



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

**Thursday, September 12, 2024, 9:30 a.m.
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

Pages

- 1. CALL TO ORDER 9:30 a.m.**
- 2. AGENDA**
 - 2.1 Adoption of Agenda
- 3. PRESENTATIONS AND DELEGATIONS**
- 4. REPORTS**
 - 4.1 Water Supply Update
- General Manager, Infrastructure Services
(Voting - A, B, D, E, F, Sechelt)
 - 4.2 Compliance Monitoring for Church Road Wellfield and Granthams Landing
Water Treatment Plant Contract Amendment (2337005) 2
- Manager, Capital Projects
(Voting - A, B, D, E, F, Sechelt)
 - 4.3 Community Emergency Preparedness Fund Grant Application for Fire
Department Equipment and Training 5
- Fire Chief, Gibsons and District Volunteer Fire Department
(Voting - All Directors)
- 5. COMMUNICATIONS**
- 6. NEW BUSINESS**
- 7. IN CAMERA**
- 8. ADJOURNMENT**

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 12, 2024

AUTHOR: Jesse Waldorf, Manager, Capital Projects

SUBJECT: **COMPLIANCE MONITORING FOR CHURCH ROAD WELLFIELD AND GRANTHAMS LANDING WATER TREATMENT PLANT CONTRACT AMENDMENT (2337005)**

RECOMMENDATION(S)

- (1) THAT the report titled Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant Contract Amendment (2337005) be received for information;**
 - (2) AND THAT the contract with ISL Engineering and Land Services Ltd. be increased by an additional \$100,000 for a total up to contract value of \$350,000 (excluding GST);**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
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BACKGROUND

At the July 6, 2023, Sunshine Coast Regional District (SCRD) Board meeting, the Board authorized a contract with ISL Engineering and Land Services Ltd. (ISL) for the two-year compliance monitoring and reporting for the Church Road Wellfield and Granthams Landing Water Treatment Plant for a value not to exceed \$250,000 (excluding GST) which included a contingency of \$50,090.

As part of the 2023 Budget Process, the Board made the following resolution related to the Church Road Wellfield project:

Recommendation No. 129 *Regional Water Service [370] - 2023 R1 Budget Proposal*
In part 029/23

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 8 – Church Road Wellfield – Compliance Monitoring, \$200,000 funded from User Fees (base operating budget in 2024 of \$200,000);

The purpose of this report is to request an amendment to ISL’s contract to account for additional compliance monitoring and reporting services.

DISCUSSION

The SCRDR received the final authorization under its Water License for the commissioning of the Church Road Wellfield on June 30, 2023. Under the *BC Water Sustainability Act*, a monitoring program is required to collect data to assess and quantify potential long-term impacts of operating the new Church Road Wellfield on water quality and quantity of nearby Soames Creek and of the adjacent groundwater monitoring wells. The monitoring program is intrinsically linked to the Adaptive Management Plan (AMP). The development of the AMP forms part of ISL’s contract and is one of the requirements of the Water License for the Church Road Wellfield.

In July 2023, the first year of data collection, analysis, and meetings with the Ministry of Water, Lands and Resource Stewardship (MWLRS) for the monitoring program began. As the work progressed, the MWLRS requested additional consistent on-site supervision from a qualified fisheries biologist and environmental scientist in addition to the on-site hydrogeologist. The additional supervision allowed for the collection of fish and fish habitat data that was included in the updated AMP. The submission of the updated AMP elicited numerous detailed comments, meetings, and technical advice from ISL that was not included within the original scope of the project. This additional work has been completed using the allocated year two compliance monitoring budget; therefore, a request is being made for a contract amendment to replenish these funds. The amendment is required to be able to continue to collect the data required by the MWLRS and the licence conditions through to June 2025.

Financial Implications

The existing approved budget for this work is sufficient as outlined below.

