



SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING
TO BE HELD ELECTRONICALLY IN ACCORDANCE WITH
MINISTERIAL ORDER M192 AND TRANSMITTED VIA
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

THURSDAY, MARCH 11, 2021

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 25, 2021

Annex A
Pages 1 – 40

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Parcel Tax Roll Review Panel minutes of February 25, 2021 (*for receipt only*)
4. Corporate and Administrative Services Committee recommendation Nos. 1, 2 and 7 of February 25, 2021 (*recommendation Nos. 3-6 previously adopted*)
5. Special Corporate and Administrative Services Committee – Round 2 Budget recommendation Nos. 1-47 of March 4 and 5, 2021

Annex B
p 41

Annex C
pp 42 – 45

To come
forward

COMMUNICATIONS

MOTIONS

BYLAWS

6. *Universal Water Meter Installations Project Loan Authorization Bylaw No. 730, 2021 – first, second and third reading (Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)*

Annex D
pp 46 - 47

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (g), (k), (i) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “litigation or potential litigation affecting the municipality”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to March 27, 2021)

| | |
|---|--------------------------------|
| Infrastructure Services Committee | March 11 at 9:30 am |
| Regular Board | March 11 at 2:00 pm |
| Advisory Planning Commission (Area D) - CANCELLED | March 15 at 7:00 pm |
| Solid Waste Management Plan Monitoring Advisory Committee | March 16 at 11:00 am |
| Natural Resources Advisory Committee - CANCELLED | March 17 at 3:30 pm |
| Planning and Community Development Committee | March 18 at 9:30 am |
| Agricultural Advisory Committee | March 23 at 3:30 pm |
| Advisory Planning Commission (Area B) | March 23 at 7:00 pm |
| Advisory Planning Commission (Area F) | March 23 at 7:00 pm |
| Advisory Planning Commission (Area E) | March 24 at 7:00 pm |
| Sunshine Coast Regional Hospital District | March 25 at 9:00 am |
| Corporate and Administrative Services Committee | March 25 at 9:30 am |
| Regular Board | March 25 at 2:00 pm |

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

| | |
|-----|--|
| n/a | |
|-----|--|

Please note: Meeting dates are current as of print date (March 5, 2021).



SUNSHINE COAST REGIONAL DISTRICT

February 25, 2021

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

| | | | |
|-----------------------|--|------------------------------------|-------------------------|
| PRESENT*: | Chair | Electoral Area B | L. Pratt |
| | Directors | Electoral Area A | L. Lee |
| | | Electoral Area D | A. Tize |
| | | Electoral Area E | D. McMahon |
| | | Electoral Area F | M. Hiltz |
| | | District of Sechelt | D. Siegers |
| | | District of Sechelt | A. Toth |
| | | Town of Gibsons | B. Beamish |
| | | Sechelt Indian Government District | W. Paull |
| ALSO PRESENT*: | Chief Administrative Officer | | D. McKinley |
| | Corporate Officer | | S. Reid |
| | GM, Corporate Services / Chief Financial Officer | | T. Perreault |
| | GM, Planning and Community Development | | I. Hall |
| | GM, Infrastructure Services | | R. Rosenboom |
| | Senior Manager, Human Resources | | G. Parker (in part) |
| | Chief Building Official | | A. Whittleton (in part) |
| | Deputy Corporate Officer / Recorder | | J. Hill |
| | Media | | 1 |
| | Public | | 1 |

**Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 2:01 p.m.

AGENDA **It was moved and seconded**

044/21 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

045/21 THAT the Regular Board meeting minutes of February 11, 2021 be adopted.

CARRIED

REPORTSRound 1 Budget **It was moved and seconded**

046/21

THAT Special Corporate and Administrative Services Committee – Round 1 Budget recommendation Nos. 1-18, 21-32, 34-38, 40, 42-74 of February 1, 2 and 5, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Community Partners and Stakeholders Summary*

THAT the Community Partners and Stakeholders Summary be received for information.

Recommendation No. 2 *Sechelt Public Library - 2021 Budget Request*

THAT the following information from the Sechelt Public Library be received:

- 2021 Budget Request;
- Sechelt Public Library Budget Presentation;
- 2020 Budget vs. Actuals;
- Sechelt Public Library 5 Year Budget Proposal Summary (2021-2025);

AND THAT the 2021 funding request of \$849,438 from the Sechelt Public Library be referred to the 2021 Round 2 Budget for further consideration and more information regarding the 5-Year Memorandum of Understanding.

Recommendation No. 3 *Gibsons and District Public Library – 2021 Budget Request*

THAT the following information from the Gibsons and District Public Library be received:

- Correspondence dated October 12, 2020;
- 2021 Budget Request;
- Notes to 2021 Budget;
- Budget vs. Actuals 2020;
- Highlights of the Gibsons and District Public Library in 2020;
- 2020 Annual Report;

AND THAT the 2021 budget submission of \$668,901 from the Gibsons and District Public Library [640] and Roberts Creek Library Service [646] be approved and incorporated into the 2021 Round 2 Budget.

046/21 cont.

Recommendation No. 4 *Pender Harbour Reading Centre – 2021 Budget Request*

THAT the following information from the Pender Harbour Reading Centre be received:

- Plan for Reopening the Pender Harbour Reading Centre;
- 2021 Budget with 2020 Budget vs. Actuals;

AND THAT the 2021 budget submission of \$2,000 be increased by \$700 to fund deficit for 2021 from the Pender Harbour Reading Centre be approved and incorporated into the 2021 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

Recommendation No. 5 *Pender Harbour Health Centre*

THAT the following information from the Pender Harbour Health Centre be received:

- Correspondence dated October 14, 2020;
- 2020-2021 Fiscal and Funding Projection;
- Pender Harbour Health Centre – Recommendation No. 5 Reply dated January 12, 2021;

AND THAT the 2021 budget submission of \$150,040 for the Pender Harbour Health Centre be approved and incorporated into the 2021 Round 2 Budget for Pender Harbour Health Clinic [410];

AND FURTHER THAT the 2021 Pender Harbour Health Centre Special Capital Project request for flooring replacement of \$20,000 be funded from Pender Harbour Health Clinic [410] Reserves.

Recommendation No. 6 *Sunshine Coast Museum and Archives*

THAT the following information from the Sunshine Coast Museum and Archives be received:

- Effects of COVID-19 on Operations and Summary of 2021 Museum Programs and Services;
- 2020 Financial Position Budget vs. Actuals; and
- 2021 Budget Request with Plan to 2025;

AND THAT the 2021 budget submission of \$91,100 for Sunshine Coast Museum and Archives be approved and incorporated into the 2021 Round 2 Budget for Museum Services [648].

CARRIED

046/21 cont.

Recommendation No. 7 *Sunshine Coast Community Services Society – 2021 Budget Request -Youth Outreach Worker Program*

THAT the following information from the Sunshine Coast Community Services Society be received:

- Presentation;
- Program Update; and
- 2021 Budget with Five Year Financial Plan;

AND THAT the 2021 budget submission of \$42,028 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2021 Round 2 Budget apportioned based on 50% assessed value and 50% population from Electoral Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]).

Recommendation No. 8 *Halfmoon Bay – Chatelech Community School Association*

THAT the following information from the Halfmoon Bay-Chatelech Community School Association be received:

- Correspondence dated October 15, 2020;
- 2021 Budget (July 1, 2020 to June 30, 2021); and
- Profit and Loss Statement (July 1, 2020 to September 30, 2020);

AND THAT the 2021 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2021 Round 2 Budget from Electoral Areas' Grant-in-Aid Community Schools [125];

AND FURTHER THAT the 2021 budget submission of \$2,700 for Halfmoon Bay Tween Night be approved and incorporated into the 2021 Round 2 Budget for Regional Recreation [670].

Recommendation No. 9 *Roberts Creek Community School Society*

THAT the following information from the Roberts Creek Community School Society be received:

- Correspondence dated January 15, 2021;
- Nights Alive Youth Drop-In Program Report;
- 2021 Budget (July 1, 2020 to June 30, 2021); and
- 2021 Budget with Five-Year Plan;

AND THAT the 2021 budget submission from the Roberts Creek Community School Society of \$3,000 for Youth Programs be approved and incorporated into the 2021 Round 2 Budget for Regional Recreation [670].

