

CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, May 27, 2021 Held Electronically in Accordance with Ministerial Order M192 and Transmitted via the SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2.	Draft Directors' Remuneration Bylaw <i>Corporate Officer</i> (Voting – All Directors)	Annex A Pages 1-10
3.	2021-2022 BC Transit Annual Operating Agreement (AOA) <i>Manager, Transit and Fleet</i> (Voting – B, D, E, F, Sechelt, Gibsons, SIGD)	Annex B pp. 11-36
4.	Egmont and District Fire Protection Tax Requisition Limit General Manager, Corporate Services / Chief Financial Officer (Voting – All Directors)	Annex C pp. 37-39
5.	Fire Truck Donation to Egmont and District Fire Department Manager, Protective Services (Voting – All Directors)	Annex D pp. 40-41
6.	West Coast Electric Fleet Pledge <i>Manager, Sustainable Development</i> (Voting – All Directors)	Annex E pp. 42-44
7.	Telus Telecommunication Tower at Secret Cove – Request for Local Government Concurrence (BC106299-2) <i>Senior Planner</i> (Voting – A, B, D, E, F)	Annex F pp. 45-73
8.	Telus Telecommunication Tower at Curran Road - Request for Local Government Concurrence (BC109144-2) <i>Senior Planner</i> (Voting – A, B, D, E, F)	Annex G pp. 74-100

9.	Telus Telecommunications Tower Referral near Ruby Lake - Request for Local Government Concurrence (BC106303) <i>Senior Planner</i> (Voting – A, B, D, E, F)	Annex H pp. 101-142
10.	Telus Telecommunications Tower Referral near Egmont Mine - Request for Local Government Concurrence (BC109091) <i>Senior Planner</i> (Voting – A, B, D, E, F)	Annex I pp. 143-169
11.	Request for Proposal (RFP) 2161303 Recreation Facility Pool Filter Replacement Award Report (Sechelt Aquatic Facility) <i>Manager, Facility Services and Parks</i> (Voting – B, D, E, F, Gibsons, Sechelt and SIGD)	Annex J pp. 170-172
СОММ	UNICATIONS	
12.	Sue Ellen Fast, Chair, Gambier Island Local Trust Committee, Islands Trust Regarding Reconsideration of Electoral Areas' Grant-in-Aid Policy pertaining to Fire Suppression and Life or Emergency Safety Equipment (Voting – A, B, D, E, F)	Annex K pp. 173-174
13.	<u>Tara Faganello, Assistant Deputy Minister, Ministry of Municipal</u> <u>Affairs</u> Regarding Ministers' Responses to Key Community Connectivity Issues and Opportunities (Voting – All Directors)	Annex L pp. 175-179

NEW BUSINESS

IN CAMERA

ADJOURNMENT

ANNEX A

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: DRAFT DIRECTORS' REMUNERATION BYLAW

RECOMMENDATION(S)

THAT the report titled Draft Directors' Remuneration Bylaw be received for information;

AND THAT draft *Sunshine Coast Regional District Directors' Remuneration Bylaw No.* 732, 2021 be approved as presented or amended;

AND THAT the Schedule of Allowable Expenses for Board Policy 5-1800-1 Directors Reimbursement of Travel and Other Expenses be updated to remove expense eligibility for Alternate Director attendance at conferences and add expense eligibility for Municipal Director attendance at conferences.

BACKGROUND

The Directors Remuneration Review Task Force presented their results at the January 12, 2021 Regular Board meeting. The following recommendations were adopted by the Board:

Directors' Remuneration	It was moved and seconded
004/21	THAT the report titled Directors' Remuneration Review Task Force Results be received;
	AND THAT the Board continue with updating the base remuneration for Directors in accordance with the annual change in the BC Consumer Price Index;
	AND THAT compensation be limited for external conference and workshop expenses to one per year, in addition to UBCM and AVICC, with the proviso that Directors may make a special request to the Board to attend more, and that the practice of paying for Alternate Directors to attend conferences be eliminated;
	AND THAT via the Terms of Reference of the Directors' Remuneration Review Task Force, an independent review of Director remuneration, allowances and benefits be conducted every four years beginning in 2025;
	AND FURTHER THAT staff bring forward an amended Sunshine Coast Regional District Directors' Remuneration Bylaw in Q2 to implement the proposed changes to the remuneration structure.

Directors' Remuneration

It was moved and seconded

004/21 THAT the Board adopt base rates for electoral area and municipal area directors that encompass overall compensation for all mandatory activities associated with the defined roles and a reasonable degree of optional/additional activities that support the role according to the proposed remuneration structure as follows:

	Annual Stipend	Per Day
Electoral Area Director	\$33,363	_
Municipal Director	\$23,354	_
Chair supplement	\$23,354	_
Vice-chair supplement	\$3,003	_
Alternate Director	\$1,600	\$255

DISCUSSION

The purpose of this report is to bring forward a new remuneration bylaw to reflect the recommendations presented earlier this year by the Directors' Remuneration Review Task Force, and as adopted by the Board. In order to implement the proposed changes, an amendment to the Board policy *5-1800-1 Directors Reimbursement of Travel and Other Expenses* will also be required to eliminate the current practice of paying for Alternate Directors to attend conferences. A draft bylaw and amended Board policy has been attached for the Committee's consideration.

Financial Implications

The full year implications to the pay structure are estimated to be as follows:

	Annual Stipend	# of Directors	Yearly Expense
Electoral Area Director	\$33,363	5	\$166,815
Municipal Director	\$23,354	4	\$93,416
Chair supplement	\$23,354	1	\$23,354
Vice-chair supplement	\$3,003	1	\$3,003
Alternate Director	\$1,600	9	\$14,400
Total estimated Remuneration			\$300,988

The 2021 has a Budget \$356,960 and as at mid-May, \$111,300 had been expended. As the new pay structure is within the current Budget, an amendment is not required at this time. Staff

will monitor any variability and may bring a proposal to amend the Financial Plan as part of the 2022 Budget.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

A new Director remuneration bylaw and amended schedule of allowable expenses has been brought forward for the Committee's consideration.

Attachments:

Attachment A: Draft Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021

Attachment B: Schedule of Allowable Expenses for Board Policy 5-1800-1 Directors Reimbursement of Travel and Other Expenses

Reviewed b			
Manager		CFO	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 732

A Bylaw to provide for the remuneration and expenses of Directors and Alternate Directors

WHEREAS it is desirable and prudent to provide for the payment of remuneration and eligible expenses of the Directors and the Alternate Directors of the Sunshine Coast Regional District for work related to attending and preparing for meetings of the Regional District; representing the Regional District at other meetings and conferences; and engaging in Regional District business generally;

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

1. Citation

This Bylaw may be cited as *Sunshine Coast Regional District Directors' Remuneration Bylaw No.* 732, 2021.

2. Definitions

In this Bylaw:

"Acting in the capacity of Board Chair" means those times when the Board Chair is unavailable for a period of one week or longer, or as resolved by the Board, or prior to the one-week period when the Vice Chair is required to attend to business in the place of the Chair, including but not limited to, document execution.

"Alternate Director" means the person officially appointed by:

- i) an Electoral Area Director when that person is acting in the place of the Electoral Area Director;
- ii) each of the District of Sechelt, the Town of Gibsons, and the Sechelt Indian Government District when that person is acting in the place of the Municipal Director.

"Board" means the Sunshine Coast Regional District Board in its entirety and does not include standing committees or select committees of the Board.

"**Committee**" means a Sunshine Coast Regional District standing committee, the Sunshine Coast Regional District Transportation Advisory Committee or the Sunshine Coast Policing and Public Safety Committee.

"Director" means an Electoral Area Director or a Municipal Director.

"**Electoral Area Director**" means the person elected for each of Electoral Area A, Electoral Area B, Electoral Area D, Electoral Area E and Electoral Area F to sit on the Board.

"Meeting" means a meeting of the Board, a Standing Committee, a Select Committee, or other meetings as authorized by the Expense Reimbursement Policy.

4

"Municipal Director" means the person or persons appointed by each of the District of Sechelt, the Town of Gibsons, and the Sechelt Indian Government District to sit on the Board.

"Regional District" means the Sunshine Coast Regional District.

"Standing Committee" means the Planning and Community Development Committee, the Infrastructure Services Committee or the Corporate and Administrative Services Committee.

3. Remuneration

- (1) The remuneration for the Directors of the Sunshine Coast Regional District Board will be as per Schedule A attached to and forming part of this Bylaw.
- (2) The remuneration as set out in Schedule A of this Bylaw will be paid bi-weekly.
- (3) A Director will be entitled to a conference stipend as set out in Schedule A of this Bylaw for attending the annual conference of the Union of British Columbia Municipalities (UBCM), the Association of Vancouver Island and Coastal Communities (AVICC), the UBCM Annual Electoral Area Directors Forum, and the Local Government Leadership Academy Conference.
- (4) Once per calendar year, a Director may, prior to attending a conference not listed in section 3(3) of this Bylaw, request approval by Board resolution to attend such conference and receive the conference stipend as set out in Schedule A of this Bylaw.
- (5) When the Vice Chair is acting in the capacity of Board Chair, the Vice Chair will be remunerated as the Chair for the period of time they are acting in the capacity of the Chair.
- (6) On January 1st each year, remuneration set out in Schedule A of this Bylaw will be adjusted by the percentage change in the Consumer Price Index for Vancouver over the preceding twelve (12) month period ending October 31st.
- (7) Electoral Area Directors are entitled to Provincial Medical, Extended Health and Dental benefits as are provided to employees of the Regional District and the Regional District will pay one hundred (100)% of the cost of monthly premiums.
- (8) All Directors and Alternate Directors are entitled to Accidental Death and Dismemberment insurance for injuries sustained while travelling on the business of the Regional District as per the terms of the policy and the Regional District will pay one hundred (100%) of the cost of monthly premiums.

4. Expenses

- (1) A Director or Alternate Director will be reimbursed, as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are:
 - i) representing the Regional District,
 - ii) engaging in Regional District business,
 - iii) attending a meeting of the Board, or
 - iv) attending a meeting, seminar or course.
- (2) In addition to section 4(1), a Director will be reimbursed per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are attending a conference or convention.

- (3) All expenses and expenditures not specifically authorized by the Expense Reimbursement Policy must receive the authorization of the Board before they are incurred to be eligible for reimbursement.
- (4) All expenses and expenditures must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and provided to the Chief Financial Officer. Receipts need not be provided for non-commercial accommodation, private motor vehicle use and per diem claims for meals.
- (5) Within two weeks of delivery by a Director or Alternate Director to the Chief Financial Officer of a signed claim with supporting receipts in accordance with the Expense Reimbursement Policy, the Chief Financial Officer will pay to the Director or Alternate Director, the amount of the expenditures made or expenses incurred.

5. Severability

If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

6. Repeal

Sunshine Coast Regional District Directors' Remuneration Bylaw No. 636, 2011 and amendments thereto are hereby repealed.

7. Effective Date

Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021 comes into force and effect on June 13, 2021.

READ A FIRST TIME	this	day of
READ A SECOND TIME	this	day of
READ A THIRD TIME	this	day of
ADOPTED	this	day of

CORPORATE OFFICER

CHAIR

Schedule A Effective June 13, 2021					
	Annual Stipend \$ for any day attending Meetings		Conference Stipend per day attended		
Electoral Area Director	\$33,363	n/a	\$158.54		
Municipal Director	\$23,354	n/a	\$158.54		
Chair supplement	\$23,354	n/a	n/a		
Vice-chair supplement	\$3,003	n/a	n/a		
Alternate Director	\$1,600	\$255	n/a		

Attachment B

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Expense Accounts	1800
Title:	Directors – Reimbursement of Travel & Other Expenses	1

POLICY

The Regional District will reimburse directors and alternate directors of the Regional District for reasonable food, accommodation and travel expenses in accordance with the attached *Schedule of Allowable Expenses*.

Regional District business includes attendance at conferences, conventions, meetings and seminars.

Those claiming expenses in accordance with this policy should be aware of the following general guidelines:

- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, e.g. flying may be preferable to driving more than 3 hours, one way.
- The "per diem" rate may not be claimed when meals are provided as part of a function and paid for as part of a registration for that function. When some but not all meals are included, expenses may be claimed for the additional meal when travelling. The amount payable for the additional meal will be the actual cost of the meal or the amount outlined in Section 11 of the attached *Schedule of Allowable Expenses*. If the actual expense is greater than the standard amount, receipt must be attached to the claim together with an explanation for the expense item.
- The "per diem" rate may be claimed for travel days when these involve being away from the office for more than half a day, subject to the above limitation.

REASON FOR POLICY

To clarify how various provisions with respect to reimbursement of travel and other expenses will be administered by the Regional District.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope of Policy

This procedure applies to all directors and alternate directors of the SCRD who incur expenses while engaged in Regional District business unless otherwise stated.

2. Responsibility

Chief Administrative Officer

• To review and approve expense claims in a manner consistent with this policy, procedure and attached *Schedule of Allowable Expenses*.

Directors and Alternate Directors

• To submit expense claim in a manner consistent with the following procedure.

3. Materials Required

- Expense Report Form
 - 1. Details of all claimable expenses are contained in the attached Schedule.
 - 2. The Expense Report Form is the only form used for claiming travel and related expenses. Expenses for more than one trip can be claimed on one form, but the claim must be approved and submitted to Accounts Payable within 60 days of the earliest expense incurred.
 - 3. Complete the form under each heading and review for accuracy. Attach receipts, unless the "per diem" rate is being claimed (which does not require receipts). The "per diem" rate may not be claimed when meals are provided as part of the function and paid for as part of the registration.
 - 4. On completion, the form must be approved by the CAO and forwarded to Accounts Payable for processing.

SUNSHINE COAST REGIONAL DISTRICT SCHEDULE OF ALLOWABLE EXPENSES

1.	Commercial accommodation	Actual cost	
2.	Non-commercial accommodation	\$35.00 per ni	ght
3.	FCM Annual conference and accommodation (Chair, Electoral Area <u>or Municipal Directors or Alte</u>	Actual cost ernates only)	
4.	UBCM Annual conference and accommodation (Chair, Electoral Area <u>or Municipal Directors or Alte</u>	Actual cost ernates only)	
5.	AVICC conference and accommodation (Chair, Electoral Area <u>or Municipal</u> Directors and A	Actual cost Iternates only)	
6.	Course or conference registration fees	Actual cost	
7.	Required course material	Actual cost	
8.	Private Motor Vehicle Use	Amount equa	l to Provincial reimbursement
9.	Ferry transportation	Actual cost	
10.	Air transportation	Actual cost of	regular economy fare
11.	Telephone or facsimile charges	Actual cost	
12.	Meal charges including gratuities (no receipts required)	Breakfast Lunch Dinner	\$14.00 \$18.00 \$28.00
13.	Provincial and Federal taxes applicable to allowable expenses	Actual cost	
14.	"Per Diem" rate (no receipts required, overnight travel only)	\$60.00 per da charges) excl	ay (in lieu of meal usive of accommodation
15.	Parking	Actual cost	
16.	Taxis	Actual cost	

Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

ANNEX B

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: James Walton, Manager, Transit and Fleet

SUBJECT: 2021-2022 BC TRANSIT ANNUAL OPERATING AGREEMENT (AOA)

RECOMMENDATION(S)

THAT the report titled 2021-2022 BC Transit Annual Operating Agreement (AOA) be received;

AND THAT the delegated authorities be authorized to execute the 2021-2022 BC Transit AOA.

BACKGROUND

Every year, BC Transit and the Sunshine Coast Regional District (SCRD) enter into an Annual Operating Agreement (AOA) to establish transit service hours, costs and funding for the BC Transit fiscal year, from April 1 to March 31.

