected to be up to \$240,000 (before GST). This inclusive 3-year projection assumes the addition of one new line added every two months over the course of the contract. Per device prices, and voice/data plans are competitive with previous service provider for comparable devices and services, while offering added usage capacity.

The costs are within the existing business-unit budgets and no Financial Plan amendments are recommended at this time.

STRATEGIC PLAN AND RELATED POLICIES

The ROGERS purchase contract meets SCRD procurement policies for competitive bidding, aligns with the Board Financial Sustainability Policy regarding overall costs, while providing enhanced capacity features.

CONCLUSION

The existing three-year cellular mobility services agreement with TELUS expires December 2022. A competitive RFP process identified ROGERS as a qualified proponent for a new three-year contract that will improve some services and maintain per unit costs. Staff recommend a 3-year contract be awarded to ROGERS. No Financial Plan amendments are required as the total costs are within existing budgets.

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM		Legislative	
CAO		Purchasing	X-V.Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 27, 2022

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: 2022 LOCAL GOVERNMENT ELECTION RESULTS

RECOMMENDATION(S)

THAT the report titled 2022 Local Government Election Results be received for information.

BACKGROUND

The 2022 general local election was held on October 15, 2022.

DISCUSSION

The official results for the 2022 local government elections for the Sunshine Coast Regional District have now been determined. The following individuals have been elected to office:

Director – Electoral Area A – Egmont / Pender Harbour (acclaimed)	Leonard Lee
Director – Electoral Area B – Halfmoon Bay	Justine Gabias
Director – Electoral Area D – Roberts Creek (acclaimed)	Kelly Backs
Director – Electoral Area E – Elphinstone (acclaimed)	Donna McMahon
Director – Electoral Area F – West Howe Sound (acclaimed)	Kate-Louise Stamford

Details of the results are attached for information.

STRATEGIC PLAN AND RELATED POLICIES

N/A.

CONCLUSION

General local elections were held on October 15, 2022. Staff recommend receipt of the results.

Attachment: Official Election Results

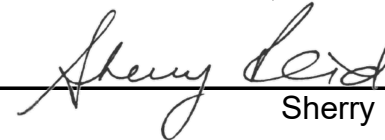
Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKINLEY	Other	

SUNSHINE COAST REGIONAL DISTRICT
ELECTION FOR DIRECTOR FOR ELECTORAL AREA "B" HALFMOON BAY
October 15, 2022

OFFICIAL ELECTION RESULTS

	ADVANCE VOTING OPPORTUNITIES	GENERAL VOTING DAY	TOTAL
NAME	SCRD and Mail Ballots October 5th & 12th	Coopers Green Community Hall	
DICKIE, Patrick	29	146	175
GABIAS, Justine	37	420	457
TOTAL	66	566	632
# of Voters from Voters List	63	509	572
# of Voters that were new registrations	4	59	63
TOTALS	67	568	635
Number of Electors Voting	635		
Number of Eligible Electors	2145		
% Voter Turnout	30%		

Dated at Sechelt, BC this 18th day of October, 2022



Sherry Reid, Chief Election Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 27, 2022

AUTHOR: Jennifer Hill, Deputy Corporate Officer

SUBJECT: 2023 MEETING SCHEDULE

RECOMMENDATIONS

THAT the report titled **2023 Meeting Schedule** be received for information;

AND THAT the **2023 Meeting Schedule** be considered for adoption as presented.

BACKGROUND

The schedule of meetings for the Sunshine Coast Regional District (SCRD) Board and Board Committees is adopted annually. Changes to the meeting schedule can be made throughout the year by resolution or in alignment with *Board Procedures Bylaw No. 717*.

DISCUSSION

The proposed schedule follows in “Attachment A”. Most months, the schedule of meetings follows the standard timing as noted below:

Board (BRD)	2 nd and 4 th Thursdays (2:00 p.m.)
Committee of the Whole (COW)	2 nd and 4 th Thursdays (9:30 a.m.)
Electoral Area Services Committee (EAS)	3 rd Thursday (9:30 a.m.)
Finance Committee (FIN)	(will meet as required)
Board Policy Review Committee (BPR)	(will meet as required)

Regional Hospital District Board meetings have not been included in the proposed schedule, and will be scheduled as required.