046/21 cont.

Recommendation No. 10 *Sechelt Community Schools Society*

THAT the following information from the Sechelt Community Schools Society be received:

- Correspondence dated January 8, 2021 (Sechelt Youth Centre);
- 2020-2021 Budget for Sechelt Youth Centre;
- 2023-2024 Budget for Sechelt Youth Centre;
- Correspondence dated October 16, 2020 (Youth Programs);
- 2019-2020 Budget for Youth Programs; and
- 2021-2024 Budget for Youth Programs;

AND THAT the 2021 budget submission of \$10,000 for Youth Programs and the 2021 budget submission of \$12,600 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2021 Round 2 Budget for Regional Recreation [670].

Recommendation No. 11 *Pender Harbour Community School Society – 2021 Budget Request*

THAT the following information from the Pender Harbour Community School Society be received:

- 2021 Budget Request for Community Recreation Program; and
- 2021 Budget Request for Youth Programs;

AND THAT the 2021 budget submission of \$15,000 for Youth Programs and the 2021 budget submission of \$41,100 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2021 Round 2 Budgets for Regional Recreation [670] - \$47,880 and for Electoral Areas' Grant-in-Aid [121] - \$8,220.

Recommendation No. 12 *Sunshine Coast Tourism – 2021 Budget Request*

THAT the following information from Sunshine Coast Tourism be received:

- Correspondence dated October 16, 2020; and
- Sunshine Coast Tourism Strategic Plan 2020-2024;

AND THAT the 2021 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2021 Round 2 Budget, by assessed value for each of Electoral Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

046/21 cont.

Recommendation No. 13 *Coast Cultural Alliance – 2021 Budget Request*

THAT the following information from the Coast Cultural Alliance be received:

- Correspondence dated October 16, 2020;
- 2021 Budget Request;
- Budget vs. Actuals to December 31, 2020,
- 2020 Sunshine Coast Art Crawl Information; and
- Statistics for Art Crawl;

AND THAT the 2021 budget submission of \$7,500 for Sunshine Coast Art Crawl and the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2021 Round 2 Budget, funded evenly between Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Recommendation No. 14 *Gibsons and District Chamber of Commerce*

THAT the following information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated October 21, 2020;
- 2021 Budget Request with 2020 Actuals;

AND THAT the Gibsons and District Chamber of Commerce 2021 budget request for a total of \$7,700 be approved and incorporated into the 2021 Round 2 Budget as follows:

- Visitor Services - Electoral Area E [534] \$1,667 and Electoral Area F [535] \$3,333;
- BC Ferries Travel Ambassador Program – Electoral Area A [531] \$540, Electoral Area B [532] \$540, Electoral Area D [533] \$540, Electoral Area E [534] \$540 and Electoral Area F [535] \$540.

Recommendation No. 15 *Roberts Creek Community Library*

THAT the following information from the Roberts Creek Community Library be received:

- 2021 Budget with 2020 Budget vs. Actuals;

AND THAT the 2021 budget submission of \$14,900 for the Roberts Creek Community Library be approved and incorporated into the 2021 Round 2 Budget for Roberts Creek Library Service [646].

046/21 cont.

Recommendation No. 16 *Sechelt Community Archives*

THAT the following information from the Sechelt Community Archives be received:

- Interim Report for 2020;
- 2021 Budget including 5 Year Financial Plan;

AND THAT the 2021 budget submission of \$18,000 from the Sechelt Community Archives be approved and incorporated into the 2021 Round 2 Budget for Museum Services [648].

Recommendation No. 17 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2021 Budget Request*

THAT the following information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- 2021 Budget (2020 Actuals);
- COVID-19 Report;

AND THAT the 2021 budget submission of \$35,000 from the Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2021 Round 2 Budget for Museum Services [648].

Recommendation No. 18 *Gibsons Area Community Schools – 2021 Budget Request*

THAT the following information from the Gibsons Area Community Schools be received:

- Correspondence dated October 22, 2020;
- 2020 Budget for Youth Programs;
- Financial Plan for 2021-2025;

AND THAT the 2021 budget submission of \$10,000 from the Gibsons Area Community Schools for Youth Programs be approved and incorporated into the 2021 Budget for Regional Recreation [670].

Recommendation No. 21 *2021 Round 1 Budget Overview Presentation*

THAT the 2021 Round 1 Budget Overview Presentation be received for information.

Recommendation No. 22 *2021-2025 Financial Plan Overview and Update*

THAT the report titled 2021-2025 Financial Plan Overview and Update at Round 1 be received for information.

046/21 cont.

Recommendation No. 23 *2021 Property Assessment Impacts*

THAT the report titled 2021 Property Assessment Impacts be received for information.

Recommendation No. 24 *Divisional Services Plans – Lite Version*

THAT the report titled Divisional Service Plans – Lite Version be received for information.

Recommendation No. 25 *General Government [110] – 2021 R1 Budget Proposal*

THAT the report titled 2021 R1 Budget Proposal for [110] General Government be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – 0.5 FTE Casual Support for Administration and Legislative Services, \$35,000 funded through Taxation for 2021 and 2022.

Recommendation No. 26 *Financial Services [113] and Asset Management [111] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [113] Financial Services and [111] Asset Management be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – New Public Sector Accounting Standards (PSAS) for Asset Retirement Obligations, \$100,000 total – allocated \$50,000 to [111] Asset Management and \$50,000 to [113] Financial Services funded from Operating Reserves;
- Budget Proposal 2 – Senior Accountant, 0.5 FTE, funded \$28,500 from [113] Financial Services Support Services for 2021 (\$25,812 wages and benefits and \$2,688 overhead costs), and future base budget increase to approximately \$46,938.

Recommendation No. 27 *Various Functions – Field Road and Mason Road - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for Various Functions – Field Road and Mason Road be received:

- Health and Safety Program;
- Electric Vehicle (EV) Charging Station;
- Addition to Corporate Space Planning Project;

046/21 cont.

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Health and Safety Programs (Field Road and Mason Road), \$20,000 funded from Support Services;
- Budget Proposal 2 – Addition to Field Road Space Planning Carryforward Project [114], \$100,000 funded by a Federal / Provincial COVID-19 Restart Grant;
- Budget Proposal 3 –EV Charging Stations (Field Road and Mason Road) \$40,000, funded through Climate Action Revenue Incentive Program (CARIP) though Field Road [114] and Mason Road.

Recommendation No. 28 *Human Resources [115] - 2021 R1 Budget Proposal*

THAT the report titled 2021 R1 Budget Proposal for [115] Human Resources be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Employer Paid Leave (Base Budget), \$15,000 funded from Support Services.

Recommendation No. 29 *Elections / Electoral Area Services [131] - 2021 R1 Budget Proposal*

THAT the report titled 2021 R1 Budget Proposal for [131] Elections / Electoral Area Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Ballot Tabulators, \$30,000 funded from Operating Reserves.

Recommendation No. 30 *Information Technology [117] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [117] Information Technology be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Electronic Document and Records Management System (EDRMS) Functionality Enhancements, \$75,000 funded by moving \$75,000 from annual capital funding to operations for net \$0 impact;

046/21 cont.

- Budget Proposal 2 – Information Technology One-Time Staff Overtime Budget Expansion for 2021, \$15,000 funded by a Federal / Provincial COVID-19 Restart Grant;
- Budget Proposal 3 – Expansion of SCRD digital, virtual, online collaboration software assets and related hardware, two year project with \$105,000 for 2021 and \$180,000 for 2022, funded by a Federal / Provincial COVID-19 Restart Grant which includes an internal resource 1.0 FTE prorated 7 months in 2021 and 12 months for 2022;
- Budget Proposal 4 – Cyber Security Culture 2021, \$5,000 funded from Operating Reserves.