At its February 11, 2021 Infrastructure Services Committee meeting, the Committee received the report titled 2021-2022 BC Transit Annual Operating Agreement Draft Budget. At its February 25, 2021 Board meeting, the SCRD Board adopted the following recommendations:

052/21 <u>Recommendation No. 3</u> 2021-22 BC Transit Annual Operating Agreement Draft Budget

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

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

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

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

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

The purpose of this report is to present the final 2021-2022 AOA (Attachment A) in preparation for formal execution.

DISCUSSION

The SCRD budget process usually concludes prior to receipt of the final AOA budget from BC Transit in March or April. It is therefore not always possible to incorporate any changes into the annual SCRD Financial Plan. This can result in funding surpluses or shortfalls. Historically, such changes have not had a material financial impact.

Operational Service Adjustments in 2020-2021

The COVID-19 Pandemic is having a significant impact on the transit service on the Sunshine Coast. The overall ridership decreased by over 36% from March of 2020 to present.

In response to this reduced ridership, the regular transit schedule was reduced by approximately 50% from April 2020 to June 2020, by approximately 30% from July 2020 to August 2020 and by approximately 20% since September 8, 2020 to present. The regular full schedule is currently planned to return on June 25, 2021.

These operational service adjustments are included in the 2021-2022 final AOA.

Safe Restart Contingency Allocation

On March 30, 2021 BC Transit announced a safe restart contingency allocation which provided a \$6 million contingency fund in the event certain communities experienced negative financial impacts than was originally forecasted due to the COVID-19 pandemic. Of the safe restart contingency fund, \$16,151 has been allocated to the Sunshine Coast Custom Regional Transit system. These contingency funds have been placed in the Custom Local Transit Reserve Fund and are not included in the 2021-22 AOA.

Financial Implications

Revenue and Cost Summary

The tables below summarize the changes between the draft AOA as presented in February 2021 and the final 2021-2022 AOA for the Custom and Conventional Services.

Custom Service	2021-2022 Draft AOA Budget	2021-2022 Final AOA Budget	Net Change	% Change
Total Revenue	6,285	4,959	(1,326)	-21.1%
Total Operating Costs	368,900	399,889	30,999	8.40%
Total Costs	402,240	432,487	30,247	7.52%
SCRD Net Share of Costs	139,991	132,847	(7,144)	-5.1%

Conventional Service	2021-2022 Draft AOA Budget	2021-2022 Final AOA Budget	Net Change	% Change
Total Revenue	514,170	537,008	22,838	4.44%
Total Operating Costs	3,482,268	3,455,467	(26,801)	-0.77%
Total Costs	3,932,796	3,854,519	(78,277)	-1.99%
SCRD Net Share of Costs	1,758,489	1,647,444	(111,045)	-6.31%

The figures above are based on the BC Transit fiscal year and are not reflective of actual SCRD budget values which incorporate pro-rated portions of both AOAs as well as non-shareable costs.

In addition, the SCRD Net Share of Costs included in the 2021-2022 Conventional AOA is based on an estimated allocation of \$42,100 from the BC Transit shared operating reserve. The actual balance in the reserve as of March 31 was NIL meaning this funding source is not actually available for use. The impact of this is that the SCRD net share of costs in the final AOA are understated by \$22,433.

Further information on each line item is detailed below.

<u>Revenues</u>

AOA revenues include fares and advertising and are applied against the local share of operating costs. 2021-2022 final AOA values show a slight increase for Conventional Service and a decrease for Custom Service as compared to the 2021-2022 draft. This difference is based on updated projections from BC Transit which are based on actual 2020 ridership data.

Operating Costs

The total operating costs included in the 2021-2022 final AOA has increased by approximately \$4,200 or 7.63% when combining the increase to the custom service and the decrease to the conventional service.

Total Costs

Total costs are reflective of operating costs plus the local share of lease fees for buses, equipment, land and buildings. The total costs for 2021-2022 is \$4,287,006 which decreased by \$48,030 as compared to the draft AOA budget.

SCRD Net Share of Costs

The SCRD net share of costs is the portion of shareable costs. It is calculated as the SCRD share of total shareable operating costs less fare and advertising revenue and any reserve fund adjustment, if applicable. The net share of costs in the 2021-2022 final AOA budget decreased by \$118,189 as compared to the draft AOA budget; however, based on the actual shared reserve balance available as at March 31 which is not reflected in the AOA, the actual decrease is only \$95,756.

The SCRD net share of costs is funded from taxation, Transit [310].

2021 Taxation Impact

Due to the difference in fiscal years between the SCRD budget and the BC Transit AOA budget, pro-rated values from both the 2020-2021 and 2021-2022 AOAs are used to calculate the budget values for the SCRD financial plan.

On a pro-rated basis and adjusting for the actual year end shared reserve balance available, the SCRD's net share of costs in the 2020-2021 and 2021-2022 final AOA budget decreased by \$70,926 as compared to the draft AOA budget. Under normal circumstances, this would likely result in a surplus at the end of 2021; however, due to the combination of all the measures taken in response to the COVID-19 Pandemic it is currently not possible for staff to predict if there indeed could be a surplus for this function at year-end.

Interim results will be reported through regular quarterly variance reporting in July and October.

Timeline for next steps

Staff recommend the 2021-2022 final AOA be approved and executed. The AOA must be signed and returned to BC Transit no later than June 30, 2021.

Staff will also provide a semi-annual variance report at a July Committee meeting.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The revised (final) AOA figures would indicate potential for a small surplus based on the taxation approved in the 2021 SCRD Transit Budget [310].

Staff recommend that the BC Transit 2021-2022 AOA be approved.

Attachments:

Attachment A – Annual Operating Agreement April 1, 2021 to March 31, 2022

Reviewed by:			
Manager		CFO	X-T. Perreault
GM	X- R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	X – B. Wing

Attachment A

Sunshine Coast

ANNUAL OPERATION AGREEMENT

(Conventional/Custom)

Between

Sunshine Coast Regional District

And

British Columbia Transit

Effective

April 1, 2021

Information contained in Schedule 'C' Budget and Schedule 'D' Payment Schedule is subject to the *Freedom of Information & Protection of Privacy Act*.

Consult with BC Transit prior to releasing information in these schedules to individuals or companies other than those who are party to this agreement.

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ANNUAL OPERATING AGREEMENT

BETWEEN: Sunshine Coast Regional District

(the "Municipality" and the "Operating Company")

AND: BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act

WHEREAS the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Sunshine Coast Regional Transit Service Area.

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
 - a) **"Annual Operating Agreement**" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - b) **"Master Agreement**" shall mean the Master Joint Operating Agreement, including any amendments made thereto;
 - c) "Incurred" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF MASTER AGREEMENT

- 2.1 <u>Incorporation of Master Agreement into Annual Operating Agreement:</u> Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.
- 2.2 <u>Amendments to Master Agreement:</u> The parties agree to amend the Master Agreement as follows:
 - (a) To remove Section 13 in its entirety and replace it with the following:

"SECTION 13 - INSURANCE

13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

- 1. Vehicle Insurance:
 - a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i. Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
 - b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i. Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
- 2. Physical Assets Leased from the Authority :(where applicable)
 - a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
 - b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation

against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.

- c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
 - i. Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
 - ii. Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
- d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.
- 3. Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority:
 - a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.
- 4. Comprehensive General Liability Insurance:
 - a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.
 - b) The Authority's CGL does not extend to cover non transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a waiver of subrogation in favour of BC Transit.
- 5. Additional Covenants:
 - a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose,

contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

- b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."
- (b) To remove Section 10.1 in its entirety and replace it with the following:

"10.1 As outlined in Operations Notices 19_02 and 19_03 and Fleet Management RTS Connect requirements as established or amended by the Authority."

(c) To remove Section 3.2 in its entirety and replace it with the following:

"3.2 Maintenance Payment: The Authority agrees to pay the Municipality upon approval of submitted work orders, and in accordance with the Budget contained in Schedule "C" of the Annual Operating Agreement, for all parts and labour for maintenance of the transit vehicles, and all insurance deductible payments upon presentation of suitable documentation. The amount paid for parts shall not exceed the amount paid by the Municipality and shall be net of GST."

SECTION 3: TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this agreement shall be from April 1, 2021 to March 31, 2022 except as otherwise provided herein. It is acknowledged by the parties that in the event renewal of the Annual Operating Agreement has not been executed before the end of this term, this agreement shall remain in full effect for an additional 180 days or until either:
 - a) renewal of the Annual Operating Agreement is executed; or,
 - b) termination as per Section 15.1 of the Master Operating Agreement.

It is further acknowledged by the parties that in the event of termination or non-renewal of the Annual Operation Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

SECTION 4: SCHEDULES

- 4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.
 - a) Schedule "A" Transit Service Area
 - b) Schedule "B" Service Specifications
 - c) Schedule "C" Budget
 - d) Schedule "D" Payment Schedule
 - e) Schedule "E" Tariff-Fares

f) Schedule "F" – Privacy Protection Schedule

SECTION 5: MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.
- 5.5 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 6: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- 6.1 This Agreement and the parties thereto are subject to the provisions of Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165 ("FOIPPA"). Any information developed in the performance of the Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.
- 6.2 The Operating Company agrees it shall be solely responsible to ensure it complies with all of the requirements of FOIPPA and it shall exercise extra due care and diligence in the protection and the security of any and all personal information of customers or passengers. Notwithstanding the foregoing, the Operating Company agrees that, if requested by the Authority, it will follow the direction of the Authority, taking all direction and meeting all deadlines for provision of information and responses as required by the Authority in compliance with FOIPPA.
- 6.3 The Operating Company agrees that its duty to comply with FOIPPA, and the provisions of Section 6 of this Agreement shall survive termination of the Agreement, including its cancellation for any reason under any other section of the Agreement.
- 6.4 The parties further agree to the application and terms more particularly set out in Schedule F Privacy Protection Schedule which shall be in addition to the foregoing. In the event of a conflict between this Agreement and the Schedule this Agreement shall govern.

SECTION 7: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit related contributions are received and/or third party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly Municipal invoices based on Incurred Eligible Operating Expenses to provide Transit Service. Eligible Operating Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For Conventional Transit Service:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - i. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
 - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- b) For Custom Transit Service:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - i. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
 - an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- c) Eligible Operating Expenses exclude the costs of providing third-party 100 percentfunded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease Fees are comprised of the following:

- a. The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- a. Debt financing and risk related charges or costs payable on assets;
- b. Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- c. Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where Lease Fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future Lease Fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve:** Contributions by the Municipality prior to March 31, 2021, towards Eligible Operating Expenses that have been matched with a Provincial share Contribution but have not been used to fund incurred Eligible Operating Expenses.
 - i. Any expenditure of monies from the Operating Reserve will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
 - i. The Operating Reserve excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
 - ii. The Authority will provide a quarterly statement of account of the Operating Reserve balance including contributions, amounts utilized and any interest earned for the Operating Reserve.
- b. **Local Transit Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 - 1. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - i. The Local Transit Fund may be used towards Lease Fees.

The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 8: SAFE RESTART CONTRIBUTION

Under the Safe Restart program, the federal and provincial governments provided a joint onetime contribution to transit systems in BC (the "Safe Restart Contribution") in 2020/21.

The Authority applied the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of 2020/21 Eligible Operating Expenses;
- b. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c. The Authority will apply the remaining Local Transit Fund balance to reduce 2021/22 and future Municipal invoices at the discretion of Local Government Partners as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to 2.3% through March 31, 2024.

SECTION 9: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

Sunshine Coast Regional District

1975 Field Road

Sechelt, B.C. VON 3A1

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2021.

Sunshine Coast Regional District

British Columbia Transit

Vice President, Business Development

Vice President, Finance and Chief Financial Officer

SCHEDULE A – TRANSIT SERVICE AREA BOUNDARIES

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Sunshine Coast Transit Service Area shall be the corporate boundaries of the Sunshine Coast Regional District excluding Electoral Area "A".

SCHEDULE B – SERVICE SPECIFICATIONS

Sunshine Coast Base Budget O	fficial AOA															2021/202
Sunshine Coast Bas	o Budgoi		04 2024	0000											E al	hedule 'B
Sunshine Coast Bas	se budgei		UA 2021/2	2022												re Apr 01, 202
Scheduled Revenue Ser	vice														LITOCH	6 Apr 01, 202
21/22 Apr to Jun (Apr 01, 202	1 to Jun 26, 2	021)														
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 02, 2021	Apr 05, 2021	May 24, 2021						
Hrs/Day	81.92	81.92	81.92	81.92	81.92	57.15	57.15	57.15	57.15	57.15						
Kms/Day	2,796.66	2,796.66	2,796.66	2,796.66	2,796.66	1,902.35	1,902.35	1,902.35	1,902.35	1,902.35						
21/22 Jun to Mar (Jun 27, 202										0 00 000	0.11.0001			D 00 0001		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2021	Aug 02, 2021			Nov 11, 2021	Dec 25, 2021		Jan 01, 2022	
Hrs/Day	98.65 3,367.81	98.65 3,367.81	98.65 3,367.81	98.65	100.78	58.75 1,955.61	58.75	58.75	58.75		58.75	58.75	58.75 1,955.61	58.75 1,955.61		
Kms/Day	3,367.81	3,367.81	3,367.81	3,367.81	3,417.90	1,955.61	1,955.61	1,955.61	1,955.61	1,955.61	1,955.61	1,955.61	1,955.61	1,955.61	1,955.61	1,955.0
Extra Revenue Service																
	Apr, 2021	May, 2021	Jun, 2021	Jul, 2021	Aug, 2021	Sep, 2021	Oct, 2021	Nov, 2021	Dec, 2021	Jan, 2022	Feb, 2022	Mar, 2022	1			
Extra Overload Hours	94.00	94.00	94.00	94.00	94.00	94.00	94.00	94.00	94.00	94.00	94.00	94.00				
Extra Overload Kilometres	3,261.33	3,261.33	3,261.33	3,261.33	3,261.33	3,261.33	3,261.33	3,261.33				3,261.33				
Adjusted Revenue Servi									1	1			-			
	Apr, 2021	May, 2021	Jun, 2021	Jul, 2021	Aug, 2021	Sep, 2021	Oct, 2021	Nov, 2021	Dec, 2021	Jan, 2022	Feb, 2022	Mar, 2022				
2021/2022 Calendar Spe	cification															
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Except	on Days		1			
Apr 01, 2021 to Apr 30, 2021	3	4	4	5	4	4	4	2	30	Apr 02, 2021	Good Friday 2	021 (Fri)				
May 01, 2021 to May 31, 2021	4	4	4	4	4	5	5	1	31	Apr 05, 2021	Easter Monday	/ 2021 (Mon)				
Jun 01, 2021 to Jun 26, 2021	3	4	4	4	4	4	3	0	26	May 24, 2021	Victoria Day 2	021 (Mon)				
Jun 27, 2021 to Jun 30, 2021	1	1	1	0	0	0	1	C	4	Jul 01, 2021	Canada Day 2	021 (Thu)				
Jul 01, 2021 to Jul 31, 2021	4	4	4	4	5	5	4	1	31	Aug 02, 2021	BC Day 2021 (Mon)				
Aug 01, 2021 to Aug 31, 2021	4	5	4	4	4	4	5	1	31	Sep 06, 2021	Labour Day 20	121 (Mon)				
Sep 01, 2021 to Sep 30, 2021	3	4	5	5	4	4	4	1	30	Oct 11, 2021	Thanksgiving [Day 2021 (Mon)				
Oct 01, 2021 to Oct 31, 2021	3	4	4	4	5	5	5	1	31	Nov 11, 2021	Remembrance	Day 2021 (Thu)				
Nov 01, 2021 to Nov 30, 2021	5	5	4	3	4	4	4	1	30	Dec 25, 2021	Christmas Day	2021 (Sat)				
Dec 01, 2021 to Dec 31, 2021	4	4	5	5	5	3	3	2	31	Dec 26, 2021	Boxing Day 20	21 (Sun)				
Jan 01, 2022 to Jan 31, 2022	5	4	4	4	4	4	5	1	31		New Year's D					
Feb 01, 2022 to Feb 28, 2022	3	4	4	4	4	4	4	1	28	Feb 21, 2022	Family Day 202	22 (Mon)				
Mar 01, 2022 to Mar 31, 2022	4	5	5	5	4	4	4	C	31							
Total	46	52	52	51	51	50	51	12	365	i 12	Exceptions					
Monthly Summary																
Monuny Summary					1.00				1							-
Month		Revenu	a Universit	Conventio	nal Transit	Devenue	Kilometers									
in contain	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total								
April, 2021	2,209.90			2,303.90	74,956.70	3,261.33	Adjusted	78.218.03		1					1	-
April, 2021 May, 2021	2,209.90			2,303.90	76.859.05	3,261.33		80.120.38								
June, 2021	2,207.03			2,301.03	78,512.03	3,261.33		81,773.36								
July, 2021	2,311.23			2,405.23	90,530.56	3,261.33		93,791.89	1							
August, 2021	2,009.00			2,763.60	90,330.30	3,261.33		93,791.88	1							
September, 2021	2,607.67			2,761.67	90,480.47 88.524.86	3,261.33		93,741.80	1							
October, 2021	2,608.92			2,702.92	89,118.36	3,261.33		92,379.69								
November, 2021	2,629.90			2,723.90	89,118.36	3,261.33		92,379.69	1							
December, 2021	2,008.92			2,702.92	93.354.96	3,261.33		91,786.19	1							
January, 2022	2,749.60			2,843.60	93,354.96	3,261.33		96,616.29	1							
February, 2022	2,007.67			2,761.67	90,480.47 81.789.24	3,261.33		93,741.80								
March, 2022	2,411.62	94.00		2,505.62	93,304.87	3,261.33		96,566.20								-
Total	30,549,75				1.036.436.43	39,135,96	0.00	1.075.572.39								-
		.,5.00	5.00		,,		5.00	,010,012,00	•							

