



**SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES  
COMMITTEE  
Round 2 Budget Meetings**

**Thursday, March 4, 2021 and Friday, March 5, 2021**

**Held Electronically in Accordance with Ministerial Order M192  
and Transmitted via the SCRD Boardroom  
1975 Field Road, Sechelt, B.C.**

**AMENDED AGENDA**

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**CALL TO ORDER**      9:30 a.m. (March 4, 2021)

**AGENDA**

1. Adoption of Agenda

**PRESENTATIONS AND DELEGATIONS**

2. Directors Reports – Public Information Sessions      VERBAL
3. Introduction to 2021 Round 2 Budget      VERBAL  
*Chief Administrative Officer*
4. Pat Harvey, Board Chair and Leianne Emery, Library Director      VERBAL  
Sechelt Public Library  
Regarding: Sechelt Public Library Service Plan Over 5  
Years

**REPORTS**

5. Sechelt Public Library Draft Funding and Service Agreement      Annex A  
*General Manager, Corporate Services / Chief Financial Officer*      Pages 1-24  
**(Voting – All Directors)**
6. ⇒**ADD** Gibsons and District Public Library Funding Allocation      **VERBAL**  
Confirmation from Electoral Area D Library Service [646]  
**(Voting – All Directors)**
7. Final 2020 Project Carry-Forwards      Annex B  
*Senior Leadership Team*      pp. 25-27  
**(Voting – All Directors)**

8. 2020 Final Surplus / Deficits  
*Senior Leadership Team*  
**(Voting – All Directors)** Annex C  
pp. 28-32
9. Round 2 Budget Proposal Funding Options- COVID 19 Safe  
Restart Grants for Local Governments  
*General Manager, Corporate Services / Chief Financial Officer*  
**(Voting – All Directors)** Annex D  
pp. 33-39
10. 2020 Carry-Forwards / 2021 Proposed Initiatives Summary at  
Round 2 Budget  
**(Voting – All Directors)** Annex E  
pp. 40-59
11. 2021 Round 2 Budget Proposal [212] Roberts Creek Fire  
Protection  
*Fire Chief*  
**(Voting – All Directors)** Annex F  
pp. 60-62
12. 2021 Round 2 Budget Proposal [218] Egmont and District Fire  
Protection  
*Manager, Protective Services*  
**(Voting – All Directors)** Annex G  
pp. 63-64
13. ⇒ADD Gibsons and District Fire Protection [210] 2021 Budget -  
Facility Sanitization Project – Town of Gibsons Contribution  
*General Manager, Corporate Services / Chief Financial Officer*  
**(Voting – E, F, and ToG)** pp. 64a-64d
14. 2021 Round 2 Budget Proposal [520] Building Inspection  
Services  
*General Manager, Planning and Community Development*  
**(Voting –A, B, D, E, F, SIGD)** Annex H  
pp.65-67
15. 2021 Round 2 Budget Proposal [345] Ports Services  
*General Manager, Planning and Community Development*  
**(Voting – B, D, E, F)** Annex I  
pp. 68-71
16. 2021 Round 2 Budget Proposal [615] Community Recreation  
Facilities  
*Manager, Recreation Services and Manager, Facility Services  
and Parks*  
**(Voting – B, D, E, F, DoS, ToG, SIGD)** Annex J  
pp. 72-78
17. 2021 Round 2 Budget Proposal [625] Pender Harbour Aquatic  
and Fitness Centre  
*Manager, Recreation Services and Assistant Manager,  
Recreation Services*  
**(Voting – All Directors)** Annex K  
pp. 79-82

18. 2021 Round 2 Budget Proposal [650] Community Parks  
*General Manager, Planning and Community Development and  
Parks Superintendent*  
**(Voting – A, B, D, E, F)** Annex L  
pp. 83-88
19. 2021 Round 2 Budget Proposal for [650] Community Parks –  
Coopers Green Hall Replacement Project  
*General Manager, Planning and Community Development*  
**(Voting – A, B, D, E, F)** Annex M  
pp. 89-95
20. 2021 Round 2 Budget Proposal – [150] Feasibility (Regional)  
*General Manager, Infrastructure Services*  
**(Voting – All Directors)** Annex N  
pp. 96-98
21. 2021 Round 2 Budget Proposal – [310] Public Transit  
*Manager, Transit and Fleet*  
**(Voting – B, D, E, F, DoS, ToG, SIGD)** Annex O  
pp. 99-104
22. Pender Harbour Transfer Station Food Waste Drop-off Program  
Tipping Fees  
*Manager, Solid Waste Services*  
**(Voting – All Directors)** Annex P  
pp. 105-109
23. Sechelt Landfill and Pender Harbour Transfer Station – Operating  
Hours and Schedule Considerations  
*General Manager, Infrastructure Services and Manager, Solid  
Waste Services*  
**(Voting – All Directors)** Annex Q  
pp. 110-123
24. Book Recycling Considerations  
*Manager, Solid Waste Services*  
**(Voting – All Directors)** Annex R  
pp. 124-127
25. 2021 Round 2 Budget Proposal – [350] Regional Solid Waste  
*General Manager, Infrastructure Services and Manager, Solid  
Waste Services*  
**(Voting – All Directors)** Annex S  
pp. 128-142
26. ⇒**ADD** 2021 Round 2 Budget Proposal – [350] Regional Solid  
Waste – LATE ITEM  
*General Manager, Infrastructure Services and Manager, Solid  
Waste Services*  
**(Voting – All Directors)** pp. 142a –  
142c
27. Water Supply Advisory Committee Response to Referral of 2021  
Round 1 Budget Proposals  
*General Manager, Infrastructure Services*  
**(Voting – A, B, D, E, F, DoS)** Annex T  
pp. 143-146