Recommendation No. 31 *Geographic Information Services [506] and Civic Addressing [510] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [506] Geographic Information Services (GIS) and [510] Civic Addressing be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Mapping Ortho Photo Imagery Refresh 2021, \$75,000 total project – funded \$60,000 from [506] Geographic Information Services Operating Reserves and \$15,000 from [510] Civic Addressing Operating Reserves;
- Budget Proposal 2 – Revenue Increase Resulting from 5-Year Service Agreement with SCRD and Town of Gibsons for Geographic Information Services, \$20,000 increase to User Fees, decrease to Support Services and contribution from Reserves.

Recommendation No. 32 *Bylaw Enforcement [200] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [200] Bylaw Enforcement be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Bylaw Vehicle, \$50,000 funded through Capital Reserves;
- Budget Proposal 2 – Senior Bylaw Officer, 1.0 FTE, prorated to 2021 Q2 - 0.80 FTE funded \$66,000 through Taxation (\$64,000 wages and benefits and \$2,000 overhead costs), and future base budget increase to \$80,000 starting in 2022.

046/21 cont. **Recommendation No. 34** *Gibsons and District Fire Protection [210] - 2021 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 3 – 0.6 FTE Exempt Deputy Fire Chief, \$58,801 in 2021 (0.4 FTE prorated in 2021 to 0.6 FTE in 2022 and to be combined with 0.4 FTE vacant Corporate Safety Officer for 1.0 FTE) funded through Taxation;

AND THAT staff be authorized to proceed with recruitment prior to 2021-2025 Financial Plan adoption.

Recommendation No. 35 *Gibsons and District Fire Protection [210] - 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 4 – Hazardous Materials Response Trailer, \$25,000 funded from Capital Reserves;
- Budget Proposal 5 – Rescue Truck Upgrade, \$100,000 funded from Capital Reserves;
- Budget Proposal 6 – Benefits for Volunteer Firefighters, \$70,000 funded through Taxation.

Recommendation No. 36 *Roberts Creek Fire Protection [212] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [212] Roberts Creek Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget confirming available Capital Reserves and providing options for other funding sources:

- Budget Proposal 1 – Self Contained Breathing Apparatus and Fill Station, \$220,000 funded from Capital Reserves.

Recommendation No. 37 *Roberts Creek Fire Protection [212] - 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

046/21 cont.

- Budget Proposal 2 – Assistant Chief Community Safety and Training 0.5 FTE, prorated to 0.25 FTE in 2021 funded \$17,500 through Taxation, and future base budget increase to \$35,000;
- Budget Proposal 3 – Training Structure, \$75,000 funded from Operating Reserves;
- Budget Proposal 4 – Benefits for Volunteer Firefighters, \$32,792 funded through Taxation.

Recommendation No. 38 *Halfmoon Bay Fire Protection [216] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [216] Halfmoon Bay Fire Protection be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Firehall #2 Redevelopment Assessment, \$45,000 funded through Taxation;
- Budget Proposal 2 – New Deputy Fire Chief 0.5 FTE, prorated to 0.25 FTE in 2021 funded \$17,500 through Taxation, and future base budget increase to \$35,000;
- Budget Proposal 3 – Benefits for Volunteer Firefighters, \$52,930 funded through Taxation.

Recommendation No. 40 *Sunshine Coast Emergency Planning [222] - 2021 R1 Budget Proposal*

THAT the report titled 2021 R1 Budget Proposal for [222] Sunshine Coast Emergency Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Removal of Sunshine Coast Emergency Planning Trailer (Mason Road), \$17,000 funded from Operating Reserves.

Recommendation No. 42 *Community Recreation Facilities [615] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [615] Community Recreation Facilities be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

046/21 cont.

- Budget Proposal 1 – Fire Safety Systems Annual Maintenance Cost Increase (Base Budget), \$5,000 funded through Taxation;
- Budget Proposal 2 – Fall Protection Systems Upgrades Phase One, \$60,000 funded through Taxation;
- Budget Proposal 3 – Building Water Systems Management Plan, \$4,000 funded through Taxation;
- Budget Proposal 6 – Scheduling Software (Base Budget), \$6,000 funded through Taxation;

AND THAT the following budget proposal be deferred to 2022 to allow for further analysis of the impact on energy efficiency, facility emissions and development of a detailed business case for replacement:

- Budget Proposal 5 – Sechelt Aquatic Centre (SAC) (Failed) Heat Pump Placement,

AND THAT the following budget proposal be referred to the 2021 Round 2 Budget pending further consultation with the Chinook Swim Club on replacement options and funding available:

- Budget Proposal 4 – Sechelt Aquatic Centre (SAC) Starting Platforms Retrofit or Replacement;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget with further options for funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 7 – Programming Review.

Recommendation No. 43 *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget providing options for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 1 – One Time Base Budget Adjustment to Address Impacts of COVID-19, \$37,940 increase to Taxation base on \$10,660 reduction to overall operating expenditures.

046/21 cont.

Recommendation No. 44 *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Building Water Systems Management Plan, \$1,000 funded from Operating Reserves;
- Budget Proposal 4 – Scheduling Software (Base Budget Increase), \$400 funded through Taxation;

AND THAT the following budget proposal be referred to the 2021 Round 2 Budget with a report back providing options for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 7 – Programming Review.

Recommendation No. 45 *Community Parks [650] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [650] Community Parks be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – New Cab Tractor (Sports Fields), \$70,000 funded through MFA 5- Year Vehicle and Equipment Loan;

AND FURTHER THAT a loan of up to \$70,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a New Cab Tractor.

Recommendation No. 46 *Community Parks [650] – 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Priority Repairs to Community Halls, \$26,700 funded from Operating Reserves;
- Budget Proposal 3 – Asset Management Summer Youth Staffing support (up to 0.6 FTE increase), \$10,000 with potential hours if grant approved, funded through Taxation;

046/21 cont.

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget with confirmation of available Operating Reserves and alternatives for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 4 – Sprockids – Bike Park / Pump Track Community Initiative – Design and Management Plan Stage 1, \$40,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget pending report to the February 18, 2021 Planning and Community Development Committee on outcomes from the Community Engagement session to review the project scope:

- Budget Proposal 5 – Coopers Green Hall Replacement.

Recommendation No. 47 *Dakota Ridge Recreation Service Area [680] – 2021 R1 Budget Proposal*

THAT the report titled 2021 R1 Budget Proposal for [680] Dakota Ridge Recreation Service Area be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Increase User Free / Reduce Tax Subsidy, \$12,000 Increase to User Fees and (\$12,000) decrease to Taxation.

Recommendation No. 48 *Feasibility (Regional) [150] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [150] Feasibility (Regional) be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 3 – Feasibility of Establishment of Community Social Service, \$20,000 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to 2021 Round 2 Budget pending funding announcements for grants:

- Budget Proposal 1 – Regional Watershed Management Plan, \$25,463 funded by potential grant funding;
- Budget Proposal 2 – Senior Coordinator, Strategic Initiatives 1.0 FTE, funded \$74,652.75 in 2021 and \$24,884.25 in 2022 by potential grant funding.

046/21 cont.

Recommendation No. 49 *Public Transit [310] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [310] Public Transit be received;

AND THAT the following budget proposals be referred to the 2021 Round 2 Budget pending report to the February 11, 2021 Infrastructure Services Committee on the draft 2021 BC Transit Annual Operating Agreement results:

- Budget Proposal 1 – COVID-19 Expenses – Materials and Supplies, \$24,000 total project, funded \$12,794 from Operating Reserves and \$11,206 by BC Transit;
- Budget Proposal 2 – COVID-19 Expenses – Wages (1.4 FTE) for 2021 only, \$110,888 total – funded \$59,114 from Operating Reserves / COVID-19 Restart Fund and \$54,773 by BC Transit;

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 3 – Building Improvements – Increased Safety \$6,000 (\$12,000 total project split with [312] Maintenance Facility (Fleet)) funded from Operating Reserves;
- Budget Proposal 4 – Increase Funding for Free Transit Ticket Program (Base Budget), \$6,000 funded through Taxation;
- Budget Proposal 5 – Annual Training Safety and Customer Service (0.19 FTE) (Base Budget Increase), \$20,416 funded through Taxation.