SCHEDULE C – BUDGET

SUNSHINE COAST CONVENTIONAL							
	OFFICIAL AOA 2021/22						
TOTAL REVENUE	\$537,008						
TOTAL OPERATING COSTS	\$3,455,467						
TOTAL COSTS (including Local Government Share of Lease Fees)	\$3,854,519						
NET LOCAL GOVERNMENT SHARE OF COSTS	\$1,647,444						

SUNSHINE COAST CUSTOM PARA							
	OFFICIAL AOA 2021/22						
TOTAL REVENUE	\$4,959						
TOTAL OPERATING COSTS	\$399,889						
TOTAL COSTS (including Local Government Share of Lease Fees)	\$432,487						
NET LOCAL GOVERNMENT SHARE OF COSTS							

SCHEDULE D – PAYMENT SCHEDULE

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						any a monthly	payment, ex	cept for d) belo	ow, the amoun	it
C	of wh	ich	is determined	d on the follow	ing basis:					
1) F	Payn	ner	t Schedule							
	. F		Specified Com	ice in Schedu						
d	i) i					t for convention	ool transit oor	ioo: pluo		
						t for custom tra				
						entional transit		pius		
						om transit serv				
		/				as billed, with		upporting dog	umontotion	
_	V)	, ,	anable dista	nce costs ior	luer and thes	as billed, with	satisfactory s	supporting doc	umentation.	
h	.) E	ore	lalatad Eivad	Conto on on	tainad in Ann	endix 3 of this	aabadula an	omount oqual	to 1/265 of th	o Fixed
L						ach day or par		amount equal		
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	. F		Adad Carias	or Dolotod C	omioo within i	ha ragular hai	re of overtors	operation and	oified in	
C	· ·		dule "B":	e or Deleted S	ervice within	the regular hou	is of system	operation spe		
	_									
	i)					entional transit				
						om transit serv				
	- 11	י (ו	ariable dista	nce costs for	fuel and tires	as billed, with	satisfactory s	supporting doc	umentation.	
			A - i - t	the Arathanita			0			
C										work order as follows:
	- 1)	i) \$59.97 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.								
_) N		applicable.							
e	*) IN		applicable.							
f		Prior	to conductin	a a Spanial C	roup Trip the	Operating Cor	moony must c	noly for and r	nanium from PC	Tropoit
f)						covery rates to				Jindhish,
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	F	RE	EDOM OF	INFORMAT	ION AND F	ROTECTIO	N OF PRIV	ACY ACT.		
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	_	HI	S AGREEM	ENI.						

SCHEDULE E – TARIFFS AND FARES

Sunshine Coast Conventional

Effective July 1, 2020

PRODUCT	AUDIENCE	PRICE
CASH	ALL	\$2.00
TICKETS (10)	ALL	\$18.00
DAYPASS	ALL	\$4.00
MONTHLY PASS	ADULT	\$60.00
MONTHLY PASS	STUDENT/SENIOR	\$30.00
	CHILD 4 AND UNDER	FREE

- a) CNIB Identification Card available from the local office of the CNIB.
- b) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- c) BC Transit Employee Bus Pass

Custom Transit Service

Effective May 1, 2016

- a) Pass Holder \$2.00 (must be registered with valid handyPASS)
- b) Friend
- \$2.00 Free (must be registered)
- c) Attendantd) 10 tickets
- \$18.00

SCHEDULE F – PRIVACY PROTECTION SCHEUDLE

Definitions

- 1. In this Schedule,
 - (a) "access" means disclosure by the provision of access;
 - (b) "Act" means the Freedom of Information and Protection of Privacy Act;
 - (c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Operating Company as a result of the Agreement or any previous agreement between the Province and the Operating Company dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act; and,
 - (e) "privacy course" means the Province's online privacy and information sharing training course.

Purpose

- 2. The purpose of this Schedule is to:
 - (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Operating Company is aware of, and complies with, the Operating Company's statutory obligations under the Act with respect to personal information.

Collection of personal information

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Operating Company may only collect or create personal information that is necessary for the performance of the Operating Company's obligations, or the exercise of the Operating Company's rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Operating Company must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Operating Company must tell an individual from whom the Operating Company collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and

(c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Operating Company's collection of personal information.

Privacy Training

- 6. The Operating Company must ensure that each person who will provide services under the Agreement that involve the collection or creation of personal information will complete, at the Operating Company's expense, the privacy course prior to that person providing those services.
- 7. The requirement in section 6 will only apply to persons who have not previously completed the privacy course.

Accuracy of personal information

8. The Operating Company must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Operating Company or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

9. If the Operating Company receives a request for access to personal information from a person, other than the Province, the Operating Company must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Operating Company to provide such access. If the Province has advised the Operating Company of the name, or title, and contact information of an official of the Province to whom such requests are to be made, the Operating Company must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

- 10. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Operating Company must annotate or correct the information in accordance with the direction.
- 11. When issuing a written direction under section 10, the Province must advise the Operating Company of the date the correction request to which the direction relates was received by the Province in order that the Operating Company may comply with section 12.
- 12. Within 5 Business Days of correcting or annotating any personal information under section 10, the Operating Company must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Operating Company disclosed the information being corrected or annotated.
- 13. If the Operating Company receives a request for correction of personal information from a person other than the Province, the Operating Company must promptly advise the person to make the request to the Province and, if the Province has advised the Operating Company of the name or title and contact information of an official of the

Province to whom such requests are to be made, the Operating Company must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

14. The Operating Company must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

15. Unless the Province otherwise directs in writing, the Operating Company must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

16. Unless the Agreement otherwise specifies, the Operating Company must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

17. Unless the Province otherwise directs in writing, the Operating Company may only use personal information if that use is for the performance of the Operating Company's obligations, or the exercise of the Operating Company's rights, under the Agreement.

Disclosure of personal information

- 18. Unless the Province otherwise directs in writing, the Operating Company may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Operating Company's obligations, or the exercise of the Operating Company's rights, under the Agreement.
- 19. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Operating Company must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

- 20. In addition to any obligation the Operating Company may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Operating Company, the Operating Company:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Operating Company knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure the Operating Company must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand"
for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

21. In addition to any obligation the Operating Company may have to provide the notification contemplated by section 30.5 of the Act, if the Operating Company knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Operating Company, the Operating Company must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

22. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Operating Company, enter on the Operating Company's premises to inspect any personal information in the possession of the Operating Company or any of the Operating Company's information management policies or practices relevant to the Operating Company's management of personal information or the Operating Company's compliance with this Schedule and the Operating Company must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

23. The Operating Company must in relation to personal information comply with:

(a) the requirements of the Act applicable to the Operating Company as a service provider, including any applicable order of the commissioner under the Act; and

- (b) any direction given by the Province under this Schedule.
- 24. The Operating Company acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

25. If for any reason the Operating Company does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Operating Company must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

26. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Operating Company, terminate the Agreement by giving written notice of such termination to the Operating Company, upon any failure of the Operating Company to comply with this Schedule in a material respect.

Interpretation

- 27. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
- 28. Any reference to the "Operating Company" in this Schedule includes any subOperating Company or agent retained by the Operating Company to perform obligations under the Agreement and the Operating Company must ensure that any such subOperating Companys and agents comply with this Schedule.
- 29. The obligations of the Operating Company in this Schedule will survive the termination of the Agreement.
- 30. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
- 31. The Operating Company must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 32, the law of any jurisdiction outside Canada.
- 32. Nothing in this Schedule requires the Operating Company to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

23SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Regular Board Meeting- May 27, 2021

AUTHOR: Tina Perreault, General Manager Corporate Services/Chief Financial Services

SUBJECT: EGMONT AND DISTRICT FIRE PROTECTION - TAX REQUISITION LIMIT

RECOMMENDATION(S)

THAT the report titled Egmont and District Fire Protection - Tax Requisition Limit be received;

AND THAT the Egmont and District Fire Protection service area participants be engaged on the proposed amendment to Bylaw 1056 to increase the requisition limit by-law to fund future service needs;

AND FURTHER THAT based on the outcome of the public engagement and response from the Inspector of Municipalities, proposed amendments to Bylaw 1056 be presented by Q3 2021.

BACKGROUND

Bylaw 1056 was first adopted in 2005 to provide fire protection and public safety services within a portion of the Electoral Area of Egmont / Pender Harbour, known as the Egmont and District Fire Protection (function 218). The requisition limit at the time of the service establishment was set out as follows (excerpt below):

6. In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the Service is a property value tax rate of \$0.90/\$1000 of net taxable value of land and improvements in the Service Area.

The first time the SCRD requisitioned for the service was in 2006 in the amount of \$49,785 and the limit by-law was \$49,787 due to the property assessments at that time.

In 2020, the actual tax requisition for the service was \$125,833. At the start of 2021 budget, the limit by law was \$165,167 and as a result of the Budget Proposals for volunteer benefits (\$31,200) and paid Fire Chief position (pro-rated \$36,600), \$192,512 of taxation was required resulting in the limit by law being exceeded by \$27,378. Only the maximum was requisitioned leaving a shortfall of funding for the service for the current and future Financial Plans.

In order to legally requisition to fund the service, an amendment to the Bylaw is required to raise the requisition limit. Due to legislative requirements and anticipated future financial needs of the service, a public approval process is required. The purpose of this report is to provide information on next steps toward amending the tax requisition by-law for the Egmont and District Fire District service (EDFD).

DISCUSSION

Options and Analysis

According to the Provincial Ministry, assessments should typically increase slightly over a number of years to provide a natural increase to a requisition limit. When the service was established, the combined net taxable property assessment value was \$55,319,150 and in 2021 it was \$183,482,550. The natural progression of increased assessments has more than accommodated for the tax requisitions. This is also a very small service area with less than 450 properties being covered.

As a result of the <u>Fire Department Strategic Plan/Service Review</u> which concluded in 2019, there are several recommendations for future implementation for the service. The two Budget Proposals from 2021 were items from the Plan. There is also an internal review of the fire departments asset/capital plans being developed which will come forward to a future Committee in Q2 2021. The preliminary plan does anticipate there will be several large capital equipment replacements needed for the EDFD in the next 3-5 years which will require additional taxation to fund the service.

Per Ministry regulation, if an amendment to an establishing bylaw increases the requisition limit by less than or equal to 25 percent over five years, the bylaw does not require the approval of the Inspector of Municipalities. Based on the on current and needs over the next 5 years, an increase of over 25% will be required.

Financial Implications

Based on the estimated needs of the EDFD service, it is proposed that an increase of up to \$1.91 per \$1,000 from the current \$0.90 is recommended to meet the anticipated needs of the service. Below is an analysis of what this proposed new rate would generate:

% Increase over baseline	Increase in Requisition Limit over baseline	Dollar Value to be raised	Change from Current Rate	Rate Limit (per \$1,000)
Current		\$ 165,134.00		\$0.90
112%	\$132,337	\$250,000	\$84,866	\$1.36
155%	\$182,337	\$300,000	\$134,866	\$1.64
197%	\$232,337	\$350,000	\$184,866	\$1.91

Legislative Implications

As the proposed new rate exceeds the 25% base rate written consent of 2/3 of the service participants and approval from the Inspector of Municipalities is required before adopting a bylaw amendment to increase the requisition limit for the service. The province has indicated it is willing to consider approval if the SCRD can demonstrate adequate engagement has occurred with residents in the Egmont and District Fire Protection Service. The Inspector of Municipalities may grant approval to proceed with adoption of a service amendment based on

the written consent of the electoral area director in combination with demonstrated public engagement, or may require the SCRD to take further action by seeking approval of the electors in the service area before proceeding with an amendment to increase the requisition limit.

Communications Strategy

The SCRD will ensure a robust communications and engagement process takes place with residents in the Egmont and District Fire Protection area. This will include the development of materials to share with residents that outline the challenges associated with the service and the proposed amendment to the tax requisition bylaw. These materials will be shared with residents through existing channels such as local community groups and the Area A Director.

This will be followed by a virtual engagement session hosted by the Area A Director and SCRD staff. This session will ensure that residents have the opportunity to voice their thoughts on the proposed amendment, ask questions about the fire service and gain an understanding of the future of the fire service in the Egmont and District Fire Protection area.

Timeline for next steps or estimated completion date

Next Steps

- 1. Conduct engagement/collect and summarize resident feedback.
- 2. Prepare service amendment bylaw and bring forward to Board for three readings.
- 3. Prepare submission for the province including proposed bylaw at three readings, written consent of adoption of the bylaw by the area director, required financial analysis, and summary of public engagement and results of community feedback (estimated timeline for decision is 6 to 8 weeks).
- 4. Adopt proposed service amendment bylaw if Certificate of Approval granted, otherwise consider further action for elector approval if so advised by the Inspector of Municipalities.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

The requisition limit-by-law for the Egmont and District Fire Protection-Bylaw 1056 has been exceeded and requires an amendment.

Reviewed by:			
Manager	X – A. Buckley	Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	X – M. Treit

ANNEX D

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: FIRE TRUCK DONATION TO EGMONT AND DISTRICT FIRE DEPARTMENT

RECOMMENDATION(S)

THAT the report titled Fire Truck Donation to Egmont and District Fire Department be received;

AND THAT the Sunshine Coast Regional District accept the donation of the 2007 Dodge crew cab truck valued at up to \$11,500;

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

AND FURTHER THAT this recommendation be forwarded to the May 27, 2021 Regular Board Meeting.

BACKGROUND

The Egmont and District Volunteer Fire Department (EDVFD) recently purchased a Compressed Air Foam (CAF) system with funds provided by a Community Emergency Preparedness Fund grant. This pump system is designed to be mounted on a smaller truck chassis for easy access to areas which can prove to be difficult for the larger fire apparatus to access. The EDVFD currently does not have a suitable vehicle to mount the new equipment.

In an effort to reduce the cost of new truck purchase, the EDVFD has been offered a used 2007 one-ton Dodge crew cab truck with a flat deck which would allow for the installation of a small water tank and the CAF system. The vehicle needed an overhaul of the transmission and some other minor repairs which have been completed.

This original \$7,500 purchase and repairs of the vehicle was funded through donations from the Egmont Rotary Club which donated \$5,000 and the Egmont Firefighter Society which has pledged an additional \$5,000.

