



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, JANUARY 13, 2022

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of December 9, 2021

Annex A
Pages 1 – 15

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Infrastructure Services Committee recommendation Nos. 1-3 and 6-8 of December 9, 2021 (*recommendation Nos. 4 and 5 previously adopted*) Annex B
pp 16 - 18
4. Corporate and Administrative Services Committee (Round 1) recommendation Nos. 1-63 of December 13 and 14, 2021 Annex C
pp 19 - 38
5. Planning and Community Development Committee recommendation Nos. 1-14 of December 16, 2021 Annex D
pp 39 - 43

COMMUNICATIONS

6. Annie Wise, Executive Director, Sunshine Coast Tourism dated December 20, 2021 Annex E
p 44
Regarding Invitation to Join the South Coast Tourism Advisory Committee

MOTIONS

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to January 31, 2022)

Infrastructure Services Committee	January 13 at 9:30 am
Regular Board	January 13 at 2:00 pm
Advisory Planning Commission (Area D)	January 17 at 7:00 pm
Natural Resources Advisory Committee - CANCELLED	January 19 at 3:30 pm
Planning and Development Committee	January 20 at 9:30 am
Community Services Committee	January 20 at 2:00 pm
Special Corporate and Administrative Services Committee (Budget - Round 2)	January 24 at 9:30 am
Advisory Planning Commission (Area B)	January 25 at 7:00 pm
Advisory Planning Commission (Area F)	January 25 at 7:00 pm
Advisory Planning Commission (Area A)	January 26 at 7:00 pm
Advisory Planning Commission (Area E)	January 26 at 7:00 pm
Corporate and Administrative Services	January 27 at 9:30 am
Sunshine Coast Regional Hospital District (Inaugural)	January 27 at 1:00 pm
Regular Board	January 27 at 2:00 pm

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

Public Hearing - <i>Zoning Amendment Bylaw No. 310.192, 2020</i> application to permit an auxiliary dwelling at 2284 Pixton Road, Roberts Creek	January 11 at 7:00 pm
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Please note: Meeting dates are current as of print date (January 7, 2022).



SUNSHINE COAST REGIONAL DISTRICT

December 9, 2021

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

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault (in part)
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		0
	Public		1

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

CALL TO ORDER 2:08 p.m.

AGENDA **It was moved and seconded**

328/21 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Stormwater Emergencies.

CARRIED

MINUTES

Minutes **It was moved and seconded**

329/21 THAT the Regular Board meeting minutes of November 25, 2021 be adopted.

CARRIED

REPORTS

Corporate **It was moved and seconded**

330/21 THAT Corporate and Administrative Services Committee recommendation Nos. 1-9 of November 25, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *2021 Audit Service Plan*

THAT the report titled MNP LLP – 2021 Audit Service Plan be received for information;

AND THAT the Audit Service Plan from MMP LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2021 be approved as presented.

Recommendation No. 2 *Directors' Roles and Responsibilities*

THAT the report titled Directors' Roles and Responsibilities be received for information;

AND THAT Directors McMahon, Toth and Pratt be appointed to an ad hoc committee to review the Directors' Roles and Responsibilities;

AND FURTHER THAT a revised version of the Directors' Roles and Responsibilities be brought back to a future committee in January 2022.

Recommendation No. 3 *2022 Resolutions to AVICC*

THAT the report titled 2022 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received for information;

AND THAT topics for resolutions be identified for staff to draft and present for consideration at a January 20, 2022 Standing Committee meeting.

Recommendation No. 4 *2022 Budget Review*

THAT the report titled 2022 Budget Review be received for information.

330/21 cont.

Recommendation No. 5 *Allocation of Remaining COVID-19 Safe Restart Grant Funds*

THAT the report titled Allocation of Remaining COVID-19 Safe Restart Grant Funds be received for information;

AND THAT the following 2022 proposals be amended to be funded from unallocated COVID-19 Safe Restart Grant funds:

- Hybrid Meeting Solutions and Board Room Modifications (\$125,000);
- Meeting Management Solutions (\$25,000);
- Water Management Plan Implementation for Community Recreation Facilities [615] (\$26,500) and Pender Harbour Fitness and Aquatic Centre [625] (\$1,750);
- Temporary Backfill for Community Parks [650] (\$91,266);

AND FURTHER THAT a new budget proposal be brought forward to the 2022 Round 1 Budget deliberations for Reception Centre Modifications within the Administration Building [114] (\$40,143) funded through COVID-19 Safe Restart Grant funds.

Recommendation No. 6 *Fire Department 20-Year Capital Funding Plans*

THAT the report titled Fire Department 20-Year Capital Funding Plans be received for information;

AND THAT funding commitment considerations for Gibsons and District Fire Protection [210] and Halfmoon Bay Fire Protection [216] be referred to 2022 Round 1 Budget for more detail on the impact to the fire service and to allow an opportunity for the Gibsons and District Fire Commission to review;

AND THAT the annual funding commitment toward capital renewal for Roberts Creek Fire Protection [212] be increased to \$157,000 from \$150,000 starting in 2022;

AND THAT the capital renewal funding plan for the Egmont and District Fire Protection [218] be presented once the service's tax rate bylaw has been approved;

AND THAT the 2022-2026 financial plan be amended accordingly;

AND FURTHER THAT a subsequent report be brought forward to the Planning and Development Committee in Q2 2022 outlining the planning process for the alternative approval process for 2023 in contemplation of borrowing for future capital replacement needs for the fire services.

330/21 cont.

Recommendation No. 7 *Fire Department Funding Plan Information*

THAT a Gibsons and District Fire Commission Meeting be convened in early January 2022;

AND THAT the November 25, 2021 Staff Report - Fire Department 20-Year Capital Funding Plans, including any budget reports pertaining to the Fire Departments' Capital Plans, information on the Alternative Approval Process, an update and plan for existing Fire Protection Service capital and operating reserves, and current debt servicing update be forwarded to the Gibsons and District Fire Commission to be included on the January 2022 meeting agenda;

AND THAT the Town of Gibsons Director of Finance be invited to the Gibsons and District Fire Commission meeting;

AND FURTHER THAT similar information with respect to Fire Department capital funding plans and operations for the Egmont and Halfmoon Bay fire services be provided to the Electoral Area Directors for Areas A and B for the purpose of presentation to their respective communities.

Recommendation No. 8 *Insurance Invoices Over \$100,000*

THAT the report titled Insurance Invoices Over \$100,000: 2022 Municipal Insurance Association (MIA), Aon Reed Stenhouse Inc. (Aon) and Insurance Corporation of British Columbia (ICBC) be received for information;

AND THAT payment of up to \$120,000 be authorized for liability insurance to MIA;

AND THAT payment of up to \$300,300 be authorized for property insurance to Aon;

AND THAT payment of up to \$170,000 be authorized for fleet insurance to ICBC;

AND FURTHER THAT the 2022-2026 Financial Plan be amended to reflect the changes in premiums.

Recommendation No. 9 *2022-2023 BC Transit Annual Operating Agreement Draft Budget*

THAT the report titled 2022-2023 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT the 2022-2026 Financial Plan be updated to reflect the draft Annual Operating Agreement budget values, \$133,401 for 2022 and \$62,217 for 2023, while utilizing operating reserve funding to mitigate tax increases.

CARRIED

Infrastructure

It was moved and seconded

331/21

THAT Infrastructure Services Committee recommendation Nos. 4 and 5 of December 9, 2021 be received, adopted and acted upon as follows:

Recommendation No. 4 *Roberts Creek Co-Housing Wastewater Treatment Plant – Update*

THAT the report titled Roberts Creek Co-Housing Wastewater Treatment Plant – Update be received for information;

AND THAT the Roberts Creek Co-Housing Waste Water Plant-Treatment System and Regulatory Enhancements project be increased to \$50,000 from \$30,000;

AND THAT the project be funded through a donation of \$15,000 from the Roberts Creek Co-Housing Strata and up to \$5,000 through Capital Reserves [392];

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

Director Pratt opposed

Recommendation No. 5 *Land Transfer shíshálh Nation Foundation Agreement - Update*

THAT the report titled Land Transfer shíshálh Nation Foundation Agreement- Update be received for information;

AND THAT staff, supported by SCR D legal counsel, be authorized to finalize a modification agreement to the Statutory Right of Way (SRW) over DL 2725 associated with water supply and telecommunication infrastructure that would allow for an extension of the term for a decision on the Release Areas for up to an additional 6 months;

AND FURTHER THAT the delegated authorities be authorized to execute this modification agreement to this SRW.

