



**District of  
North Saanich**

**STAFF REPORT**

To: Rob Buchan  
Chief Administrative Officer

Date: July 20, 2018

From: Coralie Breen  
Senior Planner

File: 6740-2014

**Re:** Marine Policy Planning  
North Saanich Coastal Mitigation Flooding Bylaw No. 1439 (2018)  
North Saanich Official Community Plan Marine Policy Bylaw No. 1442 (2018)  
For Decision

---

**RECOMMENDATION:**

That Council:

- A) Approve sole sourcing to Lanarc 2015 Consultants Ltd. in the amount of \$25,000 to complete illustrations for Bylaw 1439 and an accompanying guidebook; AND
- B) Approve an increase in the project budget of \$25,000 to be funded from the Federal Gas Tax reserve.

**OFFICIAL COMMUNITY PLAN & STRATEGIC PLAN IMPLICATIONS:**

This matter relates to the Official Community Plan vision:

***Protect and Enhance Rural, Agricultural, Heritage, Marine and Environmental Resources***

*Official Community Plan (OCP) related policies Sections 4.0 Marine Policies*

This matter relates the following Strategic Plan Projects:

- #3 Prepare policies to guide marine and shoreline development (including planning for sea level rise).*
- #4 Bring forward to Council the Marine Task Force recommendations and work plan.*
- #5 Review District bylaws and policies that affect waterfront property owners.*

**SCOPE:**

**414** That Council direct staff to organize and host a public workshop on North Saanich Coastal Flooding Mitigation Bylaw 1439 (2018) and North Saanich Official Community Plan Bylaw 1130 (2007) Amendment Bylaw 1442 Marine Policy (2018).

**415** That staff be directed to broadly inform all affected properties about the workshop.

Rob Buchan, Chief Administrative Officer  
 Re: Staff Report Marine Policy Planning For Decision  
 Coastal Mitigation Flooding Bylaw No. 1439 (2018)  
 OCP Marine Policy Bylaw No. 1442 (2018)

Page 2

### **PURPOSE OF THE STAFF REPORT:**

The purpose of this staff report is to request Council's approval of \$25,000 to Lanarc Consulting for illustrations for Bylaw 1439 including an accompanying guidebook.

### **DISCUSSION:**

To advance public understanding in the North Saanich context of the dynamic nature of coastal flooding, including storm wave effects, overtopping of shoreline defenses, and associated ponding and flooding staff recommends an illustrated guidebook to accompany Bylaws 1442 and 1439 to understand coastal flood risk and successful adaptation and when and how the Bylaws would be administered. Illustrators who understand this complexity particularly in the local context are limited. Staff was able to discern one such company, Lanarc Consulting. Lanarc principals have experience with illustrating sea level rise conceptually in the Vancouver Island region for other local governments (e.g. Campbell River). Staff requested a proposal from Lanarc to provide illustration for Bylaw 1439 and an accompanying guidebook in preparation for a workshop proposed for September 4, 2018 at the District of North Saanich Municipal Hall.

The proposal is composed of three parts including:

- 1) Section illustrations that are not specific locations, but are generally representative of a range of typical conditions in the study area reaches. For each representative location, the sections will represent typical existing topographic conditions, as well as proposed shoreline morphology with adaptation and the relationship to 2050 and 2100 design storms to existing and proposed grades. When integrated together, the terrain and building sections will be shown with no flooding, and then with the maximum conceptual design storm flooding and conceptual inland ponding based on the Year 2050 (0.5 m) and 2100 (1.0 m) design storm. The flood extents will show two scenarios: no adaptation and no approval required (e.g. in 2050 for existing buildings) and proposed adaptation (e.g. for 2100 storm with new buildings).
- 2) Bylaw Guidebook will be a user-friendly summary of the bylaw requirements and their application on typical properties. The guide will integrate section illustrations and additional graphics. It will be available for distribution and partially displayed on poster boards for the September 4<sup>th</sup> workshop and provided on the District's website as a resource.
- 3) Communications will include preparation of posters that summarizes the content of the Guide book as well as key phrases to provide backdrop to informal discussions at the workshop. The workshop will be an informal open-house style format. Event handout materials will be prepared.

The proposal consists of:

1. Section Illustrations (Typical Conditions Before and After Adaptation) for the Bylaw and Guidebook	\$9,475
2. Bylaw Guidebook illustrations (additional) and layout	\$8,030
3. Workshop engagement posters (to be kept on display in the Municipal Hall)	\$7,495
Total	\$25,000

Rob Buchan, Chief Administrative Officer  
 Re: Staff Report Marine Policy Planning For Decision  
 Coastal Mitigation Flooding Bylaw No. 1439 (2018)  
 OCP Marine Policy Bylaw No. 1442 (2018)

Page 3

**FINANCIAL:**

The cost of \$25,000 exceeds the current approved budget for the Climate Change Consulting project. In order to accommodate the cost of this additional work, an increase to the project budget of \$25,000 by way of a financial plan amendment would be required. Staff recommend the increase be funded from the Federal Gas Tax reserve.

Purchasing Policy 3012 Section 12.0 Non-Competitive Methods of Procurement  
 Direct Contract Award (Sole Supplier) Purchases – A direct contract award may be made without competitive procurement process under the following circumstances:

h. Where previous work of a supplier or contractor has resulted in that supplier or contractor having a unique understanding and knowledge of local systems and circumstances; and where the awarding of a contract to another supplier or contractor would cause the District to incur additional expense because of their lack of this understanding and knowledge; the locally experienced and knowledgeable supplier or contractor may be used as the sole supplier of related good and services upon the approval of Council.

**OPTIONS:**

Council can:

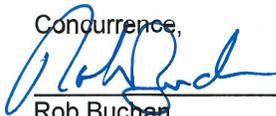
1. Proceed with the sole sourcing for \$25,000.00; and
2. Approve an increase in the project budget of \$25,000 to be funded from the Federal Gas Tax reserve; or
3. Other

**NEXT STEPS:**

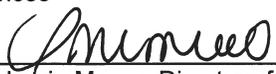
1. Preparation of the Guidebook for the Coastal Flooding Mitigation Bylaw
2. Mail out to all affected properties
3. Ad placement in the PNR
4. Workshop September 4, 2018

Respectfully submitted,

  
 \_\_\_\_\_  
 Coralie Breen  
 Senior Planner

Concurrence,  
  
 \_\_\_\_\_  
 Rob Buchan  
 Chief Administrative Officer

Concurrence:   
 \_\_\_\_\_  
 Anne Berry, Director of Planning and Community  
 Services

  
 \_\_\_\_\_  
 Stephanie Munro, Director of Financial Services