DISCUSSION

The truck is currently registered to the EDVFD Fire Chief as an individual was needed to take possession of the truck for legal registration at the time of purchase. The truck will now be donated to the Sunshine Coast Regional District to be used by the EDVFD.

It is not anticipated that there will be any additional costs associated with putting the truck into service; however, it will need to be inspected by the SCRD Fleet Services Department prior to

being insured. In the event that there are any additional repairs required, there remains an additional \$2,500 of donated money from the Egmont Firefighter Society to fund those repairs.

The fair-market value of the truck is estimated to be approximately \$11,500. If the SCRD accepts the donation, this would be the value recorded for the asset.

The EDVFD has recently decommissioned one of its fire vehicles, and so the acquisition of this vehicle will not represent an expansion of the fleet of vehicles, thus the ongoing maintenance and operating costs for the EDVFD should not see any increase.

Option 1: Accept the donation of the 2007 Dodge truck for the CAF system.

Option 2: Do not accept the donation of the 2007 Dodge truck, and bring forward option to purchase a different new or used truck chassis for the CAF system to a future Committee.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

The EDVFD recently purchased a CAF system. As the EDVFD currently does not have a suitable vehicle to mount the new equipment, the EDVFD has been offered a used 2007 one-ton Dodge crew cab truck with a flat deck which would allow for the installation of a small water tank and the CAF system. The truck is currently registered to the EDVFD Fire Chief as an individual was needed to take possession of the truck for legal registration at the time of purchase. The truck will now be donated to the SCRD to be used by the EDVFD.

Staff recommend Option 1 - acceptance of the donated truck to provide a cost-effective method of improving fire protection within the Egmont Fire Protection Area.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: Raphael Shay, Manager, Sustainable Development

SUBJECT: WEST COAST ELECTRIC FLEET PLEDGE

RECOMMENDATIONS

THAT the report titled West Coast Electric Fleet Pledge be received;

AND THAT the delegated authorities be authorized to sign the Pledge at the Express level;

AND FURTHER THAT the delegated authorities apply for CleanBC Go Electric Fleet Program financial rebates.

BACKGROUND

The Sunshine Coast Regional District (SCRD) has an increasing need for electric vehicle (EV) charging that will be met by the 2021 budget item EV Charging Program Phase 1 as well as the budget item to increase capacity of the Fleet Maintenance Division for maintaining electric vehicles.

In February 2021, the Province announced the CleanBC Go Electric Fleets Program with funding and resources to support the integration of zero emission vehicles (ZEVs) in fleets. The financial rebates offered by the program have been increased for a limited time. They include up to 75% of the cost of new level 2 chargers up to \$25,000 and 70% of the cost of electrical upgrades up to \$30,000.

"In order to qualify for financial rebates of the Go Electric Fleets Program, fleets must commit to the West Coast Electric Fleets (WCEF) Express level of the Pledge or higher, which commits fleets to at least 10 percent ZEVs for all new fleet procurement by 2025 and to annually revisit this pledge to consider a higher ZEV procurement goal.

The WCEF is an initiative that was launched in 2013 under the Pacific Coast Action Plan on Climate and Energy by the Pacific Coast Collaborative (PCC) jurisdictions: British Columbia, Washington, Oregon, and California.^{"1}

The purpose of this report is to seek direction on the West Coast Electric Fleet Pledge and the rebates it enables.

¹ <u>https://pluginbc.ca/wp/wp-content/uploads/2021/01/Go_Electric_Fleets_Program_Guide_03_2021.pdf</u>

DISCUSSION

Options and Analysis

The SCRD may sign the WCEF pledge to gain access to training for electric fleet managers, peer learning opportunities, and the CleanBC Go Electric Fleets Program.

It is possible for the Regional District to achieve the Pledge's aim for 10% of new vehicle purchases being electric by 2025. In 2021, 20 to 30% of the 10 vehicle purchases will be electric. Three firetrucks will likely be diesel. Four replacement pickup trucks of various sizes will likely be gasoline or diesel. Two vehicles will be electric and a final vehicle is as of yet undefined but could be electric. Opportunities for electrification of the fleet will increase as electric pickup trucks enter market later this year and further right sizing of the fleet is undertaken.

The pledge also allows fleets to be segmented if, for example, a vehicle class is not available as a ZEV such as fire trucks.

Electing not to sign the pledge would disqualify SCRD from support, and from the obligations of the pledge.

Organizational and Intergovernmental Implications

The Pledge commits the SCRD to revisit its target for ZEV purchases on a yearly basis. This review process would be best coordinated as a consideration in the of the Budget process.

Financial Implications

Climate Action Revenue Incentive Program (CARIP) funds are budgeted for the EV Charging Program Phase 1 in the amount of \$40,000 and an additional \$10,000 for the Fleet Maintenance Division capacity upgrades. Financial assistance from the Provincial program will reduce the need for these funds, making them available for other endeavors.

Signing onto the WCEF pledge does not entail a cost and it enables the SCRD to apply for financial assistance.

Timeline for next steps or estimated completion date

Signing onto the WCEF Pledge is simple and straightforward. The planning work involved with setting up the EV charging program at the SCRD is underway and could be completed by June, at which point, the SCRD could apply to the CleanBC Go Electric Fleet Program. Once accepted, the SCRD would have four months to complete the installations of the EV chargers.

STRATEGIC PLAN AND RELATED POLICIES

The West Coast Electric Fleet Pledge and resources it enables supports the Strategic Plan strategies and tactics of:

• Increase intergovernmental collaboration: Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments;

- Achieve carbon neutrality (corporate):
 - Undertake steps to achieve Climate Action Revenue Incentive Program (CARIP) Level 4 (carbon neutrality);
 - Develop corporate fleet management strategy.

CONCLUSION

The SCRD is building its ability to support and increasingly electrified fleet with approved 2021 Budget items. There is an opportunity to access training for electric fleet managers, peer learning opportunities, and the financial rebates from the CleanBC Go Electric Fleets Program if the SCRD opts to sign the West Coast Electric Fleet Pledge to make 10% of vehicle purchases zero emission vehicles by 2025. In 2021, the SCRD will be at 20 to 30% of new vehicle purchases being zero emission.

Staff recommend signing onto the WCEF Pledge and applying for rebates from the CleanBC Go Electric Fleet Program.

Reviewed by	/:		
Manager		CFO	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Parks	

ANNEX F

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: TELUS TELECOMMUNICATION TOWER AT SECRET COVE – REQUEST FOR LOCAL GOVERNMENT CONCURRENCE (BC106299-2)

RECOMMENDATIONS

THAT the report titled Telus Telecommunication Tower at Secret Cove – Request for Local Government Concurrence (BC106299-2) be received;

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower at Secret Cove (Site BC106299-2):

- a. Telus has satisfactorily completed consultation with the SCRD; and
- SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any Shíshálh Nation archaeological or environmental concerns;

AND FURTHER THAT the recommendation be forwarded to the May 27, 2021 Regular Board meeting.

BACKGROUND

SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 31-metre tall telecommunication tower to be located on a private parcel at 10264 Sunshine Coast Highway near Secret Cove (Site BC106299-2, Figure 1).



Figure 1 - Location of subject property

While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public.

The proposed facility is detailed in the proponent's information package (Attachment A), and reviewed in accordance with SCRD's land use regulations and policies for telecommunication facilities.

The subject property is designated "Rural Residential" in the Halfmoon Bay Official Community Plan, and zoned RU1 (Rural Residential One) in Zoning Bylaw No. 310 (Figure 2). Telecommunication facilities are considered utilities that are permitted in any zone.



Figure 2 - Zoning and OCP Designations

The purpose of the new facility is to improve wireless communication and rural internet services to residents, businesses and tourists in the Secret Cove and Halfmoon Bay areas. Improved communication capacity in the area is also a benefit to E911 service, Search and Rescue and other emergency response organizations.

This location is an alternative to the originally proposed location on Mercer Road which was not recommended for support by the Halfmoon Bay APC. Existing structures, including towers and BC Hydro structures were initially reviewed by Telus during the site selection process. After careful examination, TELUS determines that there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment.

The proposed location is considered to be appropriate as the site is comprised of a mixture of densely forested and cleared areas and the land is primarily undeveloped with few sparsely placed residences amidst large rural acreage parcels in the surrounding area. The RU1 Zone is classified as a Rural Zone in the zoning bylaw.

Considering feedback from local residents, Telus has revised the tower design from a 63-m streel-frame tower to a 31-m monopole tower to reduce visual impact and interruption of views.

Telus has conducted the required consultation with the public, and comments received and Telus' responses are summarized in Attachment A.

The Halfmoon Bay Advisory Planning Commission has reviewed all proposals of the tower, and recommends support.

Based on the above discussion, staff consider the proposed facility appropriate for the location and consistent with SCRD policies, and recommend providing concurrence to ISED regarding this proposal.

ATTACHMENTS

Attachment A – Telus Telecommunication Facility Proposal and Request for Concurrence (BC106299-2)

Reviewed	by:		
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective	
	-	Services	





April 9, 2020

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road, Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC106299-2
Proposed Location:	10264 Sunshine Coast Hwy, Secret Cove, BC, SCRD
Description:	31 metre monopole / wireless communications facility

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build a telecommunication structure to provide improved communications to users along the Sunshine Coast Highway and the community of Secret Cove. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process. **Please note that the design of the tower proposal has been modified to further reduce any visual impact to the community. Details of the modification are below and attached.**

It should be noted that the proposed location that TELUS is seeking concurrence for was the second location presented to the SCRD. In the summer of 2020 TELUS initially proposed a 40m tower at 10591 Mercer Road. TELUS presented the option to the Area B APC and did not proceed and decided to seek an alternative site due to concerns expressed from APC members regarding potential visibility of the structure from residential homes to the north of the proposed site. Given the tower structure could potentially interrupt scenic ocean views from these properties TELUS elected to find an alternative location.

After securing a new location, on December 15, 2020, an Information Package was submitted to the SCRD formalizing the initiation of the consultation process for the proposed tower location. Please see **Appendix 1: Information Package.**



On January 7, 2021, 12 notification packages were mailed to property owners within a radius of three times the tower height (approx. 190 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package.**

On January 15, 2021 an advertisement ran in the Coast Reporter newspaper, please see **Appendix 3**: **Newspaper Tear Sheet.**

On February 15, 2021, the consultation period ended. During the consultation period, seventeen (17) households provided comments. Five (5) residents were in support, two (2) of neutral comments and ten (10) comments expressing concerns.

All (10) comments expressed *concerns related to the potential health & safety impacts.* While we understand that certain community members may express health and safety concerns, it is important to note that it is the responsibility of the federal government to ensure the safety of Canadians related to radiocommunications uses. Health Canada has established Safety Code 6 (SC6). TELUS always complies with safety standards set by Health Canada. Its also important to not that access to wireless services is a key component of a community's safety infrastructure as 80% of all e911 calls come from wireless devices. When a land use authority reviews a telecommunications proposal, the federal government clearly indicates that health and safety concerns are not to be considered so long as the installation is compliant with SC6.

Some community members expressed *concern regarding the antenna installation near residential properties/or in a residential zone*. The proposed site is in the Rural Residential zone though there is only one home within approximately 350m of the proposed facility. While we appreciate that some community members have concerns with the proposed installation been located on rural residential lands next to the highway, TELUS is unable to relocate the tower to a non-residential zone data while still improving services to the area. Suggestions were made to move the facility a large distance away onto crown lands. Unfortunately, moving the installation to crown land/up the hill off the highway or to the BC Hydro towers will still result in unreliable wireless services along the highway and to nearby households. TELUS has carefully chosen a location that does not interrupt scenic views from residential homes. It is also worth noting that cell tower installations are commonly located along highway corridors such as the Sunshine Coast Highway.

To further address and mitigate concerns regarding visibility of the tower along the highway corridor, TELUS have revised the tower design from a 63 metre freestanding lattice tower to a 31 metre monopole structure. Given the tower is setback from the highway within a treed area, the majority of the tower will not be visible. This is a significant design modification that will largely reduce any visibility of the structure. Please see Appendix 5 TELUS's Revised Designs which includes the proposed designs to which TELUS is seeking approval.

For a complete review of all comments please see Appendix 4: Comments and Responses Tracker.

TELUS is committed to providing reliable wireless service to the Sunshine Coast and the Secret Cove area. TELUS feels this is a reasonable alternative location and compromise to the original location and the design change minimized impact to the visibility of the tower structure, see **Appendix 5: Revised drawings and Photo-sims.**

TELUS looks forward to support from the SCRD to enhance improved services for the community, please find in **Appendix 6: Sample Resolution**, a sample resolution which may be used by the Board to support this project. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at <u>tawny@cypresslandservices.com</u>.

Tawny Verigin Manager of Government Affairs

Jauny Veta

Cypress Land Services Agents for TELUS



Google O

Appendix B: List of Property Owners, Occupants and Other Recipients

PAMELA DIANE PATERSON RAYMOND BRIAN THORESON ETHAN PATERSON THORESON 4732 WEBB RD MADEIRA PARK BC VON 2H1

FrontCounter BC Squamish 42000 Loggers Ln Suite 101, Squamish, BC V8B 0H3

DAL S BRYNELSEN ATTN DAL BRYNELSEN 5385 SANS SOUCI RD RR 2 HALFMOON BAY BC VON 1Y2

PAUL REIGNIER CONDER DYONA MERI DALLAS 3445 3RD AVE W VANCOUVER BC V6R 1L6 OCCUPANT 10264 SUNSHINE COAST HWY, SECRET COVE, BC

> OCCUPANT 10140 MERCER RD HALFMOON BAY BC

OCCUPANT 10158 MERCER RD HALFMOON BAY BC VON 1Y0

ANDREW THOMAS LAMB REANNE ERIN LAMB 10282 SUNSHINE COAST HWY HALFMOON BAY BC VON 1Y2 SUNSHINE COAST REGIONAL DISTRICT YULI SIAO, SENIOR PLANNER 1975 FIELD ROAD SECHELT, BC VON 3A1

TELUS 4535 CANADA WAY, 3RD FLOOR BURNABY, BC V5G 1J9 ATTN: DOUG ANASTOS

ISED LOWER MAINLAND DISTRICT OFFICE 13401 – 108 AVENUE, SUITE 1700 SURREY BC V3T 5V6

CYPRESS LAND SERVICES, AGENTS FOR TELUS SUITE 1051, 409 GRANVILLE STREET, VANCOUVER, BC V6C 1T2

> BC106299-2 Total - 12

Appendix 3: Newspaper Tear Sheet

Friday, January 15, 2021 • Coast Reporter • 37 CLASSIFIEDS 604-885-4811 WWW.COASTREPORTER.NET

5020 Business Services

GET RESULTS!

people in 95 papers for only

\$395/week for a 25-word

text ad, or \$995/week for a

bccommunitynews.com/ advertise 1-866-669-9222

Book by province or whole

country and save over 85%!