Recommendation No. 50 *Maintenance Facility (Fleet) [312] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [312] Maintenance Facility (Fleet) be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Remove Contaminates, Polish and Paint Fuel Tanks, \$25,000 funded from Operating Reserves;
- Budget Proposal 2 – Building Improvements – Increased Safety \$6,000 (\$12,000 total project split with [310] Public Transit) funded from Operating Reserves;
- Budget Proposal 3 – HVAC Maintenance Safety System, \$4,000 funded from Operating Reserves.

046/21 cont.

Recommendation No. 53 *Regional Solid Waste [350] – 2021 R1
Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 7 – Forklift for Sechelt Landfill, \$29,500 (\$25,000 One-Time through MFA 5-Year Equipment Finance Loan and \$4,500 Base Budget Increase through User Fees (Tipping));

AND THAT a loan of up to \$25,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Forklift for the Sechelt Landfill.

Recommendation No. 54 *Regional Solid Waste [350] – 2021 R1
Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 9 – Increase to Green Waste Program Funding (One-Time with a Review of the Program Funding in 2022), \$100,000 funded through Taxation;
- Budget Proposal 12 – Recycling Depot Funding (One-Time), \$30,000 funded through Taxation;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending staff report to a February 2021 Committee Meeting regarding whether a reduction in tipping fees should be offset by an increase to taxation or through Municipal Solid Waste tipping fees:

Budget Proposal 8 – Increase to Landfill Operations Funding (Base Budget), \$97,500 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to 2021 Round 2 Budget pending staff report to a February 2021 Committee Meeting regarding an update to the Eco-Fee Reserves:

- Budget Proposal 10 – Waste Composition Study (including options pertaining to the scope of the study (e.g. Commercial versus Residential service) and frequency of the data collection);
- Budget Proposal 11 – Solid Waste Management Plan Update, \$150,000 funded through Taxation.

046/21 cont.

Recommendation No. 55 *Regional Solid Waste [350] – 2021 R1
Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 13 – Pender Harbour Transfer Station Site Assessment, \$8,000 funded through Taxation.

Recommendation No. 56 *Regional Solid Waste [350] – 2021 R1
Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 14 – Road Maintenance Budget Increase for Pender Harbour Transfer Station (One Time with future staff report regarding Road Maintenance Next Steps to a future Committee), \$8,000 funded from User Fees (Tipping).

Recommendation No. 57 *Regional Solid Waste [350] – 2021 R1
Budget Proposals*

THAT the following budget proposal be referred to 2021 Round 2 Budget pending staff report to February 2021 Infrastructure Services Committee reviewing the opening hours of both sites:

- Budget Proposal 15 – Site Attendant, 0.9 FTE, funded \$52,570 from User Fees (Tipping) for 2021 (\$51,320 wages and benefits and \$1,250 overhead costs), and future base budget increase to approximately \$68,430;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back at 2021 Round 2 Budget investigating the use of Eco-Fee Reserves or other sources of funding available:

- Budget Proposal 16 – Audit of South Coast Green Waste Drop-off Depot (Base Budget Increase), \$6,200 funded through Taxation;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending further information to be presented at the February 2021 Infrastructure Services Committee meeting regarding the results of the 2020 Biocover Feasibility Study:

- Budget Proposal 17 – Biocover Feasibility Study – Phase 2, \$150,000 funded through Taxation;

046/21 cont.

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 18 – Traffic Control Lights for Pender Harbour Transfer Station, \$10,000 funded through Taxation.

Recommendation No. 58 *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 19 – WildSafeBC Program, \$15,000 funded through Taxation.

Recommendation No. 59 *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

THAT the following budget proposal be referred to 2021 Round 2 Budget pending confirmation that funding required would be sufficient for the program in these locations and providing options available for book recycling services:

- Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget), \$10,000 funded through Taxation.

Recommendation No. 60 *North Pender Harbour Water Service [365] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Garden Bay Pump Station – Treatment Improvements - Phase 1, \$20,000 funded through Operating Reserves;
- Budget Proposal 2 – Water Metering Program: Leak Correlator, \$2,000 (\$40,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves (with potential for Grant Funding);
- Budget Proposal 3 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot), \$7,500 (\$30,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves;

046/21 cont.

- Budget Proposal 4 – Water Metering Program: Neptune 360 Software and Hardware, \$1,650 (\$33,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through User Fees (2022 - \$15,000 and 2023 – 24,000);
- Budget Proposal 5 – Water Metering Program: Development of Customer Relationship Management Tool, \$2,500 (\$50,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring this project and timing consideration:

- Budget Proposal 6 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources, \$5,000 (\$225,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves.

Recommendation No. 61 *North Pender Harbour Water Service [365]
– 2021 R1 Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 7 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE funded \$103,024 through User Fees (\$100,524 wages and benefits and \$2,500 overhead costs), and future base budget increase to \$134,866 and of the \$103,024 for 2021 - \$5,151 to be funded from [365] North Pender Harbour Water Services and the remained to be split with [366] South Pender Harbour Water Service and [370] Regional Water Service).

Recommendation No. 62 *North Pender Harbour Water Service [365]
– 2020 Carry-Forward Project Funding Amendment*

THAT the following budget proposal 8 presenting an amendment to a 2020 Carryforward Project be approved and incorporated into the 2021 Round 2 Budget:

- 2020 Carryforward Project Funding Amendment – Emergency Generator, \$125,000 funding source to be changed from short term MFA loan to Electoral Area A - Federal Gas Tax- Community Works Fund;

046/21 cont.

AND THAT the 2021-2025 Financial Plan be amended as required.

Recommendation No. 63 *South Pender Harbour Water Service [366]
– 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Dogwood Reservoir – Engineering and Construction, \$108,000 funded through Electoral Area A - Federal Gas Tax Community Works Fund;
- Budget Proposal 2 – McNeil Lake Dam Upgrades-Phase 1, \$149,500 funded through Electoral Area A – Federal Gas Tax Community Works Fund;
- Budget Proposal 3 – Dam Inspections and Emergency Response, \$14,150 (\$56,650 total project split with [370] Regional Water Service) funded from User Fees;
- Budget Proposal 4 – South Pender Harbour Water Treatment Plant – Upgrades – Phase Two, \$50,000 funded through Electoral Area A - Federal Gas Tax Community Works Fund.

Recommendation No. 64 *South Pender Harbour Water Service [366]
– 2021 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 5 – Vehicle Purchases, \$80,000 funded through MFA 5-Year Equipment Finance Loan (with potential for Grant Funding);

AND THAT a loan of up to \$80,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Vehicle for South Pender Harbour Water Service.

Recommendation No. 65 *South Pender Harbour Water Service [366]
– 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

046/21 cont.

- Budget Proposal 6 – Water Metering Program: Leak Correlator, \$4,000 (\$40,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves (with potential for Grant Funding);
- Budget Proposal 7 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot), \$7,500 (\$30,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves;
- Budget Proposal 8 – Water Metering Program: Neptune 360 Software and Hardware, \$3,300 (\$33,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through User Fees (2022 - \$15,000 and 2023 – 24,000);
- Budget Proposal 9 – Water Metering Program: Development of Customer Relationship Management Tool, \$5,000 (\$50,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring this project and timing consideration:

- Budget Proposal 10 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$10,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves.

Recommendation No. 66 *South Pender Harbour Water Service [366] – 2021 R1 Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 11 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE funded \$103,024 through User Fees (\$100,524 wages and benefits and \$2,500 overhead costs), and future base budget increase to \$134,866 and of the \$103,024 for 2021 - \$10,302 to be funded from [366] South Pender Harbour Water Services and the remainder to be split with [365] North Pender Harbour Water Service and [370] Regional Water Service).

046/21 cont.