CARRIED

Appointments

It was moved and seconded

332/21

THAT the report titled 2022 Board Appointments be received for information;

AND THAT the following list of Board appointments be adopted by the Board:

332/21 cont.

Board Liaison Appointments to SCRD Advisory Committees

Agricultural Advisory Committee (AAC) (non-voting):

Board Liaison	Mark Hiltz
Alternate	Donna McMahon

Natural Resources Advisory Committee (NRAC) (non-voting):

Board Liaison	Andreas Tize
Alternate	Mark Hiltz

Solid Waste Management Plan Monitoring Advisory Committee (PMAC) (non-voting):

Board Liaison	Donna McMahon
Alternate	Alton Toth

Ports Monitors Committee (POMO) (non-voting):

Board Liaison	Mark Hiltz
Alternate	Lori Pratt

Water Supply Advisory Committee (WASAC) (non-voting):

Board Liaison	Andreas Tize
Alternate	Mark Hiltz

Director Appointments to SCRD Sub-Committees

Joint Use of Schools Subcommittee (2 appointees):

SCRD Appointees	Lori Pratt Darnelda Siegers
Alternate	Bill Beamish

Joint Watershed Management Advisory Committee (4 appointees and up 3 alternates):

SCRD Appointees	Mark Hiltz Bill Beamish Donna McMahon Darnelda Siegers
Alternate	Lori Pratt

Heritage Protocol Committee (all Directors per Committee Terms of Reference):

SCRD	All Directors
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Commissions

Gibsons & District Fire Commission (Area E and F appointees as per Bylaw No. 448):

Area F Appointee	Mark Hiltz
Area E Appointee	Donna McMahon

332/21 cont.

Appointments to Other Committees and Boards

Gibsons & District Library (*Library Act* – Director from one of the participating areas):

SCRD Appointee	Mark Hiltz
Alternate	Donna McMahon

Sechelt Public Library (*Library Act*):

SCRD Appointee	Leonard Lee
Alternate	Lori Pratt

Municipal Finance Authority (*Municipal Finance Authority Act*):

SCRD Appointee	Darnelda Siegers
Alternate	Mark Hiltz

Municipal Insurance Association:

SCRD Appointee	Darnelda Siegers
Alternate	Andreas Tize

Metro Vancouver Aboriginal Relations Committee (one non-voting observer appointee):

SCRD Appointee	David Croal
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Island Coastal Economic Trust (ICET):

Board Appointee	Donna McMahon
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AVICC Special Committee on Solid Waste Management (one appointee):

SCRD Appointee	Donna McMahon
Alternate	Alton Toth

Ocean Watch Action Network:

Board Liaison	Mark Hiltz
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Sunshine Coast Youth Action and Awareness Committee
(one appointee):

SCRD Appointee	Andreas Tize
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District of Sechelt Liquid Waste Management Plan – Steering Committee and Technical Advisory Committee:

SCRD Appointee	Andreas Tize
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Gibsons & District Chamber of Commerce (one liaison):

Board Liaison	Donna McMahon
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Sunshine Coast Seniors Planning Table:

Board Liaison	Leonard Lee
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Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee:

SCRD Appointee	Donna McMahon
Alternate	Andreas Tize

332/21 cont. Southern Sunshine Coast Ferry Advisory Committee (SCRD nominated and appointed by BC Ferries – term expires at the end of 2022):
SCRD Appointee Lori Pratt

Sunshine Coast Economic Development Organization (SCREDO):
SCRD Appointee Donna McMahon
Alternate Lori Pratt

CARRIED

Flooding EOC
Financial Update **It was moved and seconded**

333/21 THAT the report titled Financial Update-Emergency Response to Regional Flooding Events be received for information;

AND THAT the SCRD continue to work with Emergency Management BC on reimbursements toward response costs;

AND FURTHER THAT a subsequent report be provided in January 2022 on total actual response costs and options on recovery plans for SCR D related services.

CARRIED

COMMUNICATIONS

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

334/21 THAT the correspondence from Karen Spicer, Vice President, Roberts Creek Community Association (RCCA) be received for information;

AND THAT the SCR D Board write a letter of support for the Roberts Creek Community Association (RCCA) regarding the Vision Zero Road Safety Grant;

AND FURTHER THAT the letter be sent on December 9, 2021.

CARRIED

BYLAWS

Bylaw 422.39 **It was moved and seconded**

335/21 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.39, 2021* be read a first time.

Directors McMahon and Toth opposed

CARRIED

Bylaw 422.39 **It was moved and seconded**
336/21 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.39, 2021* be read a second time.

Directors McMahon and Toth opposed

CARRIED

Bylaw 422.39 **It was moved and seconded**
337/21 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.39, 2021* be read a third time.

Directors McMahon and Toth opposed

CARRIED

Bylaw 422.39 **It was moved and seconded**
338/21 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.39, 2021* be adopted.

Directors McMahon and Toth opposed

CARRIED

Bylaw 428.23 **It was moved and seconded**
339/21 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.23, 2021* be read a first time.

Director Pratt opposed

CARRIED

Bylaw 428.23 **It was moved and seconded**
340/21 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.23, 2021* be second a first time.

Director Pratt opposed

CARRIED

Bylaw 428.23 **It was moved and seconded**
341/21 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.23, 2021* be third a first time.

Director Pratt opposed

CARRIED

Bylaw 428.23 **It was moved and seconded**
342/21 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.23, 2021* be adopted.

Director Pratt opposed

CARRIED

Director Toth left the meeting at 2:34 p.m.

Bylaw 430.14 **It was moved and seconded**
343/21 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.14, 2021* be read a first time.

Director Pratt opposed

CARRIED

Bylaw 430.14 **It was moved and seconded**
344/21 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.14, 2021* be read a second time.

Director Pratt opposed

CARRIED

Bylaw 430.14 **It was moved and seconded**
345/21 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.14, 2021* be read a third time.

Director Pratt opposed

CARRIED

Bylaw 430.14 **It was moved and seconded**
346/21 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.14, 2021* be adopted.

Director Pratt opposed

CARRIED

Bylaw 431.26 **It was moved and seconded**
347/21 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.26, 2021* be read a first time.

CARRIED

Bylaw 431.26 **It was moved and seconded**

348/21 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.26, 2021* be read a second time.

CARRIED

Bylaw 431.26 **It was moved and seconded**

349/21 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.26, 2021* be read a third time.

CARRIED

Bylaw 431.26 **It was moved and seconded**

350/21 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.26, 2021* be adopted.

CARRIED

Director Toth returned to the meeting at 2:37 p.m.

Bylaw 644.7 **It was moved and seconded**

351/21 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.7, 2021* be read a first time.

Director Pratt opposed

CARRIED

Bylaw 644.7 **It was moved and seconded**

352/21 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.7, 2021* be read a second time.

Director Pratt opposed

CARRIED

Bylaw 644.7 **It was moved and seconded**

353/21 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.7, 2021* be read a third time.

Director Pratt opposed

CARRIED

Bylaw 644.7 **It was moved and seconded**

354/21 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.7, 2021* be adopted.

Director Pratt opposed

CARRIED

Bylaw 714.5 **It was moved and seconded**

355/21 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.5, 2021* be read a first time.

Director Pratt opposed

CARRIED

Bylaw 714.5 **It was moved and seconded**

356/21 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.5, 2021* be read a second time.

