



SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, FEBRUARY 24, 2022

AMENDED AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of January 27, 2022

Annex A
Pages 1 – 16

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 3-6 of January 27, 2022 (*recommendation Nos. 1 and 2 previously adopted*) Annex B
pp 17 - 19
4. Infrastructure Services Committee recommendation Nos. 1-6 of February 3, 2022 Annex C
pp 20 - 22
5. Planning and Development Committee recommendation Nos. 1-14 of February 17, 2022 Annex D
pp 23 - 27
6. Community Services Committee recommendation Nos. 1-11 of February 17, 2022 Annex E
pp 28 - 31
- 6a. ⇒ADD Corporate and Administrative Services Committee recommendation No. 3 of February 24, 2022 p 31a
7. Appointment of Chief and Deputy Chief Election Officers – Corporate Officer Annex F
pp 32 - 33
8. Placement of Notice on Title – Chief Building Official Annex G
pp 34 – 35
9. ⇒ADD Office of the CAO Monthly Report pp 35a - b

COMMUNICATIONS

MOTIONS

BYLAWS

- 10. *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021*
– first and second reading
(Voting – Electoral Area Directors – 1 vote each)
Annex H
pp 36 - 38

- 11. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021*
– first and second reading
(Voting – Electoral Area Directors – 1 vote each)
Annex I
pp 39 - 41

- 12. *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022*
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2)
Annex J
pp 42 - 43

- 13. *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022*
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, SIGD-1)
Annex K
⇒REPLACE
pp 47 and 56
of 44 - 85

DIRECTORS’ REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), (m), (g) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “negotiations and related discussion respecting the proposed provision of a municipal service...”, “a matter that, under another enactment, is such that the public may be excluded from the meeting”, “litigation or potential litigation affecting the municipality” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”

ADJOURNMENT

Recommendation No. 3 *Request for Proposal 2261301 Janitorial Services for Aquatic Facilities Contract Award*

THAT the report titled Request for Proposal (RFP) 2261301 Janitorial Services for Aquatic Facilities Contract Award Report be received for information;

AND THAT the contract for janitorial services at the aquatic facilities be awarded to Master Care Janitorial and Facility Services Inc. for up to a five-year term and a contract maximum amount of \$509,480.17 (plus GST);

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

AND FURTHER THAT this recommendation be forwarded to the February 24, 2022 Regular Board meeting.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 24, 2022

AUTHORS: Dean McKinley, Chief Administrative Officer
Christine Armitage, Executive Assistant
Yvette Roberts, Executive Assistant

SUBJECT: OFFICE OF THE CAO MONTHLY REPORT

RECOMMENDATION

THAT the February 24, 2022 Office of the CAO Monthly Report be received for information.

BACKGROUND

The Office of the Chief Administrative Officer's (CAO) Monthly Report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

DISCUSSION

The last part of 2021 and the first part of 2022 have seen a focused effort on the 2022 budget process. This year's budget process saw more effort put into public engagement, information and engagement and public information than ever before. All through a lens of making the budget 'somewhat' easier to understand for residents of the Sunshine Coast.

Budget

The last part of 2021 and the first part of 2022 have seen a focused effort on the 2022 budget process. This year's budget process saw more effort put into public engagement, information and engagement and public information than ever before. All through a lens of making the budget 'somewhat' easier to understand for residents of the Sunshine Coast.

. While participation in the sessions was not at the levels that we had hoped for, those who attended asked great questions. I want to particularly thank our finance team, our communications team, the Senior Leadership team and our Board members for their work as we look ahead to budget finalization and adoption. All of the sessions and presentations can be viewed on the budget page at letstalk.scrd.ca/budget.

Church Road

Earlier this month, the Board approved the contract for construction of the Church Road Well. This project has been a long time in the making and I know there are many staff who have been involved in making this project a reality. The target is to have the well online by September. We are working on a public presentation/opening for the church road well project that we hope will occur in the next few weeks.

Recreation

More public health orders mean more changes for the recreation team. With restrictions further easing, we have been able to resume of fitness classes. The road to get to this point again involved lots of critical thinking and resourcefulness by staff to ensure these classes could resume safely.

Planning

I want to recognize the great work being done by our planning department on some tough applications which have come through the doors in recent months. One such application was on the most recent Planning & Development committee agenda. Unfortunately, this application process resulted in some unacceptable comments being received from the public in relation to members of our staff and our process. Both the committee Chair and I spoke about this and the support we have for our staff at that committee meeting. You can watch our remarks here: https://youtu.be/0HPXtORS_5E?t=4548

Voyent Alert – Test

On Monday March 7 we will be carrying out a test alert on the SCRD's Emergency Alert application. A news release will be issued early next week, with more information in local media (print and radio) coming prior to the test alert to ensure the public is aware. In the meantime, if you, family or friends have yet to download Voyent Alert, please consider doing so. You can find out more here: <https://www.scrd.ca/alert-system>

CONCLUSION

The CAO report summarizes key initiatives and activities that align with the priorities of the 2019 - 2023 Strategic Plan and the Board's direction.