Recommendation No. 67 *Regional Water Service [370] – 2021 R1
Budget Proposals*

THAT the report titled 2021 R1 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Dam Inspections and Emergency Response, \$42,500 (\$56,650 total project split with [366] South Pender Harbour Water Service) funded from User Fees;
- Budget Proposal 2 – Chapman and Edwards Dam Improvements, \$240,500 funded from Capital Reserves;
- Budget Proposal 3 – Chapman Creek Water Treatment Plant Chlorine Upgrades, \$1,000,000 funded from Capital Reserves;
- Budget Proposal 4 – Regional Water Minor Capital (Base Budget), \$50,000 funded through Parcel Taxes;
- Budget Proposal 5 – Reed Road Pump Station Zone 4 Improvements, \$70,000 funded from Capital Reserves;
- Budget Proposal 6 – Chapman and Edwards Lake Communication System Upgrade, \$74,125 funded from Capital Reserves.

Recommendation No. 68 *Regional Water Service [370] – 2021 R1
Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 7 – Vehicle Purchases, \$210,000 funded through MFA 5-Year Equipment Finance Loan (with potential for Grant Funding);

AND THAT a loan of up to \$210,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Vehicle for Regional Water Service.

Recommendation No. 69 *Regional Water Service [370] – 2021 R1
Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

046/21 cont.

- Budget Proposal 8 – SCADA Technician Staffing Increase 0.3 FTE, prorated to 2021 Q2 – funded \$20,219 through User Fees, and future base budget increase to \$26,958;
- Budget Proposal 11 – Eastbourne Groundwater Development, \$350,000 funded from Capital Reserves (\$107,406), Electoral Area F – Federal Gas Tax Community Works Funding (\$44,594) and Development Cost Charges (\$198,000);

AND THAT the following budget proposals be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for input into scoping of the projects:

- Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2, \$1,377,600 funded from Capital Reserves (\$931,100), Operating Reserves (\$100,000) and Development Cost Charges (\$346,500);
- Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek, \$125,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be abandoned as the 2020 Raw Water Reservoir project is ongoing and staff will be providing progress reporting:

- Budget Proposal 12 – Raw Water Reservoir – Development Phase 1.

Recommendation No. 70 *Regional Water Service [370] – 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 13 – Metering Program: Meters Installation Phase 3 – District of Sechelt and Sechelt Indian Government District (Additional Funding), \$250,000 funded through Long-Term Loan;
- Budget Proposal 14 – Metering Program: Electoral Approval Process Meters Installation Phase 3, \$113,500 funded from Operating Reserves;
- Budget Proposal 15 – Water Metering Program: Leak Correlator, \$34,000 (\$40,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded from Operating Reserves (with potential for Grant Funding);

046/21 cont.

- Budget Proposal 16 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot), \$15,000 (\$30,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded from Operating Reserves;
- Budget Proposal 17 – Water Metering Program: Neptune 360 Software and Hardware, \$28,050 (\$33,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through User Fees (2022 - \$15,000 and 2023 – 24,000);
- Budget Proposal 18 – Water Metering Program: Development of Customer Relationship Management Tool, \$42,500 (\$50,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through Operating Reserves.

Recommendation No. 71 *Regional Water Service [370] – 2021 R1 Budget Proposals*

THAT the following budget proposals be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring these projects and timing considerations:

- Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System, \$20,000 funded from Operating Reserves;
- Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis, \$214,000 funded from Operating Reserves;
- Budget Proposal 21 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$210,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through Operating Reserves.

Recommendation No. 72 *Regional Water Service [370] – 2021 R1 Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

046/21 cont.

- Budget Proposal 22 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE funded \$103,024 through User Fees (\$100,524 wages and benefits and \$2,500 overhead costs), and future base budget increase to \$134,866 and of the \$103,024 for 2021 - \$87,571 to be funded from [370] Regional Water Service and the remainder to be split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Services.

Recommendation No. 73 *Square Bay Wastewater Treatment Plant Update*

THAT the report titled Square Bay Wastewater Treatment Plant Update be received for information.

Recommendation No. 74 *Wastewater Treatment Services [381-395] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – [382] Woodcreek Park Wastewater Treatment Plant – Collection System Designs, \$20,000 funded \$10,000 from Operating Reserves and \$10,000 Electoral Area E - Federal Gas Tax Fund;
- Budget Proposal 2 – [384-385] Jolly Roger / Secret Cover – Wastewater Treatment Plants – Headworks, \$18,000 funded \$4,500 from [384] Capital Reserves and \$4,500 from [385] Capital Reserves and \$9,000 Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 3 – [391] Curran Road Wastewater Treatment Plant – Ocean Outfall Anchor Replacement – Phase 2, \$26,814 funded \$13,407 from Capital Reserves and \$13,407 from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 4 – [383, 384, 385, 387, 388 and 393] Outstanding Rights of Way \$30,000 funded from Operating Reserves as follows:

| | |
|---------------------|---------|
| ▪ [383] Sunnyside: | \$5,000 |
| ▪ [384] Jolly Roger | \$5,000 |
| ▪ [385] Secret Cove | \$5,000 |
| ▪ [387] Square Bay | \$5,000 |
| ▪ [388] Langdale | \$5,000 |
| ▪ [393] Lilies Lake | \$5,000 |

046/21 cont.

- Budget Proposal 6 – [387] Square Bay Wastewater Treatment Plant – Infiltration Reduction, \$25,000 funded from Operating Reserves;
- Budget Proposal 7 - [387] Square Bay Wastewater Treatment Plant – Collection System Upgrade Planning, \$15,000 funded \$7,500 from Capital Reserves and \$7,500 from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 8 – [381-388 and 390-395] Wastewater Treatment Plants – Treatment Facilities Pumping Expenses (Base Budget), \$44,620 funded from User Fees as follows:

| | |
|--------------------------|---------|
| ▪ [381] Greaves Road | \$230 |
| ▪ [382] Woodcreek Park | \$5,520 |
| ▪ [383] Sunnyside | \$230 |
| ▪ [384] Jolly Roger | \$3,680 |
| ▪ [385] Secret Cove | \$3,680 |
| ▪ [386] Lee Bay | \$7,360 |
| ▪ [387] Square Bay | \$7,360 |
| ▪ [388] Langdale | \$5,520 |
| ▪ [390] Merrill Crescent | \$920 |
| ▪ [391] Curran Road | \$3,680 |
| ▪ [392] Roberts Creek | \$3,680 |
| ▪ [393] Lilies Lake | \$920 |
| ▪ [394] Painted Boat | \$920 |
| ▪ [395] Sakinaw Ridge | \$920 |

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget pending consultation with Roberts Creek Co-Housing:

- Budget Proposal 5 – [392] Roberts Creek Co-Housing Wastewater Treatment Plant – Treatment System and Regulatory Enhancements, \$30,000 funded \$22,101 from Operating Reserves and \$7,899 from Electoral Area D - Federal Gas Tax Community Works Fund.

CARRIED

Round 1 Budget

It was moved and seconded

047/21

THAT Special Corporate and Administrative Services Committee – Round 1 Budget recommendation No. 19 of February 1, 2 and 5, 2021 be received, adopted and acted upon as amended, as follows:

Recommendation No. 19 *Pender Harbour and District Chamber of Commerce*

THAT the following information from the Pender Harbour and District Chamber of Commerce be received:

- Correspondence and Report dated October 21, 2020;
- 2021 Budget with 2020 Budget vs. Actuals;
- 2021-2025 Budget Plan;
- 2020 Budget vs. Actuals; and
- Balance Sheet;

AND THAT the 2021 budget submission of \$19,150 from the Pender Harbour and District Chamber of Commerce *as noted below, be referred to the 2021 Round 2 Budget meeting for Electoral Area A Economic Development [531] for further consideration and more information regarding the Visitor Information Centre Washrooms funding:*

- | | |
|--|---------|
| • Tourism Sanitation Services (Portable Toilets) | \$2,650 |
| • Visitor Information Centre Washrooms | \$6,000 |
| • Visitor Information Booths | \$8,000 |
| • Economic Development | \$2,500 |

CARRIED

Round 1 Budget **It was moved and seconded**

048/21

THAT Special Corporate and Administrative Services Committee – Round 1 Budget recommendation No. 20 of February 1, 2 and 5, 2021 be received, adopted and acted upon as amended, as follows:

Recommendation No. 20 *Roberts Creek Library Service [646] Funding Contribution to Gibsons and District Public Library Service [640]*

THAT *the apportionment from the Roberts Creek Library Service [646] to the Gibsons and District Public Library Service [640] in support of the 2021 budget submission be referred to the 2021 Round 2 Budget meeting.*

CARRIED

Round 1 Budget **It was moved and seconded**

049/21

THAT Special Corporate and Administrative Services Committee – Round 1 Budget recommendation No. 33 of February 1, 2 and 5, 2021 be received, adopted and acted upon as amended, as follows:

Recommendation No. 33 *Gibsons and District Fire Protection [210] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [210] Gibsons and District Fire Protection be received;

AND THAT the following budget proposal be *referred to the 2021 Round 2 Budget meeting for further consideration pending additional information:*

049/21 cont.