Director Pratt opposed

CARRIED

Bylaw 714.5 **It was moved and seconded**

357/21 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.5, 2021* be read a third time.

Director Pratt opposed

CARRIED

Bylaw 714.5 **It was moved and seconded**

358/21 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.5, 2021* be adopted.

Director Pratt opposed

Bylaw 731.2 **It was moved and seconded**

359/21 THAT the report titled 2021-2025 Financial Plan Bylaw Amendments be received for information;

AND THAT the 2021-2025 Financial Plan Bylaw (731.1) and related schedules be amended to include changes from July 9, 2021 to December 9, 2021.

CARRIED

Bylaw 731.2 **It was moved and seconded**
360/21 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 731.2, 2021* be read a first time.

CARRIED

Bylaw 731.2 **It was moved and seconded**
361/21 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 731.2, 2021* be read a second time.

CARRIED

Bylaw 731.2 **It was moved and seconded**
362/21 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 731.2, 2021* be read a third time.

CARRIED

Bylaw 731.2 **It was moved and seconded**
363/21 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 731.2, 2021* be adopted.

CARRIED

Bylaw 733 **It was moved and seconded**
364/21 THAT the report titled 2022 Revenue Anticipation Borrowing Bylaw be received for information;

AND THAT *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021* be given three readings and be adopted.

CARRIED

Bylaw 733 **It was moved and seconded**
365/21 THAT *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021* be read a first time.

CARRIED

Bylaw 733 **It was moved and seconded**
366/21 THAT *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021* be read a second time.

CARRIED

Bylaw 733 **It was moved and seconded**
367/21 THAT *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021* be read a third time.

CARRIED

Bylaw 733 **It was moved and seconded**
368/21 THAT *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021* be adopted.

CARRIED

Bylaw 1056.1 **It was moved and seconded**
369/21 THAT *Egmont and District Fire Protection Service Establishing Amendment Bylaw No. 1056.1, 2021* be read a first time.

CARRIED

Bylaw 1056.1 **It was moved and seconded**
370/21 THAT *Egmont and District Fire Protection Service Establishing Amendment Bylaw No. 1056.1, 2021* be read a second time.

CARRIED

Bylaw 1056.1 **It was moved and seconded**
371/21 THAT *Egmont and District Fire Protection Service Establishing Amendment Bylaw No. 1056.1, 2021* be read a third time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS

The topic of Stormwater Emergencies was deferred to the January 13, 2022 Regular Board meeting.

The Board moved In Camera at 3:19 p.m.

IN CAMERA

It was moved and seconded

372/21

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), (m) 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” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

CARRIED

The Board recessed at 3:20 p.m. and reconvened at 3:27 p.m.

The Board moved out of In Camera at 3:55 p.m.

ADJOURNMENT

It was moved and seconded

373/21

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:55 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

December 09, 2021

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F Electoral Area A Electoral Area B Electoral Area D Town of Gibsons District of Sechelt District of Sechelt	M. Hiltz L. Lee L. Pratt A. Tize B. Beamish A. Toth D. Siegers
ALSO PRESENT:	Chief Administrative Officer General Manager, Infrastructure Services GM, Corporate Services/Chief Financial Officer Manager, Utility Services Manager, Solid Waste Services Manager, Strategic Initiatives Recording Secretary Media Public		D. McKinley R. Rosenboom T. Perreault (part) S. Walkey (part) R. Cooper (part) M. Edbrooke (part) T. Ohlson 0 0

CALL TO ORDER 9:34 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Blair Wallace, New West Gypsum addressed the Committee regarding Gypsum Recycling in British Columbia.

The Chair thanked Dr. Wallace for his presentation.

REPORTS

Recommendation No. 1 *Pender Harbour Transfer Station Site Assessment Results*

The Infrastructure Services Committee recommended that the report titled Pender Harbour Transfer Station Site Assessment Results be received for information.

Recommendation No. 2 *Enforcement of Landfill Disposal Regulations – Considerations, including Potential Use of Clear Bags*

The Infrastructure Services Committee recommended that the report titled Enforcement of Landfill Disposal Regulations – Considerations, including Potential Use of Clear Bags be received for information;

AND THAT SCR D Landfill Site Bylaw 405 be amended to remove the exclusion for residential curbside garbage collection loads as of July 1, 2022; and

AND THAT the SCR D Refuse Collection Bylaw 431 be amended to require the separation of recyclable and controlled materials as identified in SCR D Landfill Site Bylaw 405 as of July 1, 2022.

Director Lee opposed

Recommendation No. 3 *Enforcement of Landfill Disposal Regulations – Considerations, including Potential Use of Clear Bags*

The Infrastructure Services Committee recommended that staff engage with residents, commercial sector and impacted local governments on the timing and conditions of the implementation of a clear bag regulation for the disposal of bagged garbage and provide implementations recommendations by Q2 2022.

The Committee recessed at 11:00 a.m. and reconvened at 11:13 a.m.

Recommendation No. 4 *Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps*

The Infrastructure Services Committee recommended that the report titled Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps be received for information;

AND THAT staff bring forward a budget proposal to the 2022 Round 2 budget for a pilot project for a food waste drop-off program at the Pender Harbour Transfer Station.

Recommendation No. 5 *2022 Water Rate Structure Review Process*

The Infrastructure Services Committee recommended that the report titled 2022 Water Rate Structure Review Process be received for information;

AND THAT staff refer the 2022 Water Rate Structure Review Process report to the Water Supply Advisory Committee for comment.

Recommendation No. 6 *Roberts Creek Co-Housing Wastewater Treatment Plant – Update*

The Infrastructure Services Committee recommended that the report titled Roberts Creek Co-Housing Wastewater Treatment Plant – Update be received for information;

AND THAT the Roberts Creek Co-Housing Waste Water Plant - Treatment System and Regulatory Enhancements project be increased to \$50,000 from \$30,000;

AND THAT the project be funded through a donation of \$15,000 from the Roberts Creek Co-Housing Strata and up to \$5,000 through Capital Reserves [392];

AND THAT the 2021-2025 Financial Plan be amended accordingly;

AND FURTHER THAT the following recommendation be forwarded to the December 9, 2021 Regular Board Meeting.

Director Pratt opposed

Recommendation No. 7 *Land Transfer shíshálh Nation Foundation Agreement- Update*

The Infrastructure Services Committee recommended that the report titled Land Transfer shíshálh Nation Foundation Agreement- Update be received for information;

AND THAT staff, supported by SCRD legal counsel, be authorized to finalize a modification agreement to the Statutory Right of Way (SRW) over DL 2725 associated with water supply and telecommunication infrastructure that would allow for an extension of the term for a decision on the Release Areas for up to an additional 6 months;

AND THAT the delegated authorities be authorized to execute this modification agreement to this SRW;

AND FURTHER THAT this recommendation be forwarded to the December 9, 2021 Board meeting.

The Committee recessed at 11:39 a.m. and reconvened at 1:02 p.m.

COMMUNICATIONS

Recommendation No. 8 *2021 WildSafe BC Sunshine Coast Annual Report*

The Infrastructure Services Committee recommended that the 2021WildSafeBC Sunshine Coast Annual Report be received for information.

NEW BUSINESS

IN CAMERA

The Committee moved In-Camera at 1:31 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (k) of the *Community Charter* – “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

The Committee moved out of In Camera at 1:43 p.m.

ADJOURNMENT 1:45 p.m.