	Current	Proposed Amendment
Approved Overall Project Budget	\$400,000	\$400,000
Other Contractual Commitments	\$41,000	\$41,000
ISL Contract including contingency	\$250,000	\$350,000
Total Project Costs	\$291,000	\$391,000

The recommended contract amendment is within the approved overall budget for this project of \$400,000. As the proposed amendment is within the approved budget limits, there is no requirement to amend the 2024-2028 Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Continue to secure reliable and diverse water sources across the Sunshine Coast and support efficient water use while fostering responsible stewardship of this critical resource.

CONCLUSION

ISL was retained by the SCRD to provide compliance monitoring and reporting services for the Church Road Wellfield and Granthams Landing Water Treatment Plant project.

During the first year of the monitoring program, the Ministry identified additional supervision to ensure compliance with the licensing requirements and updates to the AMP. This required additional monitoring and technical expertise from ISL.

ISL has submitted their cost estimate for the additional work in the amount of \$100,000 (including contingency). Staff recommend amending the contract value by \$100,000 to an up to amount of \$350,000 (excluding GST) and that the delegated authorities be authorized to execute the contract amendment.

Reviewed by:			
Manager	X - S. Walkey	Finance	X- A. Taylor
GM	X - R. Rosenboom	Legislative	
A/CAO	X - T. Perreault	Purchasing	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 12, 2024
AUTHOR: Rob Michael, Fire Chief GDVFD
SUBJECT: **COMMUNITY EMERGENCY PREPAREDNESS FUND GRANT APPLICATION FOR FIRE DEPARTMENT EQUIPMENT AND TRAINING**

RECOMMENDATION(S)

- (1) THAT the report titled Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training be received for information;**
 - (2) AND THAT a grant application of up to \$160,000 for Fire Department Equipment and Training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;**
 - (3) AND FURTHER THAT the Sunshine Coast Regional District supports the proposed activities identified in the application and is willing to provide overall grant management.**
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BACKGROUND

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

Funding of up to a maximum amount of \$40,000 per fire department (\$160,000 combined for four SCRD fire services) is currently available for fire department equipment and training that enhances the ability of volunteer fire departments to prepare for and respond to emergencies. The funding cannot be used for operational costs or the purchase of apparatus.

The Sunshine Coast Regional District (SCRD) applied for, and received, similar grants in 2019, 2022 and 2023 worth a total of nearly \$340,000, enhancing or sustaining the capabilities of all four SCRD fire departments. A grant application for 2024 is proposed to continue to enhance and modernize the SCRD fire departments' equipment and training programs.

DISCUSSION

An application for this project is prepared to seek funding to enhance the SCRD fire departments. A resolution of Board support is required to accompany the grant application.

SCRD fire departments are constantly adjusting equipment and training to be better prepared to respond to structure and wildland urban interface fires. This application seeks to enhance the resiliency of the SCRD fire departments by purchasing new and updated response equipment.

The approach proposed here is a coordinated strategy involving all four SCRD fire departments.

Equipment requests include: fire hose tester, fire hose, nozzles, wildland boots and turnout gear dryers. Training requests include: a fire extinguisher training prop & attendance at the 2024 Wildfire Resiliency and Training Summit.

Financial Implications

This grant is expected to cover 100% of the eligible costs associated with the proposed project. Grant funds would be allocated to each fire protection service (maximum \$40,000 per fire department).

The proposed equipment would be an increase in the existing service level as the items being applied for are not included in the existing 20-year capital plans for fire departments. This will need to be considered as part of the long-range financial planning for the service and approval of this grant.

If the grant was approved outside of the 2025 Budget process, a possible Financial Plan Bylaw amendment would be required.

Timeline for next steps or estimated completion date

The application deadline for the Equipment and Training grant is October 18, 2024. An application for the grant is prepared to be submitted, pending Board approval. The results of the Equipment and Training grant application are expected approximately 90 days from the submission of that grant application.

A certified Board Resolution is needed in support of the application that includes confirmation of support for the current proposed activities and a willingness to provide overall grant management.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

An application to the CEPF is prepared, seeking funding for equipment and training to enhance the SCRD’s fire services. The application for grant funding requires a Board resolution to support the application.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM	X – I. Hall	Legislative	
A/CAO	X - T. Perreault	Purchasing & Risk	X - V. Cropp