28. 2021 Round 2 Budget Proposal – [365] North Pender Harbour Water Service  
*General Manager, Infrastructure Services and Manager, Utility Services*  
**(Voting – All Directors)** Annex U  
pp. 147-150
29. 2021 Round 2 Budget Proposal – [366] South Pender Harbour Water Service  
*General Manager, Infrastructure Services and Manager, Utility Services*  
**(Voting – All Directors)** Annex V  
pp. 151-154
30. 2021 Round 2 Budget Proposal – [370] Regional Water Service  
*General Manager, Infrastructure Services and Manager, Capital Projects*  
**(Voting – A, B, D, E, F, DoS)** Annex W  
pp. 155-163
31. 2021 Round 2 Budget Proposal – [381-395] Wastewater Treatment Plans Asset Management Plans  
*Manager, Utility Services*  
**(Voting – A, B, D, E, F)** Annex X  
pp.164-167
32. Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2021  
*General Manager, Corporate Services / Chief Financial Officer*  
**(Voting – A, B, D, E, F)** Annex Y  
pp. 168-176

## COMMUNICATION

33. Pender Harbour and District Chamber of Commerce – Request for Additional Economic Development Funding  
**(Voting – All Directors)** Annex Z  
pp. 177-179

## ⇒ADD MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

34. WHEREAS Sechelt Public Library Funding contributions are calculated on a percentage of the population based on the estimated percentage used per capita basis;

AND WHEREAS the funding contribution calculations are based on the following:

- District of Sechelt and Area B are considered 100% served by the Sechelt Public Library,
- Area D is considered 50% served by the Sechelt Public Library and 50% served by the Gibsons Public Library,
- Area A is considered 33% served due to the physical distance from the Sechelt Public Library, and

- SIGD is currently considered 42% served by the Sechelt Public Library, gradually increasing to 46% served;

THEREFORE BE IT RESOLVED that the SCRCD reach out to the SIGD to renegotiate SIGD's funding contribution to the Sechelt Public Library for the years 2022-2025;

AND BE IT FURTHER RESOLVED that any subsequent recommendation for an amendment to the Sechelt Public Library funding agreement come forward for the SCRCD Board's consideration before Q43 2021.

**(Voting – All Directors)**

**IN CAMERA**

**NEW BUSINESS**

**ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Special Corporate and Administrative Services Committee – Round 1 Budget  
March 4 and 5, 2021

**AUTHOR:** General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** **GIBSONS AND DISTRICT FIRE PROTECTION [210] 2021 BUDGET - FACILITY  
SANITIZATION PROJECT – TOWN OF GIBSONS CONTRIBUTION**

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**RECOMMENDATION(S)**

**THAT the report titled Gibsons and District Fire Protection [210] 2021 Budget - Facility Sanitization Project – Town of Gibsons Contribution be received;**

**AND THAT Budget Proposal 1 – Fire Department Facility Sanitization, \$12,000 be funded \$6,120 from Taxation and \$5,880 Town of Gibsons Covid-19 Restart be approved and incorporated into the 2021 Budget only;**

**AND THAT the \$12,000 for Sanitization be funded 100% through taxation for future years (Base Budget);**

**AND FURTHER THAT staff contact the Town of Gibsons prior to Q3 2021 to acquire Covid-19 reserve funds in the amount of \$5,880 as per Town of Gibsons Resolution R2021-087.**

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**BACKGROUND**

At the February 25, 2021 Regular Sunshine Coast Regional District (SCRD) Board meeting the following resolution was adopted:

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 for further consideration pending additional information:*

- 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.

Town of Gibsons made the attached resolution R2021-087 pertaining to the funding source for the above noted project. Therefore the Budget Proposal has been amended to reflect the resolution.

