



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

Thursday, October 24, 2024, 9:30 a.m.

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

Pages

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1. **CALL TO ORDER**
 2. **AGENDA**
 - 2.1 Adoption of Agenda
 3. **PRESENTATIONS AND DELEGATIONS**
 4. **REPORTS**
 - 4.1 New Brighton Feasibility Study Scope of Work Information Report 2
General Manager, Community Services
(Voting - All Directors)
 - 4.2 Keats Landing Dock Major Repair - Project Budget Lift 7
General Manager, Community Services
(Voting - B, D, E, F)
 - 4.3 Directors' Constituency Expenses (July, August, September) 9
Manager, Financial Services
(Voting - All Directors)
 - 4.4 Contracts Between \$50,000 and \$100,000 (July, August, September) 11
Manager, Purchasing and Risk Management
(Voting - All Directors)
 5. **COMMUNICATIONS**
 6. **NEW BUSINESS**
 7. **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), and (k) of the *Community Charter* – "personal information about an identifiable individual who holds or is being considered for a position...", "the acquisition, disposition or expropriation of land or improvements", and "negotiations and related discussions respecting the proposed provision of a municipal service...".
 8. **ADJOURNMENT**

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 24, 2024
AUTHOR: Shelley Gagnon, General Manager, Community Services
SUBJECT: **NEW BRIGHTON FEASIBILITY STUDY SCOPE OF WORK INFORMATION REPORT**

RECOMMENDATION(S)

THAT the report titled New Brighton Feasibility Study Scope of Work Information Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on the scope of work and timelines for the New Brighton Feasibility Study.

The Sunshine Coast Regional District (SCRD) Board of Directors passed the following resolution on July 25, 2024 related to the New Brighton dock facility:

- 235/24** THAT a feasibility study be undertaken to explore options for the ownership and operations of the New Brighton Dock;
- AND THAT a preliminary budget of \$25,000, through 2025 taxation be approved for the Area F Feasibility Service [155];
- AND THAT a subsequent report be presented to a September Committee to outline scope of the SCR D’s role in the project, including options on possible SCR D service structure, cost implications, and service delivery models;
- AND THAT the 2024-2028 Financial Plan Bylaw be amended accordingly;
- AND THAT the SCR D Board maintain the position that the Province of British Columbia is the appropriate authority to maintain jurisdiction for the New Brighton dock as a critical marine highway;
- AND FURTHER THAT the SCR D Board will continue advocacy work with the Province of British Columbia and other external and affected agencies.

DISCUSSION

The following chart outlines the scope of work and deliverables for the New Brighton Dock Feasibility Study.

	Goals	Objectives	Outcomes	Projected Completion by:
Phase 1				Jan 2025
	Understanding the implications of existing SCR Docks	Financial analysis of existing SCR Docks Projections for future financial implications of existing SCR Docks, impact on rate payers	Increased understanding of current and future financial implications of existing SCR Docks.	
	Confirm Study Community Participants	Identify/confirm study community participants and key contacts	Confirm community participants, contacts, and desired role in the conversation.	
Phase 2				Feb 2025
	A. Define current New Brighton Dock Situation	Financial Implications Service levels/community expectations Who uses it, for what purposes	Increased understanding of current service levels/community expectations of New Brighton dock facility.	
	B. Review New Brighton Water Tenure / License	Options and implications	Clear understanding of the current New Brighton water tenure/license. Gain an understanding of the different tenure/licensing options and implications.	
Phase 3 Review Options				March 2025
	A. Service Level Models Options	1. Model existing New Brighton dock service level 2. Modify to operate like other SCR Docks	Understanding of the different service level implications.	

	B. Ownership Options	1. SCRD owned 2. Private ownership 3. Community ownership 4. Hybrid 5. Province	Confirmation and understanding of the different ownership models and implications.	
	C. Potential Funding Options	Revenue Sources User Fees Taxation Provincial Grants	Understanding of the possible revenue and funding sources.	
	D. Resource and Financial implications	Review of implications of Service Level and Ownership options	Understanding of the resource and financial implications associated with the different service levels and ownership options.	

SCRD Board Check In

Phase 4	Community Discussions	Community Capacity to Operate User Fees Service level options	Listen to the community and gain an understanding of their capacity and willingness to participate in ownership, service levels or funding options.	May 2025
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SCRD Board Check In

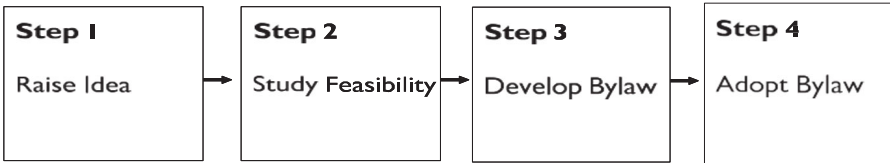
Phase 5 (if required)	SCRD Ownership / Service Structure	Who participates Requisition Limit Current Service or New (Purpose of Service) Electoral Approval	Decision on SCRD Service.	July 2025 +
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Organization and Intergovernmental Implications

Re-engaging in New Brighton discussions was not deliberated within 2024 workplans nor is it identified as a focus area in the SCRD Strategic Plan 2023-2027. Resources to execute this feasibility study will be contracted externally, however SCRD staff will still be required to manage and oversee the project, impacting staff's ability to advance current priorities.

