

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**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

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### RECOMMENDATION(S)

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

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### 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 SCRD's role in the project, including options on possible SCRD service structure, cost implications, and service delivery models;
- AND THAT the 2024-2028 Financial Plan Bylaw be amended accordingly;
- AND THAT the SCRD 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 SCRD 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:
<b>Phase 1</b>				<b>Jan 2025</b>
	Understanding the implications of existing SCRD Docks	Financial analysis of existing SCRD docks  Projections for future financial implications of existing SCRD docks, impact on rate payers	Increased understanding of current and future financial implications of existing SCRD docks.	
	Confirm Study Community Participants	Identify/confirm study community participants and key contacts	Confirm community participants, contacts, and desired role in the conversation.	
<b>Phase 2</b>				<b>Feb 2025</b>
	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.	
<b>Phase 3 Review Options</b>				<b>March 2025</b>
	A. Service Level Models Options	1. Model existing New Brighton dock service level  2. Modify to operate like other SCRD 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**

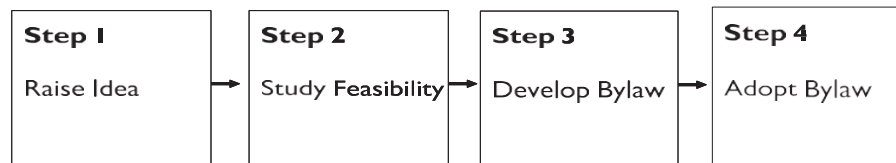
Phase 5 (if required)	SCRD Ownership / Service Structure	Who participates Requisition Limit Current Service or New (Purpose of Service) Electoral Approval	Decision on SCRD Service.	July 2025 +
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#### *Organization and Intergovernmental Implications*

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 SCRD 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 SCRD 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	