Committee Chair

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

December 13 and 14, 2021

RECOMMENDATIONS FROM THE SPRECIAL (ROUND 1 BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Town of Gibsons Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt	B. Beamish (Part) L. Lee L. Pratt A. Tize D. McMahon M. Hiltz A. Toth
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid (Part)
	G.M., Community Services		S. Gagnon (Part)
	G.M., Planning and Development		I. Hall (Part)
	G.M., Infrastructure Services		R. Rosenboom (Part)
	Sr. Mgr., Human Resources		G. Parker (Part)
	Manager, Information Technology / GIS		D. Nelson (Part)
	Manager, Recreation Services		G. Donn (Part)
	Manager, Protective Services		M. Treit (Part)
	Parks Manager		K. Clarkson (Part)
	Manager, Planning and Development		J. Jackson (Part)
	Interim Manager, Sustainable Development		R. Porte (Part)
	Chief Building Official		A. Whittleton (Part)
	Fire Chief (RCVFD)		P. Higgins (Part)
	Fire Chief (GDVFD)		R. Michael (Part)
	Fire Chief (HMBVFD)		R. Daley (Part)
	Manager, Solid Waste Services		R. Cooper (Part)
	Manager, Utility Services		S. Walkey (Part)
	Manager, Strategic Initiatives		M. Edbrooke (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		0

CALL TO ORDER 9:37 a.m.

AGENDA The agenda was adopted as amended.

PRESENTATIONS and DELEGATIONS

Recommendation No. 1 *Community Partners and Stakeholders 2022 Budget Requests*

The Corporate and Administrative Services Committee recommended that the report titled Community Partners and Stakeholders 2022 Budget Requests be received for information;

AND THAT the Committee provide direction with respect to the 2022 funding requests for each of the Community Partners and Stakeholders;

AND FURTHER THAT the Draft 2022 Round 1 Library Funding Summary be received for information.

Heather Evans-Cullen, Library Director and Janet Hodgkinson, Board Chair, of the Gibsons and District Public Library addressed the Committee regarding the 2022 Budget Request.

Pat Harvey, Board Chair and Leianne Emery, Director of the Sechelt Public Library addressed the Committee regarding the 2022 Budget Request.

Karen Dyck, Board Chair and Christine Alexander, Treasurer of the Pender Harbour Reading Centre addressed the Committee regarding the 2022 Budget Request.

Mike Clement, Board Chair, Thor Olsen, Treasurer and Matthew Lovegrove, Manager / Curator of the Sunshine Coast Museum and Archives addressed the Committee regarding the 2022 Budget Request.

Ann Watson and Siobhan Smith of the Sechelt Community Archives addressed the Committee regarding the 2022 Budget Request.

Sam Hughes, Administrator of the Skookumchuck Heritage Society / Egmont Heritage Centre addressed the Committee regarding the 2022 Budget Request.

The Committee recessed at 11:03 am and reconvened at 11:13 a.m.

Shayne Forster, A/Lead of Youth and Supported Services and Lisa Weitendorf, Child and Youth Worker of the Sunshine Coast Community Services – Youth Outreach Worker Program addressed the Committee regarding the 2022 Budget Request.

Sue Lamb and Wendy White, Coordinators from the Halfmoon Bay – Chatelech Community School Association addressed the Committee regarding the 2022 Budget Request.

Ted Chisholm, Coordinator for Sechelt Community Schools Society addressed the Committee regarding the 2022 Budget Request.

Darcie Murray, Coordinator – Youth Programs and Paola Steward, Community Recreation Program, of the Pender Harbour Community School Society addressed the Committee regarding the 2022 Budget Request.

Sheila Wilson, Coordinator for the Roberts Creek Community Schools Society addressed the Committee regarding the 2022 Budget Request.

The Committee recessed at 12:19 p.m. and reconvened at 1:02 p.m.

Annie Wise, Executive Director, Sunshine Coast Tourism addressed the Committee regarding the 2022 Budget Request.

Ron Seymour, Treasurer, Pender Harbour and District Chamber of Commerce addressed the Committee regarding the 2022 Budget Request.

Linda Williams, Director and Marlene Lowden, Director of the Coast Cultural Alliance addressed the Committee regarding the 2022 Budget Request.

Recommendation No. 2 *Gibsons and District Public Library – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Gibsons and District Public Library - 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$708,366 from the Gibsons and District Public Library [640] and Roberts Creek Library Service [646] be approved and incorporated into the 2022 Round 2 Budget;

AND FURTHER THAT the allocation of the Library funding be referred to 2022 Round 2 Budget pending confirmation from Town of Gibsons regarding the use of COVID-19 Safe Restart Funds.

Recommendation No. 3 *Gibsons and District Public Library – 2022 Budget Request – Electoral Area D [646]*

The Corporate and Administrative Services Committee recommended that for the Gibsons and District Public Library - 2022 Budget Request, Roberts Creek Library Service [646] contribution portion be increased by the overall 5.9% for a total contribution of \$70,528 pending further information regarding the Town of Gibsons' contribution through of COVID-19 Safe Restart Grant at Round 2.

Recommendation No. 4 *Sechelt Public Library - 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Sechelt Public Library – 2022 Budget Request be received for information.

Recommendation No. 5 *Roberts Creek Community Library – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Roberts Creek Community Library – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$15,500 for the Roberts Creek Community Library be approved and incorporated into the 2022 Round 2 Budget for Roberts Creek Library Service [646].

Recommendation No. 6 *Pender Harbour Reading Centre – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Reading Centre – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$3,480 for the Pender Harbour Reading Centre be approved and incorporated into the 2022 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

Recommendation No. 7 *Pender Harbour Health Centre – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Health Centre – 2022 Budget Request be received for information;

AND THAT the 2022 operating grant of \$158,040 for the Pender Harbour Health Centre be approved and incorporated into the 2022 Round 2 Budget for Pender Harbour Health Clinic [410];

AND FURTHER THAT the 2022 Pender Harbour Health Centre Special Capital Project request for the flooring replacement increase from \$20,000 (previously approved in 2021 Budget) to \$37,726, for a 2022 total of \$17,726 funded from Pender Harbour Health Clinic [410] Reserves.

Recommendation No. 8 *Sunshine Coast Museum and Archives – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Museum and Archives – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$93,500 for Sunshine Coast Museum and Archives be approved and incorporated into the 2022 Round 2 Budget for Museum Services [648].

Recommendation No. 9 *Sechelt Community Archives – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Sechelt Community Archives – 2022 Budget Request, including the correspondence dated November 30, 2021 from the Mayor of the District of Sechelt advising of the change of operations management to Sunshine Coast Museum and Archives, be received for information;

AND THAT the 2022 budget submission of \$23,750 from the Sechelt Community Archives be approved and incorporated into the 2022 Round 2 Budget for Museum Services [648].

Recommendation No. 10 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Skookumchuck Heritage Society / Egmont Heritage Centre – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$45,000 from the Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2022 Round 2 Budget for Museum Services [648].

Recommendation No. 11 *Sunshine Coast Community Services Society – 2022 Budget Request - Youth Outreach Worker Program*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Community Services Society – 2022 Budget Request for Youth Outreach Worker Program be received for information;

AND THAT the 2022 budget submission of \$50,604 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2022 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. 12 *Halfmoon Bay – Chatelech Community School Association – 2022 Budget Request – Restorative Practices*

The Corporate and Administrative Services Committee recommended that the Halfmoon Bay-Chatelech Community School Association – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2022 Round 2 Budget from Electoral Areas' Grant-in-Aid Community Schools [125].

Recommendation No. 13 *Halfmoon Bay – Chatelech Community School Association – 2022 Budget Request - Halfmoon Bay Tween Night*

The Corporate and Administrative Services Committee recommended that the Halfmoon Bay-Chatelech Community School Association 2022 budget submission of \$2,700 for Halfmoon Bay Tween Night be approved and incorporated into the 2022 Round 2 Budget for Regional Recreation [670].

Recommendation No. 14 *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the Sechelt Community Schools Society – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$10,000 for Youth Programs and the 2022 budget submission of \$17,713 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2022 Round 2 Budget for Regional Recreation [670].

Recommendation No. 15 *Pender Harbour Community School Society – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Community School Society – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$15,000 for Youth Programs and the 2022 budget submission of \$41,100 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2022 Round 2 Budgets for Regional Recreation [670] - \$47,880 and for Electoral Areas' Grant-in-Aid [121] - \$8,220.