**DISCUSSION**

**2021 R2 Budget Proposals – Categorized Mandatory**

**C- MANDATORY – Safety Requirement**

<b>1</b>	<i>Function Number – Project Name:</i>	[210] – Fire Department Facility Sanitization
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and ToG
	<i>2021 Funding Required:</i>	\$12,000
	<i>Funding Source(s):</i>	2021-\$6,120 Taxation/ \$5,880 TOG Covid-19 Restart  2022 (Base Budget0\$12,000 taxation)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	The GDVFD has traditionally utilized fire department staff and volunteers for janitorial service for both fire halls in Gibsons. In an effort to alleviate the workload on staff and volunteers, the GDVFD requested janitorial service for the main fire hall on North Road in the middle of 2019, without an increase to the operating budget.  Due to the COVID-19 pandemic, it is both timely and imperative that this service continues.  <u>UPDATE:</u>  <b>Staff will contact the Town of Gibsons prior to Q3 2021 o acquire Covid-19 reserve funds in the amount of \$5,880</b>

		<b>as per Town of Gibsons Resolution R2021-087</b>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Ongoing operational base budget increase.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	





CERTIFIED EXTRACT  
REGULAR MEETING OF COUNCIL  
March 2, 2021

**R2021-087      Budget for Gibsons & District Fire Department**

MOVED by Councillor Lumley  
SECONDED by Councillor Croal

THAT the Town of Gibsons' portion of the \$12,000 Fire Department Facility Sanitization, which equates to \$5,880, be paid from the Town's Covid-19 reserve funds.

**CARRIED**

Certified a true extract of the Minutes  
of the Regular Meeting of Council  
held March 2, 2021.

A handwritten signature in blue ink, appearing to read "Rebecca Anderson", is written over a horizontal line.

Rebecca Anderson, Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Special Corporate and Administrative Services Committee – Round 2 Budget  
March 4 and 5, 2021

**AUTHOR:** Remko Rosenboom, General Manager, Solid Waste Services  
Robyn Cooper, Manager, Solid Waste Services

**SUBJECT:** 2021 R2 BUDGET PROPOSAL FOR [350] REGIONAL SOLID WASTE – LATE ITEM

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**RECOMMENDATION(S)**

**THAT the report titled 2021 R2 Budget Proposal for [350] Regional Solid Waste - Late Item be received.**

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**BACKGROUND**

Included in the report on this agenda titled 2021 R2 Budget Proposal For [350] Regional Solid Waste is a budget proposal for a replacement of the generator at the Sechelt Landfill as the current propane generator failed beyond repair (Budget Proposal 21). As the solar system alone is not providing adequate power to operate the site, a different SCR D owned generator has been brought to the site to augment the power generated by the solar system to maintain service delivery at the Landfill.

Since this Committees agenda package was released, the battery bank of the solar system has failed beyond repair, which resulted in a temporary closure of the site. The power system has since been modified to supply the entire site from the diesel generator, excluding the entire solar system.

In order to address this situation Budget Proposal 21 has been amended and presented below.

**DISCUSSION**

**2021 R2 Budget Proposals by Category**

*A- MANDATORY – Imminent Asset Failure*

21	<i>Function Number – Project Name:</i>	<b>**NEW</b> [350] – Power supply system repair Sechelt Landfill
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$125,000

	<p><i>Funding Source(s):</i></p>	<p>\$115,000 Short-term Debt-Financing-MFA</p> <p>(2021 est. debt servicing \$12,000 from taxation and \$24,000 thereafter)</p> <p>\$10,000 Taxation</p>
	<p><i>Asset Management Plan Implications:</i></p>	<p>The repaired power system will be incorporated into future financial and asset management planning documents in order to ensure funding is in place at the end of the asset's useful life.</p>
	<p><i>Rationale / Service Impacts:</i></p>	<p>Power is required for the scale, computer, payments and telephone for example. Without sufficient power the site would need to close.</p> <p>Given the total failure of the regular power supply system, the site is currently using a diesel generator on a temporary hook up until the power system is fully restored.</p> <p>The current propane generator, battery bank and associated system components of the solar system will need to be replaced. Alternatively, the site could be connected to the BC Hydro grid.</p> <p>Staff will assess both options and install the system considering factors such as the capital and operating costs, system reliability and GHG-emissions.</p> <p>For both alternatives the required budget is currently considered comparable:</p> <p>\$115,000 to fund capital costs and installation costs.</p> <p>\$10,000 to fund interim generator rental costs and fuel (diesel) costs.</p>
	<p><i>Climate Action Impact</i></p>	<p>The current set-up with the diesel generator is producing more GHG emission compared to the normal set-up</p>

		with a propane generator and solar-system combination.
	<i>Life Cycle Cost Breakdown</i>	Annual maintenance to be funded within approved budget as this is a replacement.  \$24,000 for principle and interest payment for 2022-2025

Reviewed by:			
Manager		Finance	X- T. Perreault
GM		Legislative	
CAO	X - D. McKinley	Other	