5520 Legal/Public Notices

Proposed

Location

123.964592

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8 2022 Terriford & Care-Scott

1200 (

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formatted display ad

Reach almost 2 million



604-989-0152

Appendix 4: Comments and Responses Tracker

			Comments & Responses Tacker			
Name of Resident Address	Email Phone	Date Message Received Email, Letter	e, Econment or Question	Support / non-support / R	Resource to Comment or Gaession [Date Rec	Response
		Comment She et or				Sent
		Voi ce Mes sage				
Bob Woods	Robert G. Woods chotwoods@tellus.in	16-Jan Email	It is most welcome to see improved cell service in Halfimoon Bay, Secret Covearea. Thereare numerous dead areas which present safety issues. As a refred HMB volunteer fire father radio communications were alwass a ordolem (coviente forward to improved service. Thanks.	Support	H Robert,	19-Jan
	40		Deb Norvesi	Þ	Thanks for your support for the project!	
				I	How a grout day!	
				F 4	tavanytkeligin ter → a ∠formannen Afrika	
Jennifer Nagtegaal 10339 Surs hine Coast	jennifer@fairpotenti 604.741.4381	25-Jan email to SORD	20 Good morring Mr. Silo,	non-support k	Nonder, or covernment areas Anniely.	2-Feb
î	al.com				Those (prisibility in the time in accord in TELLIX' interest bits investigable accord; a short the fold-manuality is development of the monored of its TELLIX' interest in a feasibility accord.	
			Last year, our neighbourhood worked together to successfully prevent a Telus cell tower being built on the corner of Mercer Bd and the highway. Unfortunately, we recently learned		also has unreliable wireless services to surrounding residential areas. This project will greatly improve wireless services in the area. As you pointed out 7EUS has relocated its original proposed	
			a new secret conelocation is being considered : 102645unstime coas trighway.	2 0.	ooston to tracer doubre as eeus to some coverse terestea win the pervola. Most rotativ was power for the work of community on one and the potential impact to coast/concivers. The azreets poperational been carefully steed to the index of the pervolation of the	
			Marry of the aguments brought to the SCBO's and Telus' attention when we opposed the previous location are equally applicable to this location: The Aza mana read Traves and Amonoused highly are are relativished for a calcidential scars. As drives and receives below intervises below intervises accommon and unit contributes		this most three events around with a couple of the proposed break in a full not internal weeks. While we under the the hardward in the couple of determine the property internal weeks while the the hardward internal weeks are property and the property of	
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Appendix 5: Appendix 5: Revised drawings and Photo-sims
















ANNEX G

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: TELUS TELECOMMUNICATION TOWER AT CURRAN ROAD – REQUEST FOR LOCAL GOVERNMENT CONCURRENCE (BC109144-2)

RECOMMENDATIONS

THAT the report titled Telus Telecommunication Tower at Curran Road – Request for Local Government Concurrence (BC109144-2) be received;

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower at Curran Road (Site BC109144-2):

- a. Telus has satisfactorily completed consultation with the SCRD; and
- SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any Shíshálh Nation archaeological or environmental concerns;

AND FURTHER THAT the recommendation be forwarded to the May 27, 2021 Regular Board meeting.

BACKGROUND

SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 60-metre tall telecommunication tower to be located on a private parcel at 5549 Curran Road in Halfmoon Bay (Site BC109144-2, Figure 1).



Figure 1 - Location of subject property

While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public. The proposed facility is detailed in the proponent's information package (Attachment A), and reviewed in accordance with SCRD's land use regulations and policies for telecommunication facilities.

The subject property is designated "Residential A" and "Resource" in the Halfmoon Bay Official Community Plan, and zoned RU1 (Rural Residential One) and RU2 (Rural Residential Two) in Zoning Bylaw No. 310 (Figure 2). Telecommunication facilities are considered utilities that are permitted in any zone.



Figure 2 - Zoning and OCP Designations

The purpose of the new facility is to improve wireless communication and rural internet services to residents, businesses and tourists in the Halfmoon Bay area and its adjacent segment of the Sunshine Coast Highway. Improved communication capacity in the area is also a benefit to E911 service, Search and Rescue and other emergency response organizations.

The subject property is a large (37-hectare) property that is heavily treed and undeveloped. The proposed location is considered to be appropriate by Telus as the site is comprised of densely forested, undeveloped land and the tower will be well setback from surrounding homes. The nearest home is located approximately 460 m to the west and will not have view of the tower. The tower will be surrounded in all directions by mature trees to screen a portion of the tower.

Telus has conducted the required consultation with the public, and received no comments.

The Halfmoon Bay Advisory Planning Commission has reviewed the tower proposal, and recommends support.

Based on the above discussion, staff consider the proposed facility appropriate for the location and consistent with SCRD policies, and recommend providing concurrence to ISED regarding this proposal.

ATTACHMENTS

Attachment A – Telus Telecommunication Facility Proposal and Request for Concurrence (BC109144-2)

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective	
	-	Services	





April 27, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road, Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC109144-2
Proposed Location:	5549 CURRAN RD., HALFMOON BAY, BC
Description: 60.0 metre self-support tower / wireless communications facility	

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build a telecommunication structure to provide improved communications to users along the Sunshine Coast Highway and the community of Halfmoon Bay. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

An Information Package was submitted to the SCRD on March 26, 2021 formalizing the initiation of the consultation process for the proposed tower location. Please see **Appendix 1: Information Package.**

On March 22, 2021, eight notification packages were mailed to property owners within a radius of three times the tower height (approx. 190 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package.**

On March 26, 2021 an advertisement ran in the Coast Reporter newspaper, please see **Appendix 3**: **Newspaper Tear Sheet.**

On April 26, 2021, the consultation period ended. During the consultation period no comments were received.

TELUS looks forward to support from the SCRD to enhance improved services for the community, please find in **Appendix 4: Sample Resolution**, a sample resolution which may be used by the Board to support

this project. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at <u>tawny@cypresslandservices.com</u>.

Tawny Verigin Manager of Government Affairs

Jauny Veta

Cypress Land Services Agents for TELUS

Appendix 1: Information Package



Cypress Land Services Inc. Suite 1051 – 409 Granville Street Vancouver, BC V6C 1T2 Telephone: 604.620.0877 Facsimile: 604.620.0876 Website : www.cypresslandservices.com

March 16, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject:TELUS Telecommunications Facility Proposal Information PackageAddress:5549 CURRAN RD., HALFMOON BAY, BCPID:004-425-880Coordinates:N 49.522099°, W 123.915699°TELUS Site:BC109144-2 – Halfmoon Bay

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and tourists in the Halfmoon Bay area and along the Sunshine Coast Highway.

Proposed Site

The subject property is located directly off the Sunshine Coast Highway at 5549 Curran Road. This is a large (37 Hectare) property that is heavily treed, undeveloped land. The tower proposed along the eastern property line approximately 500m east of Kyber Road and 750m north of the Sunshine Coast Highway above the community of Halfmoon Bay. Please see **Schedule A: Tower Site Location.**

Rationale for Site Selection

The proposed facility is strategically proposed at a high elevation, on a ridgeline with good line of site from northwest to southeast. This will provide improved services to homes, business and

the travelling public within the area and along the highway and into the community of Halfmoon Bay.

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is comprised of densely forested, undeveloped land and the tower will be well setback from surrounding homes. The nearest home is located approximately 450m to the east and will not have view of the tower. The tower will be surrounding in all directions by mature trees to screen a portion of the tower. From a radio frequency perspective, a site at this central location allows TELUS to improve service as it is near to most homes within the community. TELUS has heard from dozens of residents in the are requesting improved service.

Tower Proposal Details

TELUS is proposing to construct at 60.0 metre self-support steel tower inclusive of a 3 metre lightning rod installed at the top of the tower. The tower as well as an equipment shelter, genset and propane tank will be fenced in for security purposes. The tower will have up to fifteen antennas and two microwaves.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans** and a Photo-Simulation, please see **Schedule C.** These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. TELUS will send out notification packages to all properties located within three times the height of the proposed tower and place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use

concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at: Health Canada: <u>http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio guide-lignes direct-eng.php.</u>

Conclusion

Please consider this information package as the official commencement of consultation with the Regional District. TELUS is committed to working with the Regional District and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely, CYPRESS LAND SERVICES Agents for TELUS

Jauny Veta

Tawny Verigin Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS





TELUS

PRELIMINARY DESIGN PLANS – TOWER PROFILE





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Page 5|9



Page 6|9







PHOTO SIMULATION

BEFORE



Artist's rendering of proposed facility looking southeast from Stephens Way, approx. 1.25km away. Photo Simulation is a close representation and is for conceptual purposes only – not to scale. Proposed design is subject to change based on final engineer plans. The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.

Appendix 2: Affidavit of Notification Package

Affidavit of Cypress Land Services

I, Tawny Verigin, Manager of Government Affairs, in the City of Vancouver in the Province of B.C., make an Oath and say:

1. THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on March 22, 2021.

Jauny Veta

Tawny Verigin, Manager of Government Affairs Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 22nd day of March 2021.

(Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

(Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter



Dear Owner/Occupant,

March 22, 2021

Please accept this notification regarding proposed TELUS Communications Inc. ("TELUS") wireless service improvements in your community.

Subject:TELUS Telecommunications Facility ProposalAddress:5549 CURRAN RD., HALFMOON BAY, BCPID:004-425-880Coordinates:N 49.522099°, W 123.915699°TELUS Site:BC109144-2 – Halfmoon Bay

What is proposed?

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons. The proposed location described in this letter is an alternative location to a previous proposal reviewed by the SCRD in February 2021. After receiving feedback from the SCRD Advisory Planning Committee, TELUS has moved the location an addition 555m north to further set the structure back from the highway. The tower in now set back 575m east, and 780m north, upslope of the highway and community of Halfmoon Bay. The subject property is located directly off the Sunshine Coast Highway at 5549 Curran Road. This is a large (37ha) property that is heavily treed, undeveloped land.

TELUS proposes to install a 60.0m self-support tower, inclusive of a 3.0m lightning rod lightning rod installed at the top of the tower with not lighting on the tower. The fenced equipment compound will enclose an equipment shelter, generator and propane tank. The proposed tower may have sufficient space and loading capacity for additional antennas should another carrier wish to install equipment to support their network requirements at this location dependent upon the type of equipment.

Regulatory Authority

Telecommunications carriers are required by Innovation, Science, and Economic Development Canada ("ISED"), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the SCRD as part of our application for concurrence.

Local Municipality

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. This process requires all properties within three times the structure height be notified and an advertisement in the local newspaper, The Coast Reporter. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The public is offered 30 days to provide comment. The closing period for comments to be received by TELUS is April 26, 2021.

At the conclusion of the consultation process, TELUS will provide a summary of comments received from the community as well as the replies provided by TELUS to the SCRD Board to consider at an upcoming Board meeting.





Location

The new facility is proposed to be is located on a private property directly off the Sunshine Coast Highway at 5549 Curran Road at the coordinates N 49.522099°, W 123.915699°. This is a large (37ha) property that is heavily treed, undeveloped land. The tower will be setback from the Sunshine Coast Hwy by approximately 800m. To confirm, there are no existing structures in the vicinity of the proposed tower to collocate antennas on. Please see Aerial Map on page 3. Visibility of the tower from street level will be minimal given the tree cover in the area. That said, there will be various locations from throughout the community that the tower may be visible above the treeline. We have provided a photo-rendering from Stephens Way, about 1.25 kilometres away, whereby the top of the structure will be visible.

Safety Code 6

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

Site Access

Access will be obtained via new access through the property. Construction is expected to take approximately one to two months.

Environment

TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*. Any municipal environmental regulations will be followed.

Transport Canada

The tower has been reviewed by Transport Canada and will not require lighting or aeronautical markings.

Structural Considerations

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction. Third parties may apply to add equipment should they like.

General Information

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html.

Contacts:

TELUS c/o Tawny Verigin of Cypress Land Services, Agents for TELUS Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2 Phone: 1-855-301-1520, Fax: 604-620-0876 Email: publicconsultation@cypresslandservices.com

ISED – Lower Mainland District Office 13401 – 108 Avenue, Suite 1700, Surrey BC V3T 5V6 Phone: 604-586-2521, Fax: 604-586-2528 Email: ic.spectrumsurrey-surreyspectre.ic@canada.ca

Local Government Contact - Sunshine Coast Regional District, Yuli Siao, Senior Planner 1975 Field Road, Sechelt, BC VON 3A1 Phone: 6604-885-6804 ext. 3 Email: yuli.siao@scrd.ca

If you have any specific questions regarding the proposal, please feel welcome to contact the above.





COMMENT SHEET TELUS TELECOMMUNICATIONS FACILITY PROPOSAL ADDRESS: 5549 CURRAN RD., HALFMOON BAY, BC PID: 004-425-880 COORDINATES: N 49.522099°, W 123.915699° TELUS SITE: BC109144-2 – HALFMOON BAY

1. Do you feel this is an appropriate location for the proposed facility?

Yes No	
Comme	ents
2.	Are you satisfied with the appearance / design of the proposed facility? If not, what changes would
Yes No	you suggest?
Comme	ents
3.	Additional Comments

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying the SCRD's consultation requirements. The closing period for comments to be received by TELUS is April 26, 2021.

Name

(Please print clearly)

Email Address Mailing Address

> TELUS c/o Cypress Land Services Inc. Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2 Attention: Tawny Verigin, Manager of Government Affairs Email: publicconsultation@cypresslandservices.com Thank you for your input.



Appendix B: List of Property Owners, Occupants and Other Recipients

302958 BC LTD C/O ROBERT TROUSDELL 9225 HYDAWAY RD RR 2 HALFMOON BAY BC VON 1Y2

FRONTCOUNTER BC SQUAMISH SUITE 101-42000 LOGGERS LANE SQUAMISH, BC V8B 0H3

CYPRESS LAND SERVICES, AGENTS FOR TELUS SUITE 1051, 409 GRANVILLE STREET, VANCOUVER, BC V6C 1T2

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

TELUS®

c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2



c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2



c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2 OCCUPANT 5549 CURRAN RD HALFMOON BAY BC VON 1Y2

1040353 BC LTD 2535-3700 NO. 3 RD RICHMOND BC V6X 3X2

ISED LOWER MAINLAND DISTRICT OFFICE 13401 – 108 AVENUE, SUITE 1700 SURREY BC V3T 5V6

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

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c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2



c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2

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c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2 SUNSHINE COAST REGIONAL DISTRICT YULI SIAO, SENIOR PLANNER 1975 FIELD ROAD SECHELT, BC VON 3A1

TELUS 4535 CANADA WAY, 3RD FLOOR BURNABY, BC V5G 1J9 ATTN: DOUG ANASTOS

> BC109144-2 TOTAL - 8

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

C/O CVDress Land Services

Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2

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c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2

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c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2 Appendix C: Envelope



c/o Cypress Land Services Inc. Suite 1051 – 409 Granville Street Vancouver, BC V6C 1T2

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 190 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

Appendix 3: Newspaper Tear Sheet



ANNEX H

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 27, 2021

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: TELUS TELECOMMUNICATION TOWER RUBY LAKE – REQUEST FOR LOCAL GOVERNMENT CONCURRENCE (BC106303)

RECOMMENDATIONS

THAT the report titled Telus Telecommunication Tower Ruby Lake – Request for Local Government Concurrence (BC106303) be received;

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower at either the BC109303 (15344 Sunshine Coast Hwy) site or the BC109303-2 (Laverock Road) Site:

- a. Telus has satisfactorily completed consultation with the SCRD; and
- SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any Shíshálh Nation archaeological or environmental concerns;

AND FURTHER THAT the recommendation be forwarded to the May 27, 2021 Regular Board meeting.

BACKGROUND

SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 60-metre tall telecommunication tower to be located on a private property at either 15344 Sunshine Coast Highway or on Laverock Road in Pender Harbour (Figure 1).



Figure 1 - Location of subject properties

While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public.

The proposed facility is detailed in the proponent's information package (Attachment A), and reviewed in accordance with SCRD's land use regulations and policies for telecommunication facilities.

The BC109303 (15344 Sunshine Coast Hwy) site, also known as the Ruby Lake Resort, is designated "Rural Residential A" and "Public Use and Utilities" in the Egmont / Pender Harbour Official Community Plan, and zoned C2, RU5 and PA1B in Zoning Bylaw No. 337 (Figure 2).

The BC109303-2 (Laverock Road) site is designated "Rural Residential A" in the Egmont / Pender Harbour Official Community Plan, and zoned RU1A (Rural One A) in Zoning Bylaw No. 337. Telecommunication facilities are considered utilities that are permitted in any zone.





The purpose of the new facility is to improve wireless communication and rural internet services to residents, businesses and tourists in the Ruby Lake area as well as adjacent areas along the Sunshine Coast Highway. Improved communication capacity in the area is also a benefit to E911 service, Search and Rescue and other emergency response organizations.