Sunshine Coast Regional District
Consolidated Five Year Financial Plan (Summary)

Schedule A, Bylaw 735, 2022

2022 - 2026

	2022	2023	2024	2025	2026
Revenues					
Grants in Lieu of Taxes	97,000	97,000	97,000	97,000	97,000
Tax Requisitions	26,262,456	27,000,006	26,988,208	26,895,792	26,652,300
Frontage & Parcel Taxes	6,374,560	6,375,128	6,375,707	6,375,707	4,795,639
Government Transfers	5,777,077	2,914,182	3,000,923	3,000,923	3,000,923
User Fees & Service Charges	15,728,234	15,981,758	16,096,068	16,082,568	16,077,085
Member Municipality Debt	1,734,207	1,384,741	1,368,073	981,019	606,466
Investment Income	735,513	747,313	809,880	879,164	331,847
Developer Contributions	544,500	-	-	-	-
Other Revenue	1,065,303	545,407	545,789	546,193	545,909
	58,318,850	55,045,535	55,281,648	54,858,366	52,107,169
Expenses					
Administration	5,524,118	5,660,495	5,660,495	5,660,495	5,537,784
Internal Recoveries	(7,506,500)	(7,720,120)	(7,721,054)	(7,722,006)	(7,639,386)
Wages and Benefits	24,381,902	24,737,375	24,621,463	24,621,781	24,621,781
Operating	24,265,305	18,860,121	18,966,873	18,922,778	18,777,671
Debt Charges Member Municipalities	1,734,207	1,384,741	1,368,073	981,019	606,466
Debt Charges - Interest	1,482,123	1,519,070	1,717,430	1,705,889	706,175
Amortization of Tangible Capital Assets	4,822,441	4,822,441	4,822,441	4,822,441	4,822,441
	54,703,596	49,264,123	49,435,721	48,992,397	47,432,932
Operating Surplus / (Deficit)	3,615,254	5,781,412	5,845,927	5,865,969	4,674,237
Other					
Capital Expenditures	(41,977,804)	(1,971,599)	(1,971,599)	(1,971,599)	(1,971,599)
Proceeds from Long Term Debt	21,470,403	-	-	-	-
Debt Principal Repayment	(2,853,132)	(3,301,651)	(3,963,027)	(3,921,836)	(2,496,622)
Transfer (to)/from Reserves	13,205,347	(3,810,937)	(3,151,692)	(3,212,925)	(3,446,407)
Transfer (to)/from Appropriated Surplus	213,993	(619,666)	(682,050)	(682,050)	(682,050)
Transfer (to)/from Other Funds	(312,926)	-	-	-	-
Prior Year Surplus/(Deficit)	216,424	-	-	-	-
Unfunded Amortization	4,822,441	4,822,441	4,822,441	4,822,441	4,822,441
Transfer (to)/from Unfunded Liability	1,600,000	(900,000)	(900,000)	(900,000)	(900,000)
	(3,615,254)	(5,781,412)	(5,845,927)	(5,865,969)	(4,674,237)
Financial Plan Surplus / (Deficit)	-	-	-	-	-

206 Roberts Creek Smoke Control	2022	2023	2024	2025	2026
Expenses					
Administration	142	147	147	147	144
Wages and Benefits	942	966	966	966	966
	1,084	1,113	1,113	1,113	1,110
Operating Surplus / (Deficit)	(1,084)	(1,113)	(1,113)	(1,113)	(1,110)
Other					
Transfer (to)/from Reserves	1,084	1,113	1,113	1,113	1,110
	1,084	1,113	1,113	1,113	1,110
206 Financial Plan Surplus / (Deficit)	-	-	-	-	-

210 Gibsons & District Fire Protection	2022	2023	2024	2025	2026
Revenues					
Tax Requisitions	1,473,239	1,458,197	1,495,697	1,495,697	1,492,797
Government Transfers	50,000	-	-	-	-
	1,523,239	1,458,197	1,495,697	1,495,697	1,492,797
Expenses					
Administration	128,090	131,804	131,804	131,804	128,904
Wages and Benefits	594,522	635,018	635,018	635,018	635,018
Operating	414,134	371,455	371,455	371,455	371,455
Debt Charges - Interest	4,934	8,938	6,816	4,630	2,439
Amortization of Tangible Capital Assets	153,274	153,274	153,274	153,274	153,274
	1,294,954	1,300,489	1,298,367	1,296,181	1,291,090
Operating Surplus / (Deficit)	228,285	157,708	197,330	199,516	201,707
Other					
Capital Expenditures	(1,113,500)	-	-	-	-
Proceeds from Long Term Debt	585,000	-	-	-	-
Debt Principal Repayment	(156,789)	(193,784)	(195,905)	(198,092)	(200,283)
Transfer (to)/from Reserves	302,330	(117,198)	(154,699)	(154,698)	(154,698)
Transfer (to)/from Appropriated Surplus	1,400	-	-	-	-
Unfunded Amortization	153,274	153,274	153,274	153,274	153,274
	(228,285)	(157,708)	(197,330)	(199,516)	(201,707)
210 Financial Plan Surplus / (Deficit)	-	-	-	-	-