Recommendation No. 16 *Roberts Creek Community School Society – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Roberts Creek Community School Society – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission from the Roberts Creek Community School Society of \$10,000 for Youth Programs be approved and incorporated into the 2022 Round 2 Budget for Regional Recreation [670];

AND THAT the Legacy Garden and Infrastructure Project request of \$4,000 for 2022 be approved and incorporated into the 2022 Round 2 Budget for Regional Recreation [670] from Operating Reserves;

AND THAT staff contact the Roberts Creek Community School Society to encourage submission of an application to the Sunshine Coast Regional District Waste Reduction Initiative Program (WRIP) for the Composter;

AND FURTHER THAT if the Roberts Creek Community School Society application is successful, this amount be used to reduce the Legacy Garden Payment in August 2022.

Recommendation No. 17 *Gibsons Area Community Schools – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Gibsons Area Community Schools – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$10,000 from the Gibsons Area Community Schools for Youth Programs be approved and incorporated into the 2022 Budget for Regional Recreation [670].

Recommendation No. 18 *Sunshine Coast Tourism – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Tourism – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2022 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]).

Recommendation No. 19 *Pender Harbour and District Chamber of Commerce - 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Pender Harbour and District Chamber of Commerce – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$24,700 from the Pender Harbour and District Chamber of Commerce be approved and incorporated into the 2022 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,700
- Visitor Information Centre Washrooms \$9,500
- Visitor Information Booths \$10,000
- Economic Development \$2,500;

AND FURTHER THAT the \$10,000 Special Project Request for renovation of the Visitor Information Centre Washrooms be referred to the 2022 Round 2 Budget for additional information on other funding options.

Recommendation No. 20 *Coast Cultural Alliance – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Coast Cultural Alliance – 2022 Budget Request be received for information;

AND THAT the 2022 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 2022 Round 2 Budget, funded evenly between Electoral Areas' Economic Development (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Recommendation No. 21 *Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the Gibsons and District Chamber of Commerce - 2022 Budget Request be received for information;

AND THAT the Gibsons and District Chamber of Commerce 2022 budget request for a total of \$8,500 be approved and incorporated into the 2022 Round 2 Budget as follows:

- Visitor Services - Electoral Area E [534] \$1,900 and Electoral Area F [535] \$3,800;
- BC Ferries Travel Ambassador Program – Electoral Area A [531] \$560, Electoral Area B [532] \$560, Electoral Area D [533] \$560, Electoral Area E [534] \$560 and Electoral Area F [535] \$560.

The Committee recessed at 2:48 p.m. and reconvened at 3:01 p.m.

REPORTS

Recommendation No. 22 *Annual Support Service Allocation Policy Review*

The Corporate and Administrative Services Committee recommended that the report titled Annual Support Service Allocation Policy Review be received for information.

Recommendation No. 23 *2021 Project Carry-Forward Requests*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Project Carry-Forward Requests be received for information;

AND THAT the remaining 2021 Carry-Forward projects and associated funding be included in the 2022-2026 draft Financial Plan;

AND FURTHER THAT staff be authorized to proceed with the 2021 Carry-Forward projects prior to adoption of the 2022-2026 Financial Plan.

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

The Corporate and Administrative Services Committee recommended that the report titled Divisional Service Plans – Lite Version be received for information.

The Committee recessed at 3:42 p.m. on Monday, December 13, 2021 and reconvened at 9:33 a.m. on Tuesday, December 14, 2021.

The Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer provided a 2022 Round 1 Budget Introduction.

Recommendation No. 25 *2022-2026 Financial Plan Overview and Update*

The Corporate and Administrative Services Committee recommended that the report titled 2022-2026 Financial Plan Overview and Update at Round 1 be received for information.

Recommendation No. 26 *Supporting Documents to Budget Process*

The Corporate and Administrative Services Committee recommended that the Revised 2021 Carry-Forwards and 2022 Proposed Initiatives Summary be received for information.

Recommendation No. 27 *General Government [110] – 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for General Government [110] be received for information;

AND THAT the following budget proposal be referred to 2022 Round 2 Budget to provide alternate funding options such as through support service allocations or a blend through General Government [110] and UBCM / AVICC - Administration [130]:

- Budget Proposal 1 – Executive Assistant (1.0 FTE), \$73,102 or (0.5 FTE) \$38,426 through Taxation;

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 2 – Information and Privacy Coordinator (1.0 FTE permanent), \$80,600 (0.75 FTE pro-rated in 2022) and full time ongoing, funded through Taxation;
- Budget Proposal 3 – Hybrid Meeting Solutions and Boardroom Modifications, \$125,000 funded from COVID-19 Safe Restart Grant;
- Budget Proposal 4 – Meeting Management Solutions, \$25,000 funded from COVID-19 Safe Restart Grant with base budget subscription increase up to \$20,000.

Recommendation No. 28 *Information Technology [117] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Information Technology [117] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Online Engagement Software-Annual Licensing-Let's Talk SCRD, \$20,000 funded from Support Services.

Recommendation No. 29 *Administration Building [114] and Various - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Administration Building (Field Road) [114] and Joint Proposal for Phase 2 Corporate Electric Vehicle (EV) Charging Stations [114, 117, 310, 312, 365, 366, 370, 650] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Reception Centre Modifications - Field Road – COVID-19, \$40,143 funded from COVID-19 Safe Restart Grant;
- Budget Proposal 2 – Joint Proposal for Phase 2 Corporate EV Charging Stations, up to \$70,000 funded from Capital and Operating Reserves (and possible grants) for the following functions:
 - Field Road Administration [114] \$25,000
 - Public Transit [310] \$1,000
 - Maintenance Facility (Fleet) [312] \$1,000
 - North Pender Harbour Water Services [365] \$1,000
 - South Pender Harbour Water Services [366] \$9,000
 - Regional Water Service [370] \$32,000
 - Community Parks [650] \$1,000.

The Committee recessed at 10:30 a.m. and reconvened at 10:38 a.m.

Recommendation No. 30 *Public Transit [310] – 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Public Transit [310] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Transit Superintendent (1.0 FTE permanent), \$87,667 (prorated 8 months in 2022) funded through Taxation plus \$5,500 onetime set-up costs funded from Operating Reserves and full-time in 2023;
- Budget Proposal 2 – Driver Orientation and Training – Ongoing Base Budget Increase, \$11,500 funded through Taxation;
- Budget Proposal 3 - COVID-19 Expenses – Backfill and Overtime, (2022 only) \$81,800 funded from Operating Reserves;
- Budget Proposal 4 – Security System and CCTV, \$3,250 funded from Operating Reserves.

Recommendation No. 31 *Maintenance Facility (Fleet) [312] – 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Maintenance Facility (Fleet) [312] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Security System and CCTV, \$3,250 funded from Operating Reserves.

Recommendation No. 32 *Mason Road Lease Renewal and Site Plan Implementation [310, 312, 313, 370, 650] – 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Mason Road Lease Renewal and Site Plan Implementation [310, 312, 370, 650] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Mason Road Lease Renewal and Site Plan Implementation, \$75,000 (including 0.2 Temporary FTE-Project Manager) funded from Operating Reserves as follows:
 - Public Transit [310] \$14,250
 - Maintenance Facility (Fleet) [312] \$14,250
 - Regional Water Service [370] \$32,250
 - Community Parks [650] \$12,000
 - Building Services [313] \$2,250.

Recommendation No. 33 *Regional Street Lighting Service [320] and Fircrest Road Street Lighting Service [332] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Regional Street Lighting Service [320] and Fircrest Road Street Lighting Services [332] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Regional Street Light Services and Fircrest Road Street Light Service, \$5,300 funded \$4,700 through [320] Taxation and \$600 through [332] Taxation.