The sites are within about 500 m from each other. Both sites are situated close to the Sunshine Coast Highway, and are considered by Telus to be appropriate from a radio frequency perspective and because both sites are comprised of densely forested, undeveloped lands and the surrounding trees screen most of the lower portion of the tower.

Telus has conducted the required consultation with the public for both locations. Most responders are supportive of improved wireless service in the area. Concerns for the Ruby Lake Resort site focus on visibility of the structure at the entrance to the Iris Griffith Centre and concerns for the Laverock Road site focus on proximity and visibility of the tower to adjacent residences.

Among the 55 respondents, 24 indicate preference for the Ruby Lake Resort site and 17 for the Laverock Road site while the balance of respondents indicate no preference. While the Ruby Lake Resort site is adjacent to the driveway entrance to the Iris Griffith Centre, it is about 300 m away from the Centre and farther away from more existing residences than the Laverock Road site.

The Egmont / Pender Harbour Advisory Planning Commission has reviewed both tower proposals, and recommends approval of the Ruby Lake Resort site and denial of the Laverock Road site.

Options for moving the site further south were also proposed through the public consultation. Telus has determined that moving the site further south will reduce service coverage near the Ruby Lake area.

Based on the above discussion, staff consider that both locations are appropriate from a land use perspective and consistent with SCRD policies, and recommend providing concurrence to ISED regarding either proposal.

ATTACHMENTS

Attachment A – Telus Telecommunication Facility Proposal and Request for Concurrence (BC106303, 106303-2)

Reviewed by:			
Manager	X – D.Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective	
	_	Services	





April 21, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road, Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC106303-2	
Proposed Location:	 TELUS Site: BC106303 - Sunshine Coast Hwy Address: 15344 Sunshine Coast Hwy, Ruby Lake, BC VON 2H1 PID: 015-865-789 Coordinates: Lat. 49.703740/ Long123.964592 	
	OR 2. TELUS Site: BC106303-2 - Sunshine Coast Hwy Address: Laverock Rd, SCRD, BC (No Municipal Address) PID: 011-984-236 Coordinates: N 49.70645°, W 123.96935°	
Description:	63-metre self-support tower / wireless communications facility	

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installation in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build a telecommunication structure to provide improved communications to users along the Sunshine Coast Highway and the communities of Ruby Lake and Sakinaw Lake. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

During the consultation TELUS proposed two different tower locations. The first location raised some concerns from members of the public and the Area A APC members. As such, TELUS proposed an alternate location in the immediate area on a separate property. **TELUS is prepared to build either tower options at the direction of the SCRD Board.** The two tower location options are as follows:

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 TELUS Site: BC106303 - Sunshine Coast Hwy Address: Ruby Lake Resort, 15344 Sunshine Coast Hwy, Ruby Lake, BC VON 2H1 PID: 015-865-789 Coordinates: Lat. 49.703740/ Long. -123.964592

OR

 TELUS Site: BC106303-2 - Sunshine Coast Hwy Address: Laverock Rd, SCRD, BC (No Municipal Address) PID: 011-984-236 Coordinates: N 49.70645°, W 123.96935°

Regarding the 1st proposed location at Ruby lake Resort, on December 9, 2020 an Information Package was submitted to the SCRD formalizing the initiation of the consultation process. Please see **Appendix 1:** Information Package.

On January 7, 2021, 12 notification packages were mailed to property owners within a radius of three times the tower height (approx. 190 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package.**

On January 15, 2021 an advertisement ran in the Coast Reporter newspaper, please see Appendix 3: Newspaper Tear Sheet.

TELUS presented Option 1 to the Electoral Area A (Egmont / Pender Harbour) APC and as a result of their comments, chose to investigate properties for an alternative site due to concerns expressed from APC members regarding potential visibility of the structure at the entrance to the Iris Griffith Centre.

After securing a new location, on February 16, 2021, an Information Package was submitted to the SCRD formalizing the initiation of the consultation process for the second proposed tower location. Please see **Appendix 4: Information Package 2nd Location.**

On February 26, 2021, 12 notification packages were mailed to property owners within a radius of three times the tower height (approx. 190 metres) to advise them of the proposal. Please see **Appendix 5: Affidavit of Notification Package 2**nd **Location.**

On March 5, 2021 an advertisement ran in the Coast Reporter newspaper, please see **Appendix 6:** Newspaper Tear Sheet 2nd Location.

On April 6, 2021, the consultation period ended. During the consultation periods for both tower locations, a total of 55 comments were received. Most responders were supportive of improved wireless services. Concerns expressed for site option one focussed on visibility of the structure at the entrance to the Iris Griffith Centre and concerned expressed for option two focussed on proximity/visibility of the tower to residential homes immediate adjacent. Of the 55 respondents, 24 indicated preference for option one at the Nature Centre and 17 preferred Option two while the balance of respondents did not offer a preference.

There are a couple do points that are worth noting. APC members and some members of the public did inquire if the tower could be relocated to another option. Options offered focussed on moving the site further south (highway works/gravel yard). Unfortunately moving the site further south reducing improvements near the Ruby Lake resort add areas north which would leave the area with less reliable

service. A visibility analysis was conducted by TELUS with the assistance of the two homeowners on Laverock Road to determine the visibility of the tower at the option two site. It was determined that the tower would be visible from both homes as the tower is above the treeline and within 100m of both homes.

For a complete review of all comments please see **Appendix 7: Comments and Responses Tracker.**

TELUS is committed to providing reliable wireless service to this area of the Sunshine Coast. TELUS looks forward to support from the SCRD for one of the two options proposed in order to enhance wireless services to the community, please find in **Appendix 8: Sample Resolution**, a sample resolution which may be used by the Board to support this project. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at tawny@cypresslandservices.com.

Tawny Verigin Manager of Government Affairs

Jauny Veta

Cypress Land Services Agents for TELUS
Appendix 1: Information Package



Cypress Land Services Inc. Suite 1051 – 409 Granville Street Vancouver, BC V6C 1T2 Telephone: 604.620.0877 Facsimile: 604.620.0876 Website : www.cypresslandservices.com

December 9, 2020

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject:TELUS Telecommunications Facility Proposal Information PackageAddress:15344 Sunshine Coast Hwy, Ruby Lake, BC VON 2H1PID:015-865-789Coordinates:Lat. 49.703740/ Long. -123.964592TELUS Site:BC106303 - Sunshine Coast Hwy

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and tourists in the Ruby Lake area and along the Sunshine Coast Highway.

Proposed Site

The subject property is located at 15344 Sunshine Coast Highway, Madeira Park and is located approximately one kilometre from the south end of Ruby Lake within Electoral Area A (Egmont / Pender Harbour). The subject property consists of The Ruby Lake Resort. Please see **Schedule A: Tower Site Location**.

Rationale for Site Selection

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is comprised of a mixture of treed/forested areas and the tower will be well setback from surrounding land uses. From a radio frequency perspective, a site at this central location allows TELUS to improve service as it is near a curve in the highway enabling the tower to maximize coverage along the highway.

Tower Proposal Details

TELUS is proposing to construct at 60.0 metre self-support steel tower inclusive of a 3 metre lightning rod installed at the top of the tower. The tower as well as an equipment shelter, genset and propane tank will be fenced in for security purposes. The tower will have up to twelve antennas and two microwaves.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans** and a Photo-Simulation, please see **Schedule C.** These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. TELUS will send out notification packages to all properties located within three times the height of the proposed tower and place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at: Health Canada: <u>http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php.</u>

Conclusion

Please consider this information package as the official commencement of consultation with the Regional District. TELUS is committed to working with the Regional District and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely, CYPRESS LAND SERVICES Agents for TELUS

Tawny Verigin Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS



SCHEDULE A



SCHEDULE B PRELIMINARY DESIGN PLANS – TOWER PROFILE Page 5 of 8



PRELIMINARY DESIGN PLANS – SITE PLAN

SCHEDULE B



SCHEDULE B

114

SCHEDULE C PHOTO SIMULATION





The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements. Appendix 4: Information Package 2nd Location



Cypress Land Services Inc. Suite 1051 – 409 Granville Street Vancouver, BC V6C 1T2 Telephone: 604.620.0877 Facsimile: 604.620.0876 Website : www.cypresslandservices.com

February 16, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject:TELUS Telecommunications Facility Proposal Information PackageAddress:Laverock Rd, SCRD, BC (No Municipal Address)PID:011-984-236Coordinates:N 49.70645°, W 123.96935°TELUS Site:BC106303-2 - Sunshine Coast Hwy

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility is an alternative location to a previous proposal in response to feedback received at the from the public and at the January 27th, 2021 SCRD Land Use Committee meeting. The new site, as described in this letter, will improve wireless services to residents, businesses and tourists in the Ruby Lake area and along the Sunshine Coast Highway.

Proposed Site

The subject property is on Laverock Rd, just off the Sunshine Coast Highway, between the south end of Ruby Lake and the north end of Sakinaw Lake, within the SCRD Electoral Area A (Egmont / Pender Harbour), BC (No Municipal Address, PID: 011-984-236). The subject property consists of densely forested, undeveloped land. Please see **Schedule A: Tower Site Location.**

Rationale for Site Selection

The proposed facility is an alternative location to a previous proposal in response to feedback received by SCRD Land Use Committee meeting. The proposed facility is in response to a previous proposal located at the Ruby Lake Resort, 15344 Sunshine Coast Hwy, Ruby Lake, BC (PID: 015-865-789), Coordinates: Lat. 49.703740/ Long. -123.964592.

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is comprised of densely forested, undeveloped land and the tower will be well setback from surrounding land uses. From a radio frequency perspective, a site at this central location allows TELUS to improve service as it is near a curve in the highway enabling the tower to maximize coverage along the highway. TELUS has heard from dozens of residents in the are requesting improved service.

Tower Proposal Details

TELUS is proposing to construct at 60.0 metre self-support steel tower inclusive of a 3 metre lightning rod installed at the top of the tower. The tower as well as an equipment shelter, genset and propane tank will be fenced in for security purposes. The tower will have up to twelve antennas and two microwaves.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans** and a Photo-Simulation, please see **Schedule C.** These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. TELUS will send out notification packages to all properties located within three times the height of the proposed tower and place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this

consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at: Health Canada: <u>http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio guide-lignes direct-eng.php.</u>

Conclusion

Please consider this information package as the official commencement of consultation with the Regional District. TELUS is committed to working with the Regional District and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely, CYPRESS LAND SERVICES Agents for TELUS

Jauny Veta

Tawny Verigin Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS

SCHEDULE A TOWER SITE LOCATION









SCHEDULE B PRELIMINARY DESIGN PLANS – PROPERTY PLAN Page 6 of 9



SCHEDULE B PRELIMINARY DESIGN PLANS – SITE PLANS



PRELIMINARY DESIGN PLANS – SITE PLANS

SCHEDULE B



Appendix 7: Comments and Responses Tracker

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Page 2 of 16

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		<u>-celspringman</u> <clspringman@yaho o.com></clspringman@yaho 	1	reo email	uoso Artennoori : Iwas given a wrong torm to mail to you (Eopere it Roya Mail shorthy)	support	7	uosa aiter inositi. Pikate fina distacieda, a nosficiation package for a proposed TELUS wireless communications la citity.	JBWI-T
9	1				Phene add mygel: Cheny Springman		12 16	TEUS has considered alternative locations in response to feedback from the community and the SCRD. The proposed facility is an alternative location to a previous proposal at 15344 sumbline coast Hwy, Ruby Like, RC VON 2H1.	
					16.65 Sun blanc Coast H ghway Musieria Park BCVON 2.H1		₽Ĩ	The new site, as derotable in this letter, will improve winelesse workers to residents, businesses and tourists in the Ruby Lake Shimaw Lake area and along the Sunshine Coast Highway, The subject property is on Laverock Ray, site of the Sunshime Coast Highway, between the south and of Haby Lake and the north neurod Shimaw Lake within the	
					And my Sans: 16 and and Johan Spingmun 16 all Sundher Gast Hwy		05 ±	SCHD Electronal Areas A (lignmont / Penader Harbuur), BC (No Mundi pal Address, PID: 01.1.984:2.38). Il You have any guestions, polasse fied freet to contact me.	
					Madeta Park BCVON 2H1		đ	bet trg ads,	
					to the list or most designate for a cell agial, we are leaders your herrs from tark core retry remma with no signal even on the Highway. Consequency, no 9.11 there of on kupy Lake where people can and have died because EHS hard to contact.		12	Taumy Viergen Taumo of Comments Alerica	
					We cannot zoom our doctors, or educate because internet is required via cell as neither TELUS nor cable nor a satellite short is available to access the internet.		2 2	Manager of Government Athans Agent to TEUS Communications Inc.	
					I have spread the word. We are a community of over 60 and feel we have been let ship through the cracks. Thunk you,				
Jordan and Joshua	16181 Sunshine Coast	Cheryl Springman	11-Feb	email	Good Afternoon:	support	1	Good after noon,	1-Mar
		<clspringman@vaho o.com></clspringman@vaho 			I was given a wrong form to mail to you. (Expect it Royal Mail shortly)		8	Please find attached, a notification package for a proposed TELUS wireless communications facility.	
2	H				Please add myself: Cheny Springman		at 1	TEUS has considered afternative locations in response to feedback from the community and the SCRD. The proposed facility is an alternative location to a previous proposal as 15344 Sunshine Coart Hwy, Ruby Lake, RC VON 2H1.	
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					And my Sons: loodan and lobiha Sortineman		: X	SORD Electoral Area A (Egeneric) Pender Harbour), BC (No Municipal Address, Pib: 011-984-236).	
					16181 Sambhe Coast Ney Madein Park BCVON 2H1		×	If you have any questions, please keel free to contact me.	
				2	to the list of those desperate for a cell signal. We are flierably 1000 metres from Early Cove Ferry Terminal with no signal even on the Highway. Consequently, no 911 there or on Ruby		â	Best regards,	
					Liske where people can and have died because BHS is hard to contact. We some seven on derivers to seven and manage is analysis of as can alway. TELLS one scalading a dord is available to a seven the intervent		≓ ¥ ₹	Towny. Verigin Manager of Government A flairs Anore for XIII EC Amononization of the	
0					re same active or occurs or concurs occurs memory investigation or to concurs in teaching and the range and an Discovers of the model the second second and the second have been been been been been active.		ť	Agent to the set of international article	
81				F	i have spread the word. We are a community of over 60 and text we have been let sign through the Cracio. Thank you,				
Kim and Ross Elliott	Ī	Ross Elliott 604 883	383 11-Feb	email	We are 306s, plus residents at Ruby lake. Our property location is at 16155 Suncoast Hwy. The north end of Ruby Lake.	support	1 66	Gaod afternoon,	1-Mar
		<rol> cito:complete:stage 02.70 </rol>							