Legislative Implications

If the SCR D were to assume responsibility to operate New Brighton dock, the service arrangement will need to be contemplated as part of the feasibility study (indicated in Phase 3 of the scope of work). The general process for establishing any new service is as follows:



Once the idea has been raised, the following steps are then required:

- **Consideration of service decisions**
 - Define service area, service level and proposed annual budget
 - Define the boundaries of the service
 - Identify the participants of the service
 - Determine the method of cost recovery
 - Calculate tax rate (should be sufficient to ensure amendment isn't required for at least five years)
 - Public consultation via online survey/information sessions to determine community support for service arrangement
 - Staff report to Board summarizing community response
- **Develop/Draft service establishment bylaw**
 - Bylaw must receive 3 readings and be approved by the Inspector of Municipalities prior to commencing the decided upon elector approval process (Assent Vote or Alternative Approval Process)
- **Prepare for and initiate the elector approval process**
- **If elector approval obtained - bylaw adoption and submission to Province**
- **Information to BC Assessment for service area coding**

Financial Implications

A budget of \$25,000 has been approved for this project. Given that the project will be externally resourced (consultant led) and includes public participation, it is unknown at this point if the entire scope of the project can be achieved within budget. Alternatively, the scope can be reduced to fit within the approved budget. This will be reviewed once a consultant has been secured.

Timeline for next steps or estimated completion date

Check in points with the SCR D Board have been identified with a final report for the Board consideration anticipated by Q3 2025.

Communications Strategy

A public participation and communication plan will need to be developed.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

As directed by the SCRD Board, staff will be undertaking a New Brighton Feasibility Study with an anticipated completion date in late Q2 2025.

Reviewed by:			
Manager		Finance	
GM		Legislative	X - S. Reid
CAO	X-T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 24, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: KEATS LANDING DOCK MAJOR REPAIR - PROJECT BUDGET LIFT

RECOMMENDATION(S)

- (1) THAT the report titled Keats landing Dock Major Repairs – Project Budget Lift be received for information;**
 - (2) AND THAT staff bring forward a 2025 Budget proposal for the anticipated costs related to the completion of the Keats Landing Dock Major Repair project.**
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BACKGROUND

In October 2023, the Keats Landing dock was closed to vehicular traffic after a major inspection of the dock identified significant structural damage to two bearing piles along the approach.

A detailed design for the necessary repairs to increase the load bearing capacity of the dock to permit vehicular access has been completed along with a cost estimate. The balance of previously approved budget for Keats Landing major repairs was used to attain the engineered drawings and cost update, however, it is insufficient to complete the project.

The purpose of this report is to seek Board support for staff to submit a 2025 budget proposal for the balance of funds required to complete the repair thereby re-instating a service level of vehicular access for the dock.

DISCUSSION

Since the closing of the dock to vehicular traffic, numerous complaints have been received by the community. The dock is the main access to the west side of Keats Island used by residents, tourists, Keats camp, and commercial scheduled water taxi services.

The detailed design and construction documents are nearing completion and a cost estimate has been completed. The project is estimated to cost \$361,500. A budget lift is required to move this project through to construction.

Construction includes in-water works, and to adhere to the Fisheries Act and Species at Risk Act, all in-water works may only be completed between August 15-January 31st. At this point in the year it would not be possible to tender this project and complete the works prior to January 31, 2025, therefore construction will need to wait until early fall 2025.

It is recommended that staff bring forward a request for a project budget lift to the 2025-2029 Financial Planning process. This will ensure alignment of financial decisions and resource needs (seating capacity).

Financial Implications

A previously approved budget balance for Keats Landing major repairs of \$93,000 has been drawn on for the engineered design and cost estimate, and an additional \$268,500 will be required to complete the project.

Timeline for next steps or estimated completion date

Once funding is approved, the project can be tendered, and the project can be completed in the fall of 2025.

Communications Strategy

Updates to the project will be communicated through the SCRD's website.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The design and construction documents for the major repairs required to reinstate vehicular access to the Keats Landing dock are nearing completion. A project budget lift is required to take the project through to completion. Staff are recommending that a 2025 Budget Proposal for a project lift be submitted for the Boards consideration during the 2025-2029 Financial Planning process.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM		Legislative	
CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 24, 2024

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: **DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING SEPTEMBER 30, 2024**

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending September 30, 2024 be received for information.

BACKGROUND

The 2024 Financial Plan for line items Legislative Services and UBCM/AVICC Constituency Expenses provide a combined budget of \$20,300. The applicable policy provides a maximum \$2,500 allowance per Director from Legislative Services [110] and an additional \$1,000 for Electoral Area Directors from UBCM/AVICC [130] for the expense of running an elected official office.