Recommendation No. 34 *Community Recreation Facilities [615] – 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Community Recreation Facilities [615] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Domestic Hot Water System, \$35,000 funded through Taxation;
- Budget Proposal 2 – Entandem Licensing Fees, \$4,250 funded through Taxation;
- Budget Proposal 3 – Water Management Plan Implementation, \$26,500 funded in 2022 from COVID-19 Safe Restart Grant and \$17,000 ongoing base budget increase;
- Budget Proposal 5 – Non-Annual Maintenance, \$28,600 funded through Taxation.

Recommendation No. 35 *Community Recreation Facilities [615] – 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 4 – Carbon Neutral Design – Recreation Facilities, \$50,000 funded through Taxation (with potential grant).

Director Toth opposed.

Recommendation No. 36 *Pender Harbour Aquatic and Fitness Centre [625] – 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Pender Harbour Aquatic and Fitness Centre [625] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Storage Container, \$10,000 funded from Operating Reserves;
- Budget Proposal 2– Entandem Licensing Fees, \$750 funded through Taxation;
- Budget Proposal 3 – Water Management Plan Implementation, \$1,750 funded in 2022 from COVID-19 Safe Restart Grant and \$1,250 ongoing base budget increase;
- Budget Proposal 4 – Non-Annual Maintenance – Natatorium Ceiling Painting, \$12,000 funded from Operating Reserves;
- Budget Proposal 5 – Pool Basin Painting, \$12,000 funded from Operating Reserves.

Recommendation No. 37 *Community Parks [650] – 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Community Parks [650] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Human Resources Lift for Recreation Services 0.7 FTE (2 Year Pilot), \$67,330 prorated 9 months for 2022 funded through Taxation and 2023 at \$98,589;
- Budget Proposal 2– Parks Labourers (0.62 FTE), \$38,321 funded through Taxation;
- Budget Proposal 3 – Temporary Parks Backfill (1.0 FTE), up to \$91,266 funded for one year only from COVID-19 Safe Restart Grant;
- Budget Proposal 4 – Archaeological and Environmental Studies, \$50,000 funded \$25,000 through Taxation and \$25,000 from Operating Reserves with base budget increase of \$25,000;
- Budget Proposal 5 – Katherine Lake and Lions Field Water Service Operations, \$15,500 funded through Taxation;
- Budget Proposal 6 – Community Led Improvement Projects Support (One-Time), \$20,000 funded through Taxation.

Recommendation No. 38 *Community Services (Various Functions) – 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Community Services (Various Functions) be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Community Services Administrative Assistant (1.0 FTE), \$36,500 for wages (prorated for 6 months for 2022) with a one-time on-boarding cost of \$5,000 and full-time in 2023, applied to the following functions:
 - Public Transit [310] \$6,225
 - Maintenance Facility (Fleet) [312] \$2,075
 - Building Services [313] \$2,075
 - Regional Street Lighting [320] \$415
 - Ports Services [345] \$1,245
 - Cemetery Service [400] \$830
 - Community Recreation Facilities [615] \$17,430
 - Pender Harbour Fitness and Aquatic Centre [625] \$2,075
 - Schools Joint Use [630] \$415
 - Community Park [650] \$6,225
 - Bicycle and Walking [665] \$415
 - Bicycle and Walking – Area A [667] \$415
 - Regional Recreation [670] \$415
 - Dakota Ridge [680] \$1,245.

The Committee recessed at 11:35 a.m. and reconvened at 11:45 a.m.

Recommendation No. 39 *Corporate Sustainability [135] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Corporate Sustainability [135] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Greenhouse Gas Quantification Support, \$15,000 funded from Operating Reserves.

Recommendation No. 40 *Regional Sustainability [136] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Regional Sustainability [136] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Community Climate Plan Development (0.33 FTE), \$63,000 (\$40,000 project costs and up to \$23,000 for wages) funded from Taxation (with potential for grant for summer student).

Recommendation No. 41 *Gibsons and District Fire Protection [210] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Gibsons and District Fire Protection [210] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Fire Truck Replacement, \$585,000 funded through MFA 5-Year Equipment Finance Loan;

AND FURTHER THAT a loan of up to \$585,000 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 Fire Truck.

Recommendation No. 42 *Gibsons and District Fire Protection [210] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 2 – Capital Plan Projects – (Flooring and Hot Water Tank), \$10,400 funded from Capital Reserves;

- Budget Proposal 4 – Deputy Fire Chief (0.4 FTE), \$25,082 (0.2 FTE Prorated for 2022) funded through Taxation and 2023 to \$50,164;
- Budget Proposal 5 – Wildfire Preparedness Gear and Equipment, \$35,000 funded from Operating Reserves;
- Budget Proposal 6 – Back-up Fire Truck-Ongoing Expenses (Base Budget Increase), \$7,500 funded through Taxation.

Recommendation No. 43 *Gibsons and District Fire Protection [210] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2022 Round 2 Budget pending review by the Gibsons and District Fire Commission:

- Budget Proposal 3 – Capital Renewal Plan Funding, \$75,000 funded through Taxation.

The Committee recessed at 11:57 a.m. and reconvened at 12:47 p.m.

Recommendation No. 44 *Roberts Creek Fire Protection [212] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Roberts Creek Fire Protection [212] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Capital Plan Projects (Exhaust Fan and Electrical Panel), \$8,500 funded from Capital Reserves;
- Budget Proposal 2 – Wildfire Preparedness Gear and Equipment, \$30,000 funded from Operating Reserves.

Recommendation No. 45 *Halfmoon Bay Fire Protection [216] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Firehall #2 Redevelopment, \$250,000 funded through Taxation.

Recommendation No. 46 *Halfmoon Bay Fire Protection [216] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 2 – Self-Contained Breathing Apparatus (SCBA and Cylinders), \$175,900 funded through MFA 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$175,900 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 SCBA Equipment.

Recommendation No. 47 *Halfmoon Bay Fire Protection [216] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated in the 2022 Round 2 Budget and referred to 2022 Round 2 Budget for consideration of taxation impacts:

- Budget Proposal 3 – Capital Renewal Plan Funding, \$48,000 funded through Taxation;
- Budget Proposal 4 – Items from Capital Plan, \$206,100 funded through Capital Reserves (see BP#3 for approval);

Recommendation No. 48 *Emergency Telephone 9-1-1 [220] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Emergency Telephone 9-1-1 [220] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Project Support – 9-1-1 Towers (0.2 FTE, 2022 only), \$22,000 funded through Taxation.

Recommendation No. 49 *Sunshine Coast Emergency Program [222] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Sunshine Coast Emergency Program [222] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Emergency Management Coordinator (0.6 FTE), \$37,625 (prorated to 0.3 FTE for 2022) and 2023 to \$77,130;

AND FURTHER THAT the following budget proposal be referred to Round 2 Budget pending information regarding grant status:

- Budget Proposal 2 – Evacuation Route Planning Guide, \$25,000 funded by Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant.

Recommendation No. 50 *Rural Planning Services [504] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Rural Planning Services [504] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Planning Enhancement (including 1.0 FTE Senior Planner) \$180,000 (50% prorated for 2022) and 2023 to \$360,000.

Recommendation No. 51 *Building Inspection Services [520] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Building Inspection Services [520] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Building Clerk (1.0 FTE), \$57,733 (prorated for 9 months in 2022) funded from User Fees and 2023 to \$72,100.

The Committee recessed at 1:14 p.m. and reconvened at 1:20 p.m.

Recommendation No. 52 *Regional Solid Waste [350] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Regional Solid Waste [350] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Pender Harbour Transfer Station Site Improvements – Phase I (Option 1b-Continuation of the Share Shed Program), \$96,000 funded from Eco-Fee Reserves;
- Budget Proposal 2 – Increase to Sechelt Landfill Closure / Post Closure Liability Annual Funding by \$100,000 from 800,000 to \$900,000 per annum funded through Taxation (up to 2026 and re-assessed annually);
- Budget Proposal 3 – Manager, Special Solid Waste Project (0.6 FTE), \$67,571 (prorated for 2022 to 0.4 FTE) funded through Taxation and Internal Recoveries and 2023 to \$101,107 (ongoing) with possible allocations to other functions for specific project work;
- Budget Proposal 4 – Waste Reduction Initiatives Program (WRIP) (Ongoing Base Budget Increase), \$7,500 funded through Taxation;
- Budget Proposal 5 – WildSafeBC Program Project (Ongoing Base Budget Increase), \$15,000 funded through Taxation;
- Budget Proposal 6 – Islands Clean-up Program-Expansion to Hardy Island (Ongoing Base Budget Increase), \$5,000 funded through Taxation;
- Budget Proposal 7 – Home Composter Rebate (Ongoing Base Budget Increase), \$7,500 funded through Taxation.