The suggested exceptions to the above schedule are as follows:

January

- The Finance Committee Round 1 Budget meeting has been scheduled for January 23rd, 24th, and 25th.

February

- As the 2023 LGLA Elected Official Series Forum takes place February 15th, 16th and 17th, the February 16th Electoral Area Services Committee meeting has been cancelled.
- The Finance Committee Round 2 Budget meeting has been scheduled for February 21st and 22nd.
- The Parcel Tax Roll Review Panel meeting has been scheduled for Thursday, February 23rd at 9:00 a.m., just prior to the regularly scheduled Committee of the Whole meeting.

May

- As the 2023 Federation of Canadian Municipalities Annual Conference and Trade Show takes place May 25th, 26th, and 27th, the May 25th Committee of the Whole and Regular Board meetings have been cancelled.

August

- No meetings scheduled – summer break.

September

- As the Union of BC Municipalities (UBCM) Convention takes place September 18th to 22nd, the September 21st Electoral Area Services Committee meeting has been cancelled.

December

- Only one Board meeting is scheduled for December.
- Only one Committee of the Whole meeting is scheduled for December.
- No Electoral Area Services Committee meeting is scheduled for December.
- The Field Road office will be closed on December 25th, 26th and January 1st for statutory holidays. The office will also be closed December 27th, 28th and 29th for the annual holiday office closure and will re-open on Tuesday, January 2, 2024.

STRATEGIC PLAN AND RELATED POLICIES

Preparation and adoption of the 2023 Meeting Schedule is in accordance with the Notice of Regular Meetings requirements set out in *Sunshine Coast Regional District Board Procedures Bylaw No. 717*.

CONCLUSION

Staff are requesting approval for the 2023 Meeting Schedule.

Attachment A: 2023 Meeting Schedule

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

January

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day Statutory Holiday	2 Office Closed for New Year's Day Statutory Holiday	3	4	5	6	7
8	9	10	11	12 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	13	14
15	16	17	18	19 9:30 am Electoral Area Services Committee Meeting	20	21
22	23 9:30am Finance Committee (Round 1 Budget Meeting)	24 9:30am Finance Committee (Round 1 Budget Meeting)	25 9:30am Finance Committee (Round 1 Budget Meeting)	26 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	27	28
29	30	31				

February

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	10	11
12	13	14	15 2023 LGLA Elected Official Series	16 2023 LGLA Elected Official Series	17 2023 LGLA Elected Official Series	18
19	20 Family Day Statutory Holiday	21 9:30am Finance Committee (Round 2 Budget Meeting)	22 9:30am Finance Committee (Round 2 Budget Meeting)	23 9:00am Parcel Tax Roll Review Panel 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	24	25
26	27	28				

March

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	10	11
12	13	14	15	16 9:30 am Electoral Area Services Committee Meeting	17	18
19	20	21	22	23 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	24 High Ground 2023 Annual Civic Governance Forum	25 High Ground 2023 Annual Civic Governance Forum
26	27	28	29	30	31	

April

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Good Friday Statutory Holiday	8
9	10 Easter Monday Holiday	11	12	13 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	14 AVICC 2023 Convention	15 AVICC 2023 Convention
16 AVICC 2023 Convention	17	18	19	20 9:30 am Electoral Area Services Committee Meeting	21	22
23	24	25	26	27 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	28	29
30						

May

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	12	13
14	15	16	17	18 9:30 am Electoral Area Services Committee Meeting	19	20
21	22 Victoria Day Statutory Holiday	23	24	25 Federation of Canadian Municipalities Annual Conference and Trade Show	26 Federation of Canadian Municipalities Annual Conference and Trade Show	27 Federation of Canadian Municipalities Annual Conference and Trade Show
28	29	30	31			

June

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	9	10
11	12	13	14	15 9:30 am Electoral Area Services Committee Meeting	16	17
18	19	20	21	22 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	23	24
25	26	27	28	29	30	

July

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Canada Day Statutory Holiday
2	3 Office closed for Canada Day Statutory Holiday	4	5	6	7	8
9	10	11	12	13 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	14	15
16	17	18	19	20 9:30 am Electoral Area Services Committee Meeting	21	22
23	24	25	26	27 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	28	29
30	31					