- Budget Proposal 1 – Fire Department Facility Sanitization, \$12,000 funded through Taxation;

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Emergency Generator, \$150,000 funded from Capital Reserves.

CARRIED

Round 1 Budget

It was moved and seconded

050/21

THAT Special Corporate and Administrative Services Committee – Round 1 Budget recommendation No. 39 of February 1, 2 and 5, 2021 be received, adopted and acted upon as amended as follows:

Recommendation No. 39 *Egmont and District Fire Protection [218] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [218] Egmont and District Fire Protection be received;

AND THAT the following budget proposal be *referred to the 2021 Round 2 Budget meeting pending additional financial information*:

- Budget Proposal 1 – Egmont Fire Chief, \$40,000 funded through Taxation;

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Benefits for Volunteer Firefighters, \$31,200 funded through Taxation.

CARRIED

Round 1 Budget

It was moved and seconded

051/21

THAT Special Corporate and Administrative Services Committee – Round 1 Budget recommendation No. 41 of February 1, 2 and 5, 2021 be received, adopted and acted upon as amended as follows:

Recommendation No. 41 *Ports [345] - 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposals for [345] Ports be received;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget for further information:

051/21 cont.

- Budget Proposal 1 – New Brighton Dock Study;

AND FURTHER THAT the following budget proposal be abandoned *and that staff further collaborate* with the Sunshine Coast Regional Economic Development Organization (SCREDO) *to support work regarding boat ramps*:

- Budget Proposal 2 – Economic and Design Study of Boat Ramps.

CARRIED

Infrastructure

It was moved and seconded

052/21

THAT Infrastructure Services Committee recommendation Nos. 1-3, 5-7 and 10-15 of February 11, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Terms of Reference Sunshine Coast Transit Future Action Plan*

THAT the report titled Terms of Reference Sunshine Coast Transit Future Action Plan be received for information;

AND THAT BC Ferries, City of Powell River, qathet Regional District and Tla'amin Nation be added as stakeholders to the Transit Future Action Plan project working group;

AND FURTHER THAT the Terms of Reference for the Sunshine Coast Transit Future Action Plan be approved as amended.

Recommendation No. 2 *Custom Transit Service (handyDART) Review*

THAT a working group be established to review the Custom Transit Service (handyDART) concurrently with the Transit Future Action Plan to make recommendations for service improvements to better serve the community.

Recommendation No. 3 *2021-22 BC Transit Annual Operating Agreement Draft Budget*

THAT the report titled 2021-22 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT staff work with BC Transit to continue the current conventional transit schedule based on approximately 80% of the pre-pandemic budgeted amount of service hours until late-June 2021;

052/21 cont.

AND THAT staff work with BC Transit to implement the conventional transit schedule based on approximately 100% of the pre-pandemic budgeted amount of service hours from late-June 2021 onwards;

AND THAT the 2021-2025 Financial Plan be updated to reflect the draft Annual Operating Agreement budget values while utilizing COVID-19 Safe Restart funding to mitigate tax increases;

AND FURTHER THAT staff bring forward budget proposals to the 2021 Round 2 budget meeting associated with anticipated additional overtime and a driver recruitment campaign.

Recommendation No. 5 *Results of Sechelt Landfill Biocover Feasibility Study Phase 1*

THAT the report titled Results of Sechelt Landfill Biocover Feasibility Study Phase 1 be received for information.

Recommendation No. 6 *Landfill Re-Diversion of Waste Funding Options*

THAT the report titled Landfill Re-Diversion of Waste Funding Options be received for information;

AND THAT staff report back to the 2021 Round 2 Budget meeting with the regulatory process to initiate a re-diversion of waste program for the following waste streams: Boats, Carpet, Concrete/Rubble, Flooring (non-wood and not containing asbestos), Furniture (non-wood), Recreation Vehicles, Roofing, Styrofoam;

AND THAT subject to the implementation of a re-diversion program, the re-diversion of materials may be initiated when 80% of annual authorized tonnage limit at the Sechelt Landfill is reached;

AND FURTHER THAT should the re-diversion program be implemented, it be funded from a new \$5 per tonne surcharge for all materials landfilled.

Recommendation No. 7 *Pender Harbour Transfer Station Food Waste Drop-off Program*

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program be received for information;

AND THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from taxation collected through [350] Solid Waste Operations.

052/21 cont. **Recommendation No. 10** *Water Sampling Services - Contract Term Extension*

THAT the report titled Water Sampling Services - Contract Term Extension be received for information;

AND THAT the contract with Elements Materials Technology Group Limited for Water Sampling Service be extended for an additional one (1) year period in the amount of \$40,393.60 (plus GST) with an amended contract value of \$111,681;

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

Recommendation No. 11 *Solid Waste Management Plan Monitoring Advisory Committee Minutes – January 19, 2021*

THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of January 19, 2021 be received for information.

Recommendation No. 12 *Transportation Advisory Committee Minutes – January 21, 2021*

THAT the Transportation Advisory Committee meeting minutes of January 21, 2021 be received for information;

AND THAT the following recommendation contained therein be adopted and acted upon as follows:

Recommendation No. 5 *Correspondence from Sunshine Coast Highway Society*

THAT correspondence from the Sunshine Coast Highway Society dated January 5, 2021 regarding support for a new highway on the Sunshine Coast be received;

AND THAT the letter from the Sunshine Coast Highway Society dated January 5, 2021 requesting a letter of support for a new highway on the Sunshine Coast be forwarded to the SCRD Board for consideration.

Recommendation No. 13 *Water Supply Advisory Committee Minutes – February 1, 2021*

THAT the Water Supply Advisory Committee meeting minutes of February 1, 2021 be received for information;

AND THAT the following recommendation contained therein be adopted and acted upon as follows:

052/21 cont.

Recommendation No. 4 *WASAC Meeting Frequency*

THAT the SCRD Board approve the Water Supply Advisory Committee meet monthly in March and April, 2021.

Recommendation No. 14 *Correspondence SCRD Garbage, Recycling and Green Waste Collection Reasonable Expectation of Privacy*

THAT the correspondence from Jeri Patterson dated January 26, 2021 regarding a reasonable expectation of privacy for the SCRD garbage, recycling and green waste collection be received for information.

Recommendation No. 15 *Correspondence BC Ferries Moving Ahead Together on the Sunshine Coast Project*

THAT the correspondence from BC Ferries dated February 1, 2021 regarding the Moving Ahead Together on the Sunshine Coast Project be received for information;

AND THAT staff contact BC Ferries to arrange a meeting with the SCRD Board to discuss the results of the Moving Ahead Together on the Sunshine Coast Project.

CARRIED

Planning

It was moved and seconded

053/21

THAT Planning and Community Development Committee recommendation Nos. 1-12 of February 18, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Secret Cove Heights Development Inc. Delegation*

THAT the delegation materials from Nicole Huska, Consultant, Secret Cove Heights Development Inc. be received for information.