Travel expenses budgeted within Legislative Services and UBCM/AVICC – Electoral Area Services total \$34,544 for mileage, meals, hotel and other various charges associated with travelling or attending conferences on Sunshine Coast Regional District (SCRD) business, as outlined under the applicable Board policy.

DISCUSSION

The total amount posted to Constituency Expenses for the nine-month period ending September 30, 2024 is \$10,509 leaving a remaining budget of \$9,791 (52%).

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$41,507 which exceeds the annual budget by \$6,963 (120%).

Figures are based on expense reports and invoices submitted to Payroll up to October 10, 2024 for the nine-month period ended September 30, 2024 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Area A – Leonard Lee	\$2,706	\$16,153
Area B – Justine Gabias	1,112	3,710
Area D – Kelly Backs	2,474	4,057
Area E – Donna McMahon	533	6,010
Area F – Kate-Louise Stamford	325	5,291
DOS – Darren Inkster	848	680
DOS – Alton Toth	1,272	651
TOG – Silas White	1,239	4,955
sNGD – Philip Paul	-	-
YTD Totals	\$10,509	\$ 41,507

STRATEGIC PLAN AND RELATED POLICIES

Applicable Board policies:

- 5-1800-1 - Reimbursement of Travel and Other Expenses
- 5-1800-2 - Constituency Expenses

The current *Reimbursement of Travel and Other Expenses* Policy was approved by the Board on October 14, 2021 and the *Constituency Expenses* Policy was approved by the Board on February 9, 2023.

CONCLUSION

The 2024 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$54,844. For the nine-month period ending September 30, 2024, the total amount posted to Constituency and Electoral Expenses is \$52,016 resulting in a remaining budget of \$2,828.

Reviewed by:			
Manager		CFO	
GM		Legislative	
CAO	X-T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of Whole – October 24, 2024

AUTHOR: Valerie Cropp – Manager, Purchasing and Risk Management

SUBJECT: **CONTRACTS BETWEEN \$50,000 AND \$100,000 FROM JULY 1, 2024, TO SEPTEMBER 30, 2024**

RECOMMENDATION

THAT the report titled Contracts between \$50,000 and \$100,000 from July 1 to September 30, 2024, be received for information.

BACKGROUND

The Sunshine Coast Regional District’s (SCRD) Delegation Bylaw No. 710 directs staff to provide the Committee with a quarterly report of all new contracts that have been entered into which fall between \$50,000 and \$100,000.

This report includes vendor, purpose, function, amount and the authoritative budget.

DISCUSSION

A total of 132 contracts/purchase orders were issued during the time between July 1, 2024, to September 30, 2024, with 11 valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	Drar Investment Ltd.	370 - Regional Water Services	\$99,999.00	Capital
	2437011 - Trout Lake Water Treatment Plant Roof Replacement			
2.	Andalus Home - Floor Coverings and Home Deco	613 - Community Recreation – Facility Operations	\$65,000.00	Capital
	2461306 - Flooring Replacement GACC Dressing Rooms			
3.	Ram Engineering Ltd.	370 - Regional Water Services	\$92,860.00	Capital
	2437008 - Geotechnical Assessment - Slope Stability Chapman Water Transmission Intake Line			
4.	Xerox Canada Ltd.	All	\$97,791.95	Operating
	Xerox Monthly Lease Fees from August 1, 2024, to July 31, 2029			

5.	Deloitte LLP	312 - Maintenance Facility	\$69,500.00	Operating
	24312001 - Corporate Fleet Strategy			
6.	Avenue Machinery Corporation	650 - Community Parks - Operations	\$67,011.06	Capital
	Parks Mowers and Tractor			
7.	Flow Systems Distribution Inc.	370 - Regional Water Services / 366 - South Pender Harbour Water Service / 365 - North Pender Harbour Water Service	\$66,153.42	Operating
	2437005 - Neptune 360 Software and Maintenance between June 4, 2024, and June 3, 2027			
8.	LIVun Ltd.	613 - Community Recreation – Facility Operations / 625 – Pender Harbour Pool	\$86,091.20	Operating
	2461304 - Preventative Maintenance for Fitness Equipment			
9.	Onsite Engineering Ltd	370 - Regional Water Services	\$71,900.00	Capital
	2437015 - Cost Risk Assessment and Value Engineering Study for Langdale Wellfield Development			
10.	Dew-It Contracting	370 - Regional Water Services	\$85,000.00	Operating
	2437021 - Trestle Stabilization Services for Chapman Creek Transmission Intake			
11.	MPE a Division of Englobe	370 - Regional Water Services / 366 - South Pender Harbour Water Service / 365 - North Pender Harbour Water Service	\$75,912.00	Capital
	2437018 - SCADA Upgrades			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Awards aligns with the Board’s Procurement Policy and Delegation Bylaw.

CONCLUSION

SCRD Delegation Bylaw No. 710 requires that a report be provided quarterly to the Committee on contracts between \$50,000 and \$100,000.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO & CFO	X-T. Perreault	Other	