					Comments & Responses Tracker BCI06303			
Name of Resident Address	Email	Pho	ne Date Message Received	Email, age Letter, ved Comment Sheet or Voice	Comment or Question	ort/ Preferred 	Response to Comment or Question	Date Response Sent
Perick Statel 1525 Assurblee Coart HW Right BE	shine dandi	The second secon	~	11Feb em al	Preve except the email as a vote: in four of examples dealing serves in the kupy lake served that where will provide an isoport prevent except the email as a vote: in four of examples of each served to show the prevent of the served end serves will provide an isoport class serves will approve a searce for data serves for computers in or execution serves of the served end served will be the class serves will approve a searce for data serves for computers in or execution serves where a insure on the kup. Thus was for your consideration. Data you for our consideration. Data you for service serves and approve a serve a secret of the transport exerce where it is plane was a ready and an example of the service serves and the serves and t	1	Good after room, Peace find attached, a nonfloction pedage for a proposed TLUS wieless communications fucility. TLUS has considered alternative boardions in expanse to leadand from the community and the SCIO. The proposed facility is an alternative boardion to a previous proposal that shall be ablence consultance boardions in expanse to leadand from the community and the SCIO. The proposed facility is an alternative boardion to a previous proposal and stack and and expanse boardions in expanse to leadand from the community and the SCIO. The proposed facility is an alternative boardion to a previous proposal and stack and an expansion. The version of the stack and the stack and the stack and the stack and all defound the service of the following. The next and all efforts all the stack and stack and stack and stack and and stack and a within the SCIO Exercised and Al (grand 17 Preview takes). PLO: NOI and SAL 398-356). Bet regards.	1-44.04
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Freer & Datable Knownes	0.000 - 0.000 - 0.000	catebabeteconvergialic	H	12-Feb email	understand sounds the colonary standard for any standard call more than a cuine concert and way lake. We are focuated at ortho of standard exerces that was a released at ortho of hadeese Park on the standard call on the balance of the colonary at a released at ortho of hadeese Park on the standard call on the balance of the colonary at a released at ortho of the park of the standard call on the balance of the colonary at a released at ortho of the park of the standard call on the balance of the colonary at a released at ortho of the park of the colonary at a released at the park of the second call of the park of the colonary at the second at the park of the park of the colonary of the park of the colonary of the colonary at a released park of the colonary of the park of the colonary o	10	Good differences, Please find attracted, a notification package for a proposed TLUS winders communications facility. TLUS is another attracted, a notification package for a proposed TLUS winders communications facility. TLUS at Standards call attractive concess in response to TLUS at Standards call attractive concess in response to TLUS attractive concess attractive concess in response to TLUS attractive concess attractive concess in response to TLUS attractive concess attractive concess in the concess attractive concess and attractive focus of the cont to be accorded in the lefter, will improve weeks are readen business and tooring in the facts take facts take and the contine cont to be accorded in the lefter, will improve weeks are expenses and tooring in the facts take attractive doing the Sumbu take attractive and present on the enclose of the concess of the concess of the concess and attractive concess and attractive and present on the enclose in the concess of the concess and tooring in the contine concess and attractive and present on the enclose of the concess of the concess and the contine concess and attractive concess and attractive and present on the concess in the concess and the concess and the contine concess and attractive and present on the concess in the concess and attractive concess and attractive concess and attractive concess and attractive attractive concess and attractive attractive concess attractive concess attractive concess attractive concess and attractive concess attractive attracti	1-Miar
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genu genue	4500 1000	uno mot	H	12-Feb en al	In first a built lake indexempt young and fully demine (di support to an end of forman to the area which all inport exceed the large of the large and currently work to well up to the highway, or go out to control of the large to a an end of the large out of the	1	Good after next. Reuse find attracted, a nartification package for a proposed TLUS wireless communications facility. Reuse find attracted, a nartification package for a proposed TLUS wireless communications facility. REUSIA straining control attention because in the extract of on the community and the SCRD. The proposed facility is an attentiate becation to a previous proposal REUSIA straining control with the latter, will improve writess services to redeets, businets are the SCRD. The proposed facility is an attentiate becation to a previous proposal REUSIA straining control which has latter, will improve writess services to redeets, businets and tourists a the Auby Lake surface of Scalane Lake, within the REUSIA straining control revealed related the Scalanet control region, previous the south and of Musiy Lake and the control related and its attracted and and if there is no context rea. Bus tragends.	1-MA ar

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Kevin Hanson		<u>karkrash@telus.net</u>	8	12-Feb email	Teury Verigin Teury Verigin Town a property and building (cabin) at thish luke, which we have owned in the family for 64 year. Our property is on the west adde of the lake and a accessible only by writer, via base	upport	 Towny spoke to key and informed him that TELUS will be starting public consultation for a 2rd foculion scon. 	12-Feb
					we de trutter for the factor protect control participant of a period on party rest of a party rest of a control of a support we are non-proved protection of the factor part of the state o			
					In the recent two months, since the indeller of December, Jhane colled the coverage has been on poor to so coverage and have began to conclude alternatives to field. Four why, as one attendence to the coverage fraction of			
					That is your consideration. Registry. resolutions			
			17	17-Feb phone call	iii Ken calied to atked about the tower's progress		Good after noon). Bus et lent attended - anotheration evolves for a newcoord TDL IC unider zeroenen in vehicus for failus.	1-Mar
							reset ins antifered a limitation package or a proposal tutus versus communations is early. TutUs for contracted thermate location in response to reachack from the community and the SAD. The proposed facility is an alternative location to a previous proposal et 13.94 sometime count with the SAD and the Community and the SAD.	
							The new risk, as described in this letter, will improve whelles services to residente, businesses and tourds) in the fluby Lake/Skinawi lake area and doing the Sumhine Coart Highwy, Threader property to an Laword Ski, Joint of The Other Schröding, Joint Coart The Schröding Lake and the north end of Skinawi Lake with the SCDE Restand Ana A (Bignort). The Analest Lakes, BPD, 312,348,238,	
							if youhne any questions, please fiel free to contact me.	
							Best regards,	
			ľ		Parents.		Tawny Vergin Amangerof Government Affairs 	
1			-	1-Mar email	1 BMNY Tha aide for tha Info. 1 will forward this to our blive Like and our our		Index Reven	1-Mar
3			π	11-Mar email and comment	Tay		H Kevin & Brenda,	11-Mar
3				sheet	Please find attached my Comment Street. If you read anything dhanged, please let me know. Also I know communicated with all of the water access only people at Ruby Lake and hopefully you should get number of responses form them. Also I spoke to our friend, Springman and I understand she has organized the road access people at Ruby Lake.		Thank you for writing in to share your support for the proposed TBUS wireless communications facility located on Lawrock Road.	
					Rugards.		Ve appreciate your support for the project, and will share your comments with the SGID for consideration. Should you have additional comments, please respond within the next 21 days.	
					Kuçın Keçin and Beterda Hanson		Snarety,	
					 Do you feel this is an appropriate location for the proposed facility? X Yes 		Tawny Vorigin	
					O No comments		Nangger of Gowernment Affairs Agent to TBUS Communications I nc.	
					2. Are you satisfied with the appresance / durings of the proposed facinity? I finds, what changes would you suggest? X the O to			
					Comments: 3. Additional Prominent: Enversione this chould immonae numerae dit nur zabin			
Lynn Macdonald		bob.lynn.macdonald @gmail.com	12	12-Feb email	estand this form actually had the wrong address. We support this one too, but we meant to support the one closest to Hallowell Road and Ruby Lake.	upport		1-Mar
					Thanks		Please find attached, a notification package for a proposed TELUS wireless communications facility.	
							TEUS has considered alternative locations in response to feedback from the community and the SCRO. The proposed facility is an alternative location to a previous proposal at 13544 Smother Coast Hwy, Rusy, Rusy, Rusy, Lake, BC WIN 2011.	
							The new site, at described in this letter, will improve wireless services to residence, businesses and hour tits in the fubri Lade/Sationau Late are and along the Samiline Coast Home, mischer Experient to enable werder, Mi, just eff this Sational Coast Homey, Michael Home, Michael Lade and The work enable the SGD telescoal And Algorier / Home Home Lade and Michael Address, PU-2014	
							If you have any questions, ploase feel free to contact me.	
							Best regards,	
							Tawn, Ver gin Manaær of Government Affairs	
			ñ	2-Mar email	Hi Tawny, Lati a net to say we storegly propose either location. Preferably the first proposed one (just because if Linear on Lavarock if don't I would prefer that. The full time residents at Ruby Locations and some some some some sources and some sources are also been as a source source source source source			2-Mar
			_		Tetany Records This to go andold. Sinceredy		mans you bi winnegin to state your support of the proposed it LLUS wireless communications taking located on Laverock road.	
					Lynn & bob Macdonaed		We apprecise your support for the project, and will share your comments with the SCR0 for consideration. Should you have additional comments, please regional within the next 21 days.	
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					pervaviry registrong the sping and make short warran enter event events when another and the content us of media registrong makes in a pervaviry registrong works and make we have provided in the spin of the sp		The ne Highwa SCRD E	revolts, as devolted in this fetter, will improve wheles services to moderts, businesses and toucids in the fully Lade Spatian Lade area and dong the Sunthine Count through the service of supervised services to moderts, businesses and toucids in the Authy Lade Spatian Lade area and dong the Sunthine Count through the service day and any Lade and Author Spatian Spatian Spatian Lade and and and a subtract and when tak	
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		15211 Sunshine Coas	bruce.lori.morrison	16-F eb	Lonic called to find out more about the project.	neutral	Manag	n composition of the second se	
		Hury	elus.net. Ilard@telus.net				has cor improv the Sur Munici	notified ad member detation in response to feature that we have the mean 2XD, 2DD states that of commentation we have an own were strates are not accounted to the mean and account the mean strates control were and and the commentation and the mean example. The mean are not accounted to the mean and account the strates control were and the mean and account of a strates and accounted control were in the stratest and account of means and account the stratest control were and accounted control were and account of mean and account of account were the stratest control were and account of the accounted control were and account of mean and account were the stratest account were accounted account were accounted account of the accounted control were accounted account of the stratest for the accounted account were the accounted account acc	
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Index for item; That for item; Index to item							Tawny Manag	y Verlijin ager of Government Affairs	
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diselity? josh jor this tower the proposed beation for this on residential property & will seriously decrease the property value of boosed bealiny? Then, whit changes would you suggest? District facts above. And but of their front above. And but					confirmed?		of the	e coast Reporter. Comments dose April 6th, after that date the project will be reviewed at a subsequent Board meeting, the date is yet to be determined.	
diselity? Josh for this tower the proposed beation for this on residential property & will seriously decrease the property value of boood duality? If not, whit changes would you suggest? District jant Social word from the site. The proposed appearance / dealpp on the residential property will be in clear sight of of their from social. Not shall					Regards, Lori		Thanks	2	
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Name of Resident	t Address	Email Phone	Date Message	Comment or Question			Preferred Respe Location	Response to Comment or Question to	Date Response Sent
			Received Comment Sheet or Voice	Ĕ		support / neutral			
Frances Casey	16257 Lot D Sunshine Coast Highway	te <u>Frances Casey</u> <fcasey4@me.com></fcasey4@me.com>	19-Feb email	Hello - Mu huchand and I and naidents of Buhu I also BC and used	tjello- 140 bilihehen din of tas seidenti et Baheri tai Bit ned uura vao vastanditis have hera una marzono hava s zoll tonue razohu.	support	1 Good	Good after noon. Bassa fan stratshak a sondiesienn newtena for a nonovani TETI IS univianis remeniniscience fortitu.	1-Mar
				Our current phone service/Wi-Fi service is poor at best, an	representation on the control of the second second second second on the second		TELUS at 15	reasons are success a recent of paragraphic and property intervention models are used. THUS is a compared after markets before in the property of the community and the CRO. The proposed facility is an alternative location to a previous proposal THUS decompared common community and the CRO.	
				Thank you, Frances Casey 16257 Lot D Sunshine Coast Highway			The n Highv SCRD	The reveals, as data face in this terts, will improve writestawices to repleticul, business and horids in the flaps, lading has some and along the Samhine Coast Biglowy. The autosta copport is data have and support to statistic cost the scattary business the second and of the Disconductory and the scattary cost and scattary cost the scattary cost and of healty take and the evolt end of Sahnaw Lake, while the	
							lf you	if you have any questions, please feed feee to contact me.	
							Best	bet regards,	
							Tawin	Tamy Verigin As maar vir försommens a Bisler	
Reinhard Abraham	n 7745 Lawrence Dr, Burnaby, BC V5A 3N9	reinhard abraham @telus.net	1-Mar comment sheet	nt Mrr. & Mrs. Reinhard Abraham 9878 Ruby Lakeshore Way Madeira Park R C		support	2 HIMF	H Mir. & M.S. Reshrindid Abstrahm. The New New New Sector	1-Mar
				VON 2H1			ie avv	niem you en enneg in to sniet you support to the propose Little means contraintendent event on taken on exerced need. We americate wert support for the project, and will share wart comments with the XXB for consideration. Should we have additional comments, please reacord within the	
				 Do you feel this is an appropriate location for the proposed facility? X Yes 	sed facility?		next		
				O No comments: It's hardly noticeable			Since	Since reby,	
				 Are you satisfied with the appearance / design of the pr X Yes 	As you satisfied with the appearance / design of the proposed facinty? If not, what changes would you segres? Ves		Tawin Mana Agent	Tanay Viegin Abanger of Canomina A falsis Agent to Tatul Scimmunications in:	
				0 No 2 Additional Community Was and Immercued call converse					
				0					
Catherine McEachern	ern	cathm@telus.net	2-Mar email & comment sheet	HI Tawny, the set of the strend of the stremate location. Catherine McEachern		non- support	-		
1				 Do you feel this is an appropriate location for the proposed facility? O Yes 	sed facility?				
3				X No comments: Located too close to two residences with youn	No smrents: Loaned too close to two residences with yourg families on Laveock Road. Likely visible to guests of Ruby Lake Recort. more visible due to location up a hill.				
5				 Are you satisfied with the appearance / design of the pr X Yes O No 	. Are you straffed with the appearance / design of the proposed builting? If not, what changes would you suggest? Not				
				3. Additional Comments: I live on Ruby Lake & we urgently	. Additional Comments: like on Ruby Lake & we urgently need better cell coverage. Prior location, although closer to highway is preferred.				
			3-Mar email	Go to final page of the last attachment I sent you. Send to : 50D board juse general SCI there may be a chance that the new tower location may be visible from Ruby Lake. Also Not sure about your parents, but they may want to send in a letter of support/soncern.	Go this page of the last attachment i sert you. Send to SOD band (Juser general SOD emol. Them) and Yul) tamy neighing opperation for example of the last attachment i sert you. Sone do not were backnown the weather and the compared source and the		Cathe Chad	Chtherine – I will give you a cuil tomorrow. Grad	10-Mar
			9-Mar email	H1Tawny, I was just talk to Leonard Lee and have a few questions for you about the two suggested sites Catherine McEachern	you about the two suggested sites ear futby Lake. Could you call me please?				
			31-Mar email	Hi Chad, It might help our considerations if you could provide the ci cell tower parcel?	i Card. They have been considerations if you could provide the charance context required for a hydro externment. Is it 20 metres either stade Ox 57 Would the along Chernwood Lane or the all toward stades.		Its 10 remo	Its 10 netres wide from side to side. This can include portions of the read. That said, its likely that score of the tees along the south side of Lave cock its ad will need to be removed and some of these may be the large trees that help screen portions of the town.	31-Mar
The Cogrossi Family	N	<u>Ruby Lake Resort</u> <info@rubyjakereso rt.com></info@rubyjakereso 	3-Mar email	Good day, Please find attached a letter regarding the proposed new i claimed to be opposed to the tower allogether, and then t	doord day. Piewa tering international international the protocourden for the Theut ower in the hape, Lake area, along with a very contradictory letter previously sent from a neighbour who demined to temporate international and the owners to have it placed on the Provinse property.	support	-		
				Thank you for your attention. The Cogrossi Family					
				Ruby Lake Resort and Trattoria Italiana "Where nature is the first expression of art"					
Sharon Jones		<u>Sharon Jones</u> <u>-sharonjones@live.c</u> <u>a></u>	4-Mar email	I understand there are two proposed sits for the new Telu: Road, nearby where the proposed sites have been chosen upgrade.	understands there are not proposed still for the real-model and they use, a way to give any support for this, on matter where it's creates i have on takewall adds, a starty where the proposed stills have been chosen. The readents of the use have been without desent colification to stork any add wave of the interpret service for the too bag and are much desenved the approxi- story and a starty where the proposed stills have been chosen. The readents of the use have been without desent colification to stork and a start add serviced being and are much desenved the approxi- ation and additional	support 1	1 or 2 Hi Shu Thani	M Shuron, Thank you for writing in to share pour support for the proposed TBLIS wireless communications facility located on Lawarock Road.	11-Mar
				Shar on Jones Ruby Lake Resident			We al	We appreciate your support for the project, and will share your comments with the SXD for consideration. Should you have additional comments, plause respond within the text of days.	
							Since	Since reby,	
							Tawin Mana Aserti	Tworty. Verigin Manager and set 111 (Communications for	
		-	-	_		_	2]