August

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 BC Day Statutory Holiday	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labour Day Statutory Holiday	5	6	7	8	9
10	11	12	13	14 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	15	16
17	18 Union of BC Municipalities (UBCM) Convention (Whistler)	19 Union of BC Municipalities (UBCM) Convention (Whistler)	20 Union of BC Municipalities (UBCM) Convention (Whistler)	21 Union of BC Municipalities (UBCM) Convention (Whistler)	22 Union of BC Municipalities (UBCM) Convention (Whistler)	23
24	25	26	27	28 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	29	30

October

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Thanksgiving Day Statutory Holiday	10	11	12 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	13	14
15	16	17	18	19 9:30 am Electoral Area Services Committee Meeting	20	21
22	23	24	25	26 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	27	28
29	30	31				

November

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 9:30am Committee of the Whole Meeting 2:00pm Inaugural Board Meeting (Election of the Chair and Vice Chair)	10	11 Remembrance Day Statutory Holiday
12	13 Office Closed for Remembrance Day Statutory Holiday	14	15	16 9:30 am Electoral Area Services Committee Meeting	17	18
19	20	21	22	23 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	24	25
26	27	28	29	30		

December

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 9:30am Committee of the Whole Meeting 2:00pm Regular Board Meeting	15	16
17	18	19	20	21	22	23
24	25 Christmas Day Statutory Holiday	26 Boxing Day Statutory Holiday	27 Field Road Holiday Office Closure	28 Field Road Holiday Office Closure	29 Field Road Holiday Office Closure	30
31						

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 27, 2022

AUTHORS: Dean McKinley, Chief Administrative Officer
Christine Armitage, Executive Assistant
Yvette Roberts, Executive Assistant

SUBJECT: OFFICE OF THE CAO MONTHLY REPORT

RECOMMENDATION

THAT the October 27, 2022 Office of the CAO Monthly Report be received for information.

BACKGROUND

The Office of the Chief Administrative Officer (CAO) Monthly Report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

DISCUSSION**Water Update**

The SCRD declared a State of Local Emergency “SOLE” on October 17, 2022. The SOLE will enable further efforts to secure and expand water supply on the Coast including restricting some non-essential use. A similar SOLE was declared by both the District of Sechelt and the Shíshálh Nation. SCRD Infrastructure Staff continue to explore all options for both increasing the water supply and reducing demand. The SCRD releases water into Chapman Creek for both fish and for human consumption. After consulting with a biologist, the SCRD requested the Province allow a small decrease to the EFN (water flow requirements for fish) to help further our supply. The Province accepted this request and it was implemented October 20, 2022. A key to this request was demonstrating that the reduction in flow will not result in negative impacts on the salmon within the Chapman system.

I would like to extend my heartfelt thanks to our emergency Operations staff, Infrastructure staff, and our communications staff, who have worked tirelessly throughout this event to ensure water is available for the 20,000 residents served by the Chapman system. I would also like to thank the Shíshálh Nation, District of Sechelt, Town of Gibsons and our Provincial and Federal representatives for their support and collaboration. This has truly been a ‘Team Sunshine Coast’ response.

Emergency Operations Training

On October 17th and 18th the SCRD’s Sunshine Coast Emergency Management Program hosted a two-day Emergency Operations Centre (EOC) Essentials course taught by the Justice Institute of BC. This course, EOC Essentials, provides the fundamentals of how Emergency Operation Centres operate in supporting the needs of response departments and agencies during emergencies and disasters. Key aspects of site support operations within an Incident Command System (ICS) management structure are covered. The objective of this training is to build a core group of trained personnel that will be the primary response during an EOC activation in support of local emergencies.

Fire Prevention Week

Fire Prevention Week took place starting Sunday October 9 with this year's campaign focus being "Fire won't wait. Plan your escape." On the Sunshine Coast, a number of events occurred throughout the week with fire department personnel visiting schools to spread important fire prevention messaging. In addition, there were two open houses held, one at Roberts Creek Fire Hall and the other at Gibsons Fire Hall.

Board Orientation

The office of the CAO has been working closely with the Senior Leadership team and staff from Gibsons and the District of Sechelt on the upcoming Board/Council orientation sessions to be held in November.

CONCLUSION

The office of the CAO monthly report summarizes key initiatives and activities that align with the priorities of the 2019-2023 strategic plan and the Board's direction.