Recommendation No. 2 *Coopers Green Hall Replacement Project – Community Engagement Session Summary of Feedback*

THAT the report titled Coopers Green Hall Replacement Project – Community Engagement Session Summary of Feedback be received for information;

AND THAT staff provide additional information for the Coopers Green Hall Replacement Project R2 Budget Proposal regarding the operating plan, building emissions, building life expectancy, parking and boat ramp design and SCRD policy regarding community hall development / expansion as it relates to the Parks and Recreation Master Plan.

053/21 cont.

Recommendation No. 3 *Pender Harbour Aquatic Society Agreement Renewal*

THAT the report titled Pender Harbour Aquatic Society Agreement Renewal be received for information;

AND THAT the delegated authorities be authorized to execute the agreement with Pender Harbour Aquatic Society for a 5-year term ending December 31, 2025.

Recommendation No. 4 *Sechelt Aquatic Centre Fire Sprinkler System*

THAT the report titled Sechelt Aquatic Centre Fire Sprinkler System Repair or Replacement be received for information;

AND THAT the staff report be referred to the Sunshine Coast Fire Departments for information;

AND FURTHER THAT a proposal for Sechelt Aquatic Centre fire sprinkler system repair or replacement be brought to 2021 Round 2 budget.

Recommendation No. 5 *Statutory Right of Way – Bridgeman Road/Soames Hill Park*

THAT the report titled Statutory Right of Way – Bridgeman Road/Soames Hill Park be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) enter into a Statutory Right of Way Agreement with BC Hydro through a portion of Soames Hill Park for the purposes of the establishment of an aerial hydro service line;

AND FURTHER THAT the SCR D Delegated Authorities be authorized to execute the Statutory Right of Way Agreement.

Recommendation No. 6 *UBCM Community Emergency Preparedness Fund – 2021 Grant Funding Application*

THAT the report titled Union of BC Municipalities - Community Emergency Preparedness Fund – 2021 Grant Funding Application for Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT an application be submitted for \$143,000 in grant funding through the Union of BC Municipalities – Community Emergency Preparedness Fund for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams;

AND THAT the Board supports the Downstream Flood Analysis Project and commits to provide overall grant management;

053/21 cont.

AND FURTHER THAT staff report to a future Committee on results of the grant application.

Recommendation No. 7 *Sunshine Coast Policing and Public Safety Committee Meeting Minutes of January 21, 2021*

THAT the Sunshine Coast Policing and Public Safety Committee meeting minutes of January 21, 2021 be received for information.

Recommendation No. 8 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of January 27, 2021*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of January 27, 2021 be received for information.

Recommendation No. 9 *Halfmoon Bay (Area B) APC Meeting Minutes of January 26, 2021*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of January 26, 2021 be received for information.

Recommendation No. 10 *Telus Telecommunication Tower in Madeira Park – Request for Local Government Concurrence (BC106302)*

THAT the report titled Telus Telecommunication Tower in Madeira Park – Request for Local Government Concurrence (BC106302) be received for information;

AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Madeira Park (Site BC106302):

- a) Telus has satisfactorily completed consultation with the SCRD;
and
- b) SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans.

Recommendation No. 11 *Vancouver Island and Coastal Communities Climate Action Goals (Working Draft)*

THAT the correspondence from Lisa Helps, Mayor, City of Victoria, dated January 25, 2021 regarding Vancouver Island and Coastal Communities Climate Action Goals (Working Draft) be received for information.

053/21 cont.

Recommendation No. 12 *Correspondence from Sunshine Coast Electric Vehicle Association Executive*

THAT the correspondence from the Sunshine Coast Electric Vehicle Association Executive, dated January 18, 2021 regarding Pre-wiring for Electric Vehicle Charging and Rooftop Solar Arrays be received for information;

AND THAT the correspondence from the Sunshine Coast Electric Vehicle Association be referred to the SCRD Building Division;

AND FURTHER THAT the Sunshine Coast Electric Vehicle Association be invited to present as a delegation to a future Committee meeting regarding electric vehicles and their vision for the Sunshine Coast.

CARRIED

Corporate

It was moved and seconded

054/21

THAT Corporate and Administrative Services Committee recommendation Nos. 3-6 of February 25, 2021 be received, adopted and acted upon as follows:

Recommendation No. 3 *Sechelt Public Library Draft Funding and Service Agreement*

THAT the report titled Sechelt Public Library Draft Funding and Service Agreement be received for information;

AND THAT the Sechelt Public Library Draft Funding and Service Agreement report be referred to the 2021 Round 2 Budget meetings;

AND FURTHER THAT the Sechelt Public Library be invited to attend as a delegation at the 2021 Round 2 Budget meetings on March 4 and 5, 2021, providing a service plan in relation to funding increases over the term of a 5 year agreement.

Recommendation No. 4 *Eastbourne Water System Operation and Maintenance*

THAT the report titled Eastbourne Water System Operation and Maintenance – Contract Term Extension be received for information;

AND THAT the contract with Keats Island Construction and Services Ltd. for Eastbourne Water System Operations and Maintenance be extended for an additional two (2) year period in the amount of \$160,519.88 (plus GST);

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

054/21 cont.

Recommendation No. 5 *Chapman Creek Water Treatment Plant Onsite Hypochlorite Generation System*

THAT the report titled Contract for Chapman Creek Water Treatment Plant Onsite Hypochlorite Generation System – Update be received for information;

AND THAT the contract with Associated Engineering (B.C.) Ltd. for the Chapman Creek Water Treatment Plant Onsite Hypochlorite Generation System be increased by \$28,828 to \$117,171 (excluding GST);

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

Recommendation No. 6 *Eco-Fee Reserve Fund Considerations*

THAT the report titled Eco-Fee Reserve Fund Considerations be received;

AND THAT staff prepare a 2021 Round 2 Budget Proposal to increase the portion of the Solid Waste Program Coordinator position being funded from taxation from 50% to 100%;

AND THAT Budget Proposals for Waste Composition Study, Solid Waste Management Plan Update and Audit of South Coast Green Waste Drop-Off Depot referred from 2021 Round 1 Budget be amended for 2021 Round 2 Budget to be funded from Eco-Fee Reserves;

AND THAT staff bring forward a report in Q4 2021 regarding the Home Composter Rebate Program regarding whether or not to continue the program in 2022;

AND FURTHER THAT the Waste Reduction Initiatives Program be cancelled for 2021 and brought forward to the 2022 Budget deliberations with funding from taxation.

CARRIED

The property owner of 216 Camp Road / 1642 Ocean Beach Esplanade, Electoral Area E, appeared before the Board to request an extension to bring the property into compliance.

Notice on Title

It was moved and seconded

055/21

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

AND THAT consideration to file a Notice at the Land Title Office for the property located at Lot 1, Block 3, DL909, Plan 1275, Group 1, NWD, PID: 014-695-821, be deferred to the May 13, 2021 Regular Board meeting to provide additional time for the property to be brought into compliance with SCR D Building division requirements.

CARRIED

Notice on Title **It was moved and seconded**

056/21 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(1) of the *Community Charter* against the land title of the following property:

- Lot F, Block U, DL1638, Plan 19922, Group 1, NWD, PID: 006-937-900.

CARRIED

CAO Report **It was moved and seconded**

057/21 THAT the February 25, 2021 Chief Administrative Officer's Report be received for information.

CARRIED

MOTIONS

Appointments **It was moved and seconded**

058/21 THAT Alan Comfort be appointed to the Roberts Creek (Area D) Advisory Planning Commission for the remainder of the two-year term;

AND THAT the appointment of Dana Gregory to the Roberts Creek (Area D) Advisory Planning Commission be rescinded in accordance with section 7 (viii) of *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*, whereby a member of an APC "absent for three (3) or more consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the Board."

CARRIED

BYLAWS

Bylaw 405.23 **It was moved and seconded**

059/21 THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021* be adopted.

Director Toth opposed

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 3:08 p.m.

The Board recessed at 3:08 p.m. and reconvened at 3:13 p.m.

IN CAMERA It was moved and seconded

060/21 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c), (g) and (m) of the *Community Charter* – “labour relations or other employee relations”, “litigation or potential litigation affecting the municipality” and “a matter that, under another enactment, is such that the public may be excluded from the meeting”.