The Committee recessed at 2:27 p.m. and reconvened at 2:41 p.m.

Recommendation No. 53 *North Pender Harbour Water Service [365] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for North Pender Harbour Water Service [365] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – North Pender Harbour Watermain Replacement, \$850,000 funded \$765,000 from Community Works Fund Gas Tax and \$85,000 from Capital Reserves;
- Budget Proposal 4 – North Pender Harbour Public Participation Water Supply Plan Development, \$7,500 funded from Operating Reserves;
- Budget Proposal 5 –Water Rate Structure Review – Phase 1, \$2,000 for [365] of total \$40,000 joint functional project funded from Operating Reserves;
- Budget Proposal 6 – Water Supply Plan: North and South Pender Harbour Water System Water Distribution Model Technical Analysis, \$20,000 for [365] of total \$40,000 joint functional project funded from Operating Reserves.

Recommendation No. 54 *South Pender Harbour Water Service [366] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for South Pender Harbour Water Service [366] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – South Pender Harbour Watermain Replacement, \$600,000 funded \$540,000 from Community Works Fund Gas Tax and \$60,000 from Capital Reserves;
- Budget Proposal 4 –Water Rate Structure Review – Phase 1, \$4,000 for [366] of total \$40,000 joint functional project funded from Operating Reserves;
- Budget Proposal 5 – South Pender Harbour Public Participation – Water Supply Plan Development, \$7,500 funded from Operating Reserves;
- Budget Proposal 6 – Water Supply Plan: North and South Pender Harbour Water System Water Distribution Model Technical Analysis, \$20,000 for [366] of total \$40,000 joint functional project funded from Operating Reserves.

Director Beamish left the meeting at 3:09 p.m.

Recommendation No. 55 *Regional Water Service [370] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Regional Water Service [370] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Base Operating Budget Increase: Materials and Supplies, \$125,000 funded from User Fees;
- Budget Proposal 6 – Water Sustainability Technician (0.5 FTE for 6 months), \$47,250 funded through Operating Reserves and contingent on receiving a grant;
- Budget Proposal 7 –Water Rate Structure Review – Phase 1, \$34,000 for [370] of total \$40,000 joint functional budget funded from Operating Reserves.

Recommendation No. 56 *Regional Water Service [370] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 4 – Single Axle Dump Truck Replacement, \$225,000 funded through MFA 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$225,000 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 single axle dump truck.

Recommendation No. 57 *Regional Water Service [370] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 5 – 2022 (4) Vehicles Purchases, \$200,000 funded through MFA 5-Year Equipment Finance ;

AND THAT a loan of up to \$200,000 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 purchases of new Regional Water Service vehicles.

Recommendation No. 58 *Water Service [365 / 366 / 370] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 2 – Staffing Increase – Utilities Engineering Coordinator (1.0 permanent FTE), 5% or \$3,750 allocated to North Pender Harbour Water Service [365] 10% or \$7,500 to South Pender Harbour Water Service [366] and 85% or \$63,750 to Regional Water Service [370] for a total of total \$75,000 for wages (prorated for 2022 to

0.75 FTE) with an additional \$2,500 [Regional-370] for overhead and same percentage allocation for wages ongoing (estimated at \$100,000 for wages) and an additional \$2,250 for overhead.

Director Toth opposed.

Recommendation No. 59 *Water Service [365 / 366 / 370] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposals 3 for each function – Staffing Increase – Utility Crew (3.0 FTE) and 2 New Vehicles (\$100,000), plus aftermarket vehicle modifications (\$50,000) and Staffing Overhead - 5% allocated to North Pender Harbour Water Service [365], 10% allocated to South Pender Harbour Water Service [366] and 85% allocated to Regional Water Service [370] for a total of total \$202,500 for wages (prorated for 2022 to 2.25 FTE);

AND THAT for 2022 (2) New Vehicles with additional aftermarket modifications be purchased for up to \$150,000 and funded through MFA 5-Year Equipment Finance;

AND THAT overhead be allocated based on same allocation above for \$11,250 in 2022 and \$15,000 ongoing;

AND FURTHER THAT a loan of up to \$150,000 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 purchases of new Regional Water Service vehicles.

Director Toth opposed.

Recommendation No. 60 *Water Service [365 / 366 / 370] - 2022 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2022 Round 2 Budget;

AND THAT confirmation by the Water Supply Advisory Committee (WASAC) to move forward with this project be brought forward to the Round 2 Budget deliberations:

- Budget Proposal 7 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Resources, \$5,000 for [365] of total \$225,000 funded from Operating Reserves;
- Budget Proposal 7 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Resources, \$10,000 for [366] of total \$225,000 funded from Operating Reserves;
- Budget Proposal 8 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Resources, \$210,000 for [370] of total \$225,000 funded from Operating Reserves.

Recommendation No. 61 *Water Service [365 / 366 / 370] - 2022 Round 2 Budget Proposal – Groundwater Sources Investigation*

The Corporate and Administrative Services Committee recommended that staff prepare a 2022 budget proposal for 2022 Round 2 Budget regarding options for investigating future groundwater well or aquifer sources.

Recommendation No. 62 *Langdale Wastewater Treatment Plant Remediation Project*

The Corporate and Administrative Services Committee recommended that the report titled Langdale Wastewater Treatment Plant Remediation Project – Additional Information for Consideration be received for information.

Recommendation No. 63 *Wastewater Treatment Plants [381-395] - 2022 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 1 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2022 Round 2 Budget:

- Budget Proposal 1 – Langdale Wastewater Treatment Plant – Remediation Project, \$261,000 funded from \$126,000 Community Works Fund Gas Tax, \$100,000 Short Term Financing, \$35,000 Operating Reserves;

AND FURTHER THAT a loan of up to \$100,000 for a term of 5 years be requested through the Municipal Finance Authority section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the Langdale Wastewater Treatment Plant Remediation..

ADJOURNMENT 3:48 p.m. on Tuesday, December 14, 2021

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

December 16, 2021

RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	L. Lee L. Pratt T. Howard (Alt.) D. McMahon M. Hiltz M. McLean (Alt.) D. Croal (Alt.)
ALSO PRESENT:	Chief Administrative Officer General Manager, Planning and Development General Manager, Community Services Manager, Planning and Development Senior Planner Planner/Senior Planner Planner Recording Secretary/Administrative Assistant Public Media		D. McKinley I. Hall S. Gagnon J. Jackson Y. Siao (part) J. Clark (part) N. Copes (part) A. O'Brien 5 (part) 0

CALL TO ORDER 9:34 a.m.

Director Pratt was designated as Vice Chair for the meeting.

AGENDA The agenda was adopted as presented

REPORTS

Recommendation No. 1 *Introduction of Draft New Zoning Bylaw No. 722*

The Planning and Community Development Committee recommended that the report titled Introduction of Draft New Zoning Bylaw No. 722 be received for information;

AND THAT the formal review and adoption process of Zoning Bylaw No. 722 proceed in the First Quarter of 2022.

Recommendation No. 2 *Amendments to Planning and Development Procedures and Fees Bylaw No. 522*

The Planning and Community Development Committee recommended that the report titled Amendments to Planning & Development Procedures and Fees Bylaw No. 522 to Define and Prioritize Affordable Housing Development Applications be received for information;

AND THAT the proposed amendments be incorporated into *Planning and Development Procedures and Fees Bylaw No. 522* and be brought forward for consideration, as follows:

- a) Adding a provision establishing eligibility for priority service based on alignment with official community plan densification strategies for affordable housing and on Housing Needs Assessment areas of local need and housing unit projections; and
- b) Adding a provision enabling expedited / priority order of service.