CARRIED

The Board moved out of In Camera at 3:32 p.m.

NEW BUSINESS

Letter of Support **It was moved and seconded**

061/21 THAT a letter of support be provided for Telus’ application to the Universal Broadband Fund for service enhancements at eligible sites within the Sunshine Coast Regional District;

AND THAT SCRD’s support is subject to past and forthcoming planning review and approval of proposed projects by the SCRD Board;

AND FURTHER THAT Telus be requested to address any shíshálh Nation and Sk̓w̓xwú7mesh Nation archaeological or environmental concerns.

CARRIED

ADJOURNMENT It was moved and seconded

062/21 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:33 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
PARCEL TAX ROLL REVIEW PANEL**

February 25, 2021

RECOMMENDATIONS FROM THE PARCEL TAX ROLL REVIEW MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

| | | | |
|----------------------|--|------------------|--------------|
| PRESENT: | Panel Chair | Electoral Area D | A. Tize |
| | | Electoral Area E | D. McMahon |
| | | Electoral Area F | M. Hiltz |
| ALSO PRESENT: | Chief Administrative Officer | | D. McKinley |
| | G.M., Corporate Services / Chief Financial Officer | | T. Perreault |
| | Corporate Officer | | S. Reid |
| | Manager, Financial Services | | B. Wing |
| | Administrative Assistant / Recorder | | T. Crosby |
| | Public | | 0 |
| | Media | | 0 |

**Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 9:00 a.m.

AGENDA The agenda was adopted as presented.

REPORT

It was moved and seconded

THAT the report titled Parcel Tax Authentication be received;

AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the Parcel Tax Roll by certificate, signed by its members.

CARRIED

ADJOURNED 9:04 a.m.

Chair

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

February 25, 2021

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

| | | | |
|-----------------------|--|--|--|
| PRESENT*: | Chair | District of Sechelt | D. Siegers |
| | Directors | Electoral Area D Electoral Area A Electoral Area B Electoral Area E Electoral Area F Town of Gibsons District of Sechelt SIGD | A. Tize L. Lee L. Pratt D. McMahon M. Hiltz B. Beamish A. Toth W. Paull |
| ALSO PRESENT*: | Chief Administrative Officer | | D. McKinley |
| | G.M., Corporate Services / Chief Financial Officer | | T. Perreault |
| | Corporate Officer | | S. Reid |
| | G.M., Infrastructure Services | | R. Rosenboom (Part) |
| | Manager, Capital Projects | | S. Misiurak (Part) |
| | Manager, Utility Services | | S. Walkey (Part) |
| | Manager, Solid Waste Services | | R. Cooper (Part) |
| | Manager, Financial Services | | B. Wing (Part) |
| | Administrative Assistant / Recorder | | T. Crosby |
| | Media | | 1 |
| | Public | | 0 |

**Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Federal Gas Tax – Community Works Fund Draft Policy Amendments*

The Corporate and Administrative Services Committee recommended that the report titled Federal Gas Tax – Community Works Fund Draft Policy Amendments be received;

AND THAT the Federal Gas Tax – Community Works Fund Policy - Option 1 be approved as amended, as follows:

- Add to 4.2.2(b) – “...critical infrastructure needs, *active transportation*, capacity building...”;
- Add under 4.2.2(b) – “Adaption to and mitigation of climate change.”;
- Replace instances under Section 4.2 of “eligible partners’ with “ultimate recipient”.

Recommendation No. 2 *Federal Gas Tax – Community Works Fund*

The Corporate and Administrative Services Committee recommended that staff investigate and report back prior to Q3 2021 the potential of using Federal Gas Tax – Community Works Funds for projects in Sunshine Coast Regional District functions where the Municipalities are contributors.

Director Beamish joined the meeting at 10:15 a.m.

Recommendation No. 3 *Sechelt Public Library Draft Funding and Service Agreement*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library Draft Funding and Service Agreement be received;

AND THAT the Sechelt Public Library Draft Funding and Service Agreement report be referred to the 2021 Round 2 Budget meetings on March 4 and 5, 2021;

AND THAT the Sechelt Public Library be invited to attend as a delegation at the 2021 Round 2 Budget meetings on March 4 and 5, 2021, providing a service plan in relation to funding increases over the term of a 5 year agreement;

AND FURTHER THAT this recommendation be forwarded to the February 25, 2021 Regular Board meeting.

Director McMahon opposed.

The Committee recessed at 10:58 a.m. and reconvened at 11:10 a.m.

Recommendation No. 4 *Eastbourne Water System Operation and Maintenance*

The Corporate and Administrative Services Committee recommended that the report titled Eastbourne Water System Operation and Maintenance – Contract Term Extension be received;

AND THAT the contract with Keats Island Construction and Services Ltd. for Eastbourne Water System Operations and Maintenance be extended for an additional two (2) year period in the amount of \$160,519.88 (plus GST);

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

AND FURTHER THAT this recommendation be forwarded to the February 25, 2021 Regular Board meeting.

Recommendation No. 5 *Chapman Creek Water Treatment Plant Onsite Hypochlorite Generation System*

The Corporate and Administrative Services Committee recommended that the report titled Contract for Chapman Creek Water Treatment Plant Onsite Hypochlorite Generation System – Update be received;

AND THAT the contract with Associated Engineering (B.C.) Ltd. for the Chapman Creek Water Treatment Plant Onsite Hypochlorite Generation System be increased by \$28,828 to \$117,171 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the February 25, 2021 Regular Board meeting.

Recommendation No. 6 *Eco-Fee Reserve Fund Considerations*

The Corporate and Administrative Services Committee recommended that the report titled Eco-Fee Reserve Fund Considerations be received;

AND THAT staff prepare a 2021 Round 2 Budget Proposal to increase the portion of the Solid Waste Program Coordinator position being funded from taxation from 50% to 100%;

AND THAT Budget Proposals for Waste Composition Study, Solid Waste Management Plan Update and Audit of South Coast Green Waste Drop-Off Depot referred from 2021 Round 1 Budget be amended for 2021 Round 2 Budget to be funded from Eco-Fee Reserves;

AND THAT staff bring forward a report in Q4 2021 regarding the Home Composter Rebate Program regarding whether or not to continue the program in 2022;

AND THAT the Waste Reduction Initiatives Program be cancelled for 2021 and brought forward to the 2022 Budget deliberations with funding from taxation;

AND FURTHER THAT this recommendation be forward to the February 25, 2021 Regular Board meeting.

Recommendation No. 7 *District of Sechelt Parcel Tax Roll – Seawatch Neighbourhood*

The Corporate and Administrative Services Committee recommended that the report titled District of Sechelt Parcel Tax Roll – Seawatch Neighbourhood be received;

AND THAT the Regional Water Services Parcel Tax Roll for the District of Sechelt be amended to remove the 15 remaining properties in the Seawatch neighbourhood;

AD FURTHER THAT the Community Recreation Parcel Tax Roll for the District of Sechelt be amended to remove the 17 remaining properties in the Seawatch neighbourhood.

ADJOURNMENT 11:54 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT**BYLAW NO. 730**

A bylaw to authorize the borrowing of up to Seven Million Two Hundred and Fifty Thousand Dollars for Phase Three of the Water Meter Installations Project

WHEREAS the Board of the Sunshine Coast Regional District has established by Bylaw No. 1002, a service for the purpose of providing potable water to the Water Supply and Distribution Service Area;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to complete Phase Three of the Water Meter Installations Project to support conservation and leak detection;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to borrow for debt incurred by Phase Three of the Water Meter Installations Project (the "Works");

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, that is not covered by other sources of revenue, is the sum of up to Seven Million Two Hundred and Fifty Thousand (\$7,250,000) which is the amount of debt created by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed fifteen years;

AND WHEREAS the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

AND WHEREAS the Board of the Sunshine Coast Regional District has obtained the approval of electors in the Water Supply and Distribution service area;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Water Meter Installations Project Loan Authorization Bylaw No. 730, 2021*.
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out Phase Three of the Water Meter Installations Project serving the Water Supply and Distribution Service Area generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