Recommendation No. 3 *Development Variance Permit DVP00075*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00075 (3-15200 Hallowell Road) be received for information;

AND THAT Development Variance Permit DVP00075 to vary Zoning Bylaw No. 337 Section 515 (1)(c) to reduce the required setback to Sakinaw Lake from 20 m to 15m to permit the construction of a single-family dwelling at 3-15200 Hallowell Road be issued.

Recommendation No. 4 *Development Variance Permit DVP00077*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00077 (1281 Marine Drive) be received for information;

AND THAT Development Variance Permit DVP00077 to vary Zoning Bylaw No. 310 Section 601.4 (2) to reduce the rear parcel line contiguous to a highway from 4.5 m to 3 m for the purpose of constructing a single-family home with attached garage located at 1281 Marine Drive be issued.

Recommendation No. 5 *Development Variance Permit DVP00078*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00078 (5956 Dubois Road) be received for information;

AND THAT Development Variance Permit DVP00078 to vary Zoning Bylaw No. 337 Section 821.2 (1)(a) to reduce the setback for the front parcel line from 5 m to 3.58 m to facilitate the construction of a new storage building on existing foundation located at 5956 Dubois Road be issued.

The Chair invited the public to provide verbal submissions regarding Development Variance Permit DVP00079 (3656 Beach Avenue).

Vagish Gupta lives on Beach Avenue adjacent to the subject property and provided comment that the proposed building would be situated directly in front of his home. He is concerned about impacts to view and blocking sunlight for his gardens. He is concerned that the building will be used for a short-term rentals. Mr. Gupta also addressed a question in reference to the Good

Neighbour Guidelines. From his point of view there was no discussion amongst neighbours regarding the application and feels that concerns have not been addressed.

Sven Hartman resides on Beach Avenue and noted concern that the proposed use of long-term rental accommodation will not be enforced. He stated that his concerns were submitted in a written letter to the SCRD Planning Division and wished to reiterate the comments in the letter. He noted that there were verbal discussions with the property owner and he expressed his concern with the use of the proposed building for short-term rentals.

Wendi Rottluff resides on Beach Avenue and stated that she provided a written submission to the SCRD Planning Division regarding the application. She is concerned about access due to four properties sharing the driveway easement.

Recommendation No. 6 *Development Variance Permit DVP00079*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00079 (3656 Beach Avenue) be received for information;

AND THAT Development Variance Permit DVP00079 to vary Zoning Bylaw No. 310 Section 601.5 to reduce the minimum width of a building containing a dwelling in the R1 Zone from 6 m to 3.165 m to facilitate the placement of an auxiliary dwelling unit located at 3656 Beach Avenue be issued.

Recommendation No. 7 *Agricultural Land Commission Application 63237*

The Planning and Community Development Committee recommended that the report titled Agricultural Land Commission Application 63237 (SCRD ALR00017) be received for information;

AND THAT the SCRD deny the application.

The Committee recessed at 10:48 a.m. and reconvened at 10:56 a.m.

Recommendation No. 8 *Frontage Waiver Application FRW00014*

The Planning and Community Development Committee recommended that the report titled Frontage Waiver Application FRW00014 (Redroofs Road) be received for information;

AND THAT the required road frontage of a minimum 10% of the lot perimeter for proposed Lots 2, 3, 4 & 5 be waived in order to facilitate a proposed 7-lot subdivision of Lot B District Lot 2733 Group 1 New Westminster District Plan BCP30935.

Recommendation No. 9 *Frontage Waiver Application FRW00003*

The Planning and Community Development Committee recommended that the report titled Frontage Waiver FRW00003 (6101 Garden Bay Road) – Electoral Area A be received for information;

AND THAT the requirement for road frontage of a minimum 10% of the lot perimeter for the proposed Lot 2 in the subdivision of District Lot 3970 Group 1 New Westminster District Except Portions in Reference Plans 2812, 2813, 3719, and Plan 20137 be waived.

Recommendation No. 10 *Halfmoon Bay Fire Truck Delivery Contract No. 2011602*

The Planning and Community Development Committee recommended that the report titled Halfmoon Bay Fire Truck Delivery Contract No. 2011602 Change Order be received for information;

AND THAT the contract with Hub Fire Engines be increased by up to \$15,000 from \$429,725 to a maximum of \$444,725;

AND THAT the contract value increase of up to \$15,000 be funded from the Halfmoon Bay Fire Department Capital Reserve Fund;

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

Recommendation No. 11 *SCRD Ports Maintenance and Minor Repairs Contract 18 354 Extension – Summerhill Fine Homes*

The Planning and Community Development Committee recommended that the report titled SCR D Ports Maintenance and Minor Repairs Contract 18 354 Extension – Summerhill Fine Homes be received for information;

AND THAT the contract with Summerhill Fine Homes Inc. for Ports Maintenance and Minor Repairs be renewed for a two-year term and be increased by \$259,466 up to an amount not to exceed \$872,966 (excluding taxes);

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

AND THAT the [345] Ports Service budget be increased by \$6,970 in 2022 with an additional \$3,076 in 2023 to align with new contract values, and funded through taxation;

AND THAT the 2022 - 2026 Draft Financial Plan be amended accordingly;

AND FURTHER THAT staff present a Round 2 budget proposal for an increase to the annual repair and maintenance budget in the [345] Ports Service of \$40,000.

Recommendation No. 12 *Egmont/Pender Harbour APC Meeting Minutes of November 24, 2021*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of November 24, 2021 be received for information.

Recommendation No. 13 *Halfmoon Bay APC Meeting Minutes of November 30, 2021*

The Planning and Community Development Committee recommended that the Halfmoon Bay Advisory Planning Commission meeting minutes of November 30, 2021 be received for information.

COMMUNICATIONS

Recommendation No. 14 *Town of Gibsons Letter regarding Gibsons and District Aquatic Facility – Addition of Detached Multi-Purpose Room*

The Planning and Community Development Committee recommended that the correspondence from Bill Beamish, Mayor, Town of Gibsons, dated November 12, 2021 regarding Gibsons and District Aquatic Facility – Addition of Detached Multi-Purpose Room be received for information.

ADJOURNMENT 11:38 a.m.

Committee Chair

December 20, 2021

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8

RE: Invitation to join the South Coast Tourism Advisory Committee

Dear Board of Directors,

I am pleased to invite a representative from the Sunshine Coast Regional District to serve as a South Coast Tourism Advisory Committee member. This is a new standing committee of the Board of Sunshine Coast Tourism, operating within the bylaws of Sunshine Coast Tourism. The term begins in January 2022, and the commitment is for a minimum of one year.

The committee's purpose is to serve as a conduit for increased communications between Sunshine Coast Tourism (SCT) and its Stakeholders across the region, which will be achieved by:

- SCT sharing organizational updates related but not limited to:
 - Marketing Programs and Campaigns
 - Strategic Planning
 - Visitor Services
 - Destination Development
- Committee members sharing information and perspectives about their communities on matters related to tourism, the continued development of the tourism industry, identifying successes and challenges, and offering input to SCT as it relates to the above topics and the organization's mandate

According to the [Terms of Reference](#), this committee will include both tourism Stakeholders in specific geographic areas and one appointed representative from each local government. The SCRD's appointee for this position **may be a staff member or elected councillor**.

The committee will meet three times per year via online video conferencing. Please confirm your designated appointee to serve on the committee to accept this invitation. We very much appreciate your readiness to participate in our Tourism Advisory Committee and look forward to our continued collaboration.

Sincerely,



Annie Wise
Executive Director
Sunshine Coast Tourism
604-330-3203
annie@sunshinecoastcanada.com