				Comments & Response Tracker			
Name of Resident	Address	Email Phone	Date	BCI0603 Comment or Question		Prefered Response to Comment or Question Date Respon	esponse
			Message Letter, Received Comment Sheet or Voice		non- Lo support/ neutral		
Andrew McFayden	4440 Coldfall Rd., Pichonood PC V7C 480	mfu@shaw.ca	9-Mar email	Please see attached comment sheet.	upport	2 H Andrew,	11-Mar
	NICHTONG BU, V/C IPO	0		1. Do you feel this is an appropriate location for the proposed facility?		Thank you for writing in to share your support for the proposed TEUS wretess communications facility located on Laverock Road.	
				X Yes O No		We appreciate your support for the project, and will share your comments with the SGBD for consideration. Should you have additional comments, please respond within the	
				comments: Good, low population density. Will service dead spots on Hwy 101 & improve coverage for residents and businesses		rexit 21 days.	
				 Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? X Yes 		Sincerely,	
				O No Comments: Looks nice and skimry above visible tree line		Tavry Vergin Anangero of Gonzan Affairs Anangero in Prominications	
				3. Additional Comments: Thank you Telus for improving cell and internet service on the Surshine Coast!		Agent to tecus communications ne.	
			30-Mar email	RE: Tekus Gell Tower Sters BC106 303-1 and BC 105303-2 Der APC Members,		H Andriew,	31-Mar
				It has been brought to the attention of the Kuby lake Landholders Association that some comments and discussions surrounding the proposed cell tower sites near Ruby Lake		Thank you for writing in to share your support for the proposed TELUS writeless communications fasility proposed to zervice Ruby Lake.	
				have suggested that a cell tower may not be needed to service this area. This is not		We appreciate your support for the project, and will share your comments with the SRD for consideration. Should you have additional comments, please respond within the	
				acutate it an assure you investigate action of the an importance of the action of the		next 21 days.	
				do not currently get cell coverage or intermittent cell coverage. In the case of an enversency concluses of the babies of dial G11 and set fails		Sincerely,	
				reine generalty people, receive energies und an zu anise generalt meet ings and flied For over 10 years, various people have pertitioned Teius, request meet ings and flied		Tawing Verigin	
				requests to obtain the more converge example that when the second shows and the through the second shows and the through the second shows and the second sho		Annu ager of Goovernment Affails Monar Mar II of Convencionations I	
				over each in using the y and accurate on a set of the contract in the more of the contract of		Permission for intervention of the	
				our acento frothose serviced with latent fueld must this with and have access only proceenties or dead some alone N Hainway 101 and basic roads?			
				In summary, fully take residents need this cell towert to go alread. We would ask the work a AP Canadra the Description material increasions from the new and work with "future one sum in proceeds considers metaments".			
				many residents and traverses researchers, researcher and second and and and the second and traverses and traver			
Jim Haugen		Jim Haugen	11-Mar email	This is long overlues an Disordent. The program of the second program is the north end of Ruby Lake and I's always hidden mass trying to phone out especially for emergencies (Ye al how a disordent Vision: Outcome all movies and neucotably underly have radius in the norther way were honding it a matter from that way under the free real conciler on this way.	upport	2 H.Jim,	11-Mar
		simmaugen@yano 0.ca>		we is a constant of the second se		Thank you for writing in to share your support for the proposed TEUS wireless communications facility located on Laverock Road.	
				re a fair mar mae occ: na tanto		We appreciate your support for the project, and will share your comments with the SGD for consideration. Should you have additional comments, please respond within the	
3						Sincerely,	
6						Tawry Verigin Manager of Governmeit Affairs	
Gary Weeks	1971 Dunrobin Cres,	s, ganweeks@hotmail.	11-Mar email	1. Do you feet this is an appropriate location for the proposed facility?	support	2 HG/r/	11-Mar
	North Vancouver C7H 1N3	com		X Yes O No		Thank you for writing in to share your support for the proposed TEUIS wireless communications facility located on Laverock Road.	
				comments: Ruby Lake address 16141 Sunshine Coast hwy		Wa annordia vour sunnet for the noticet and will show over cronoment with the CBN for crecidension. Should vou have additional comments classes reasond within the	
				 Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? 		итеррисские рои зоррат ки тие ридес, аки импелие рои соллистские или перали и сильмее как во на не ехально солли Рех. 21495.	
				0 Vetes		Since b,	
				Comments: tools nice and skinry above visible tree line		Tawny Verligin	
				nents i currently have no cell service or signal		Manager of Government Affairs	
Marihyn & Steve Myers	rs 2433 Panorama Dr. North Van BC V7G	Steve Myers <smyers310@gmail.< p=""></smyers310@gmail.<>	11-Mar email	amiliy on Ruby Lake BC.	support	2 Hi Steere & Martilyn,	12-Mar
	254	com>		The registered owner of our water access property is: Marihym Myvers		Thank you for writing in to share your support for the proposed TELUS wreees communications facility located on Laverock Road.	
				2433 Panoarma Dr. North Van BC V76 254		We appreciate your support for the project, and will share your comments with the SGID for consideration. Should you have additional comments, please respond within the next 21 days.	
				1. Do you feel this is an appropriate location for the proposed facility?		Sanarehy,	
				o no Comments: We need better service at Ruby Lakel comments: We need better service at Ruby Lakel		Tawny. Vereigin Manager of Government Affairs	
				2. Are you satisfied with the a monarce / devision of the monowed facility? I find, what changes would you suggest?		Agent to TELUS Communications inc.	
				y tres 2016 Gammetics			
	_		12-Mar email	We are all very excitted and releved. It will be acadioont to be able to communicate with Fire Dept. or Ambulance service in the case of an emergency.		WA IN	
Helga & Wayne Grout	t 15319 Hallowell	Wayne Grout	12-Mar email	un La su suovorista location for tha nonocard facility.	support	2 Hi Wayne & Heiga,	12-Mar
	Koad, Madeira Park, BC VON 2H1	<wgrout@me.com></wgrout@me.com>		1. DO You rest trub to an appropriate execution for the proposition administ Xees A vac		Thank you for writing in to share your support for the proposed TELUS wireless communications facility located on Laverock Road.	
				O NO Comments:		We appreciate your support for the project, and will share your comments with the SGB for consideration. Should you have additional comments, please respond within the	
				 Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? X Yes 		Since ek.	
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						Lanninger of Government Affairs Manager of Government Affairs	
			_	2. Automotes contributes		Pagent to tector continuintiations inc.	

						LOTTING A REDOTSET TAXWER				
Num N	Name of Resident	Address								Date Response
····································					etter, Comment Theet or Olce			Location	<u></u>	Sent
	Anna Venalainen	15352 Hallowell Rd, a venalainen	n@msn.		-		support		4 Ama	15-Mar
Image: Section of the section of th		Madeira Park, BC com VON 2H1		5	H X I	1. bo you teet this is an appropriate acation for the proposed facility/ X Yes 		£	hark you for writing in to share your support for the proposed TELUS wireless communications facility located on Laverock Road.	
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Work Image					03	0 No Comments		<u></u>	ning and the second	
Image: 1 Image: 1 <td< td=""><td>Denise Peake</td><td>deneake@gn</td><td>nail.co</td><td></td><td>ent</td><td></td><th>support</th><td>2 H</td><td>Adminger of Government Amans 1 Denisia</td><td>15-Mar</td></td<>	Denise Peake	deneake@gn	nail.co		ent		support	2 H	Adminger of Government Amans 1 Denisia	15-Mar
Mathematical and the second of the		E		45	ri x I	1. Do you feel this is an appropriate location for the proposed facility? X Ves		Ę	hank you for writing in to share your support for the proposed TELUS wrieless communications facility located on Laverock Road.	
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Outbook Description Description Description Description Description Under the problem Ender the prob					<u>. 0 0</u>	a tes A tes Connects		n ₽¥	anderer.p. Sanny Varegia Adamges of Government A flats	
Unit Control C	Bruce Brawn	2654 Panorama Dr., bruce brawi North Vancouver,et	n@telus		ent 1.	1. Do you feet this is an appropriate location for the proposed facility?	support	2 H	t Bruce,	15-Mar
Here Construction Construction Construction Construction Construction Construction Construction Construction Construction Construction<		BC V7G 1V6			×ŏ	X Yes DNo		Ĕ	hank you for writing in to share your support for the proposed TELUS wireless communications facility located on Laverock Road.	
· · · · · · · · · · · · · · · · ·					<u>ک</u>	comments. We are very happy to see our services improved		Q 4	Inyour commentsheet you asked about camoullaging the tower to look like a tree. Unfortunately, building a 60m monopine would not be possible at this location largely use to wind and structural requirements of the monopine branches are beyond what a the structure would be capable of hardling.	
1 1 0					XX	2. Are you satished with the appearance / deagn of the proposed locally / Hindy, what changes would you suggest/ X Yes 		W.	the appreciate your support for the project, and will share your comments with the SCRD for consideration. Should you have additional comments, please respond within the	
Image: Solution of the second of the seco					03	0 No Comments: The appearance is okey, however my understanding is that they can be camouflaged to look like a tree? I wouldn't want to stop the project, just curious?		ž	ex 2.1 days.	
Units Description Control Contro Control Control					m			5 P 2	1	
	Mike Haugen		<u>ome@te</u>		ent		support	2 H	e Mike,	15-Mar
전 1 1 <td>-</td> <td></td> <td></td> <td>5</td> <td>ri x (</td> <td>1.1. bo you feet this is an appropriate location for the proposed facility? X Ves</td> <th></th> <td>Ę</td> <td>hank you for writing in to share your support for the proposed TEUS wireless communications facility located on Laverock Road.</td> <td></td>	-			5	ri x (1.1. bo you feet this is an appropriate location for the proposed facility? X Ves		Ę	hank you for writing in to share your support for the proposed TEUS wireless communications facility located on Laverock Road.	
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Methods Methods <t< td=""><td></td><td></td><td></td><td></td><td>J</td><td>Comments:</td><th></th><td>Ta Mi</td><td>zwary. Ver igin Admager of Government A ffairs</td><td></td></t<>					J	Comments:		Ta Mi	zwary. Ver igin Admager of Government A ffairs	
Institute to the control of the policy of the pol						letes Tanse. Na comes tom suttention, that both the Lavasck fad and tis Griffith sites are being examined for this tenes. Cat Form the success to my attention, and examine the fast south to the griftic groenderskie.		ŦĔ	k Mike. That you be writing in to share your support for the proposed TBUS writees communications facility proposed to service the huby Lake area.	31-Mar
Test of the second se					2	I want to make it clear, I have no preference over the two locations under consideration.		V.	Ve appreciate your support for the project, and will share your comments with the SCRD for consideration. Should you have additional comments, please regood within the exit 21 days.	
Matter and a product of a matter of					i i ii	Than it's you Best freegords		NS	ainare hy.	
Display Is And commute to the proposed facility? Is And commute the Xers Is And Commut					Ak 25 F Sr M	Mile Hugen Forwer & Andren Maager 1553 or & Andre Å Installion Maager 1553 friste Anny		77 M	zany Vierigin Adnagra of Gonerment Affairs Agent to Titul Scommunctations inc.	
Image: Section Control 000 Image: Section Control 0	Hanku Makinen		0telus.ne		But	1.00 you feel this is an appropriate location for the proposed facility?	support		4	V/N
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Much Machine Could Infolly/Infold/Addressed Mode Community LD system for the anager quark factor for the proposed facility? Z MA Much Machine Could 10 system for the transpropriate facility of the proposed facility? 2 MA Much Machine Could 10 system for the proposed facility? 2 MA Much Machine Much Machine Could 2 MA Much Machine Could 2 2 Much Machine Could 2 1 Much Machine Could 2 1 Much Machine Could 2 1 Much Machine Could 1 1					<u>. 0 Ŭ</u>	iems. I throught sometimes a green color would help it blend in better. Twe seen tow				
Onnexs Connexs 2. Any your satisfied with the appearance / deging of the proposed failing / Into, what changes would you suggest? X would be appearance / deging of the proposed failing / Into, what changes would you suggest? X would be appearance / deging of the proposed failing / Into, what changes would you suggest? X would be appearance / deging of the proposed failing / Into, what changes would you suggest? Contronect:	Brigit & Aldo Cogni	15426 Sunshine Coast Hwy, Madeira Park, BC VON 2H1	kerespo		ant	1. Do you feel this is an appropriate bocation for the proposed facility? X fee	support			N/A
2. Are you as tabled with the appearance / degined the proposed tablity if not, what changes would you suggest? Not Comments:					08	O No comments: Oriĝinal vias on Ruby Lakie Resort property and of course we preferred it here.				
ONO Comments					N X	2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you sugget? X Nes				
					<u>o ở</u>	0.No Comments				

Page 11 of 16

		Serie			Refit - 1 will be flow the directer. Lan just waiting for a bit of information from Tit.16 to get back to you. 34.4.4 Majorist, Dual Advietar Speres Liad Spreces - Vennt for Tit.15	25.4MF best way focconfirm visible; of the future structure. There or of a denormal, the proposed toward way wai and it backs like from your or operity. This is the 25.4MF best way focconfirm visible; of the future structure. There or of clamas the will be flying the donore. Livell give you a cell as well.	Exat - Tanks for meeting on Monday. Attached are the photo-rendening of what the tower would generally load like from your house and Zee's house. The first image is of 31-Mar the tower from your ford douby-duration, the second is patient and the tower would generally block life market's property down by the lost physics. The second is patient and the house and zee and z
		non- Location support / neutral	non- support	den M.A.	400 VVV	lest - es la conterna vie lest way la conterna vie Oud 04-910-710	Scat - Thanks for meeting on Monday, Atta the tower form your from Goodynamics, mit the The site will be violable, and as transmissioned on Gove me as call if you'd like to discuss further-
Comments & Response Tracker	BC106303 Comment or Question		N Do your free! this is an approprior to Control for the proposed facility? 2006 comment: Previous inclusion is better at 242:1359, 1225:573.57W comment: Previous inclusion is better at 242:1304, 1225:575.57W comment: Previous inclusion is better at 242:1304, 1255:575.57W comment: Previous inclusion is better at 242:1304, 1255:575, 1255:57W comment: Previous inclusion is better at 242:1304, 1255;57W comment: Previous inclusion inclusio	I ben 't hem, Press see the strong document for our comment regarding the proposed tole communications tower. We are strongly opposed to the tructure being weeted on Lwencek Road and register the tole configure and the comment regarding the proposed tole communications tower. We are strongly opposed to the tructure being weeted on Lwencek Road and register the tole configure and the comment regarding the proposed tole communications tower. We are strongly opposed to the tructure being weeted on Lwencek Road and take the tole configure and the comment regarding the proposed tole communications tower. We are strongly opposed to the tructure being weeted on Lwencek Road and take the take the structure and the context of the tructure to the take the take the take the take the take the take take the take take the take take the take take take take take take take tak	Ippuss even the ritic/ment (or comment) on the "Nut towe." Registion of the ritic of comments on the "Nut towe". Registion of the ritic of comments on the "Nut towe". Registion of the ritic of comments on the "Nut towe". Registion of the ritic of comments on the "Nut towe". Registion of the ritic of comments on the "Nut towe". Registion of the ritic of comments on the ritic of the ritic		Sound grout, thank you.
	Email,	Message Letter, Received Comment Sheet or Voice	16-Mar comment sheet		22-Mor/ lefter	23-Mar comment sheet	24-Mar email
	Phone Date				2044		
	Address Email Ph		Address Park, BC VON Middes Park, BC VON 2H1		And the second s		
	Name of Resident		Hans-Rudolf Suter	Cardy Durk	138		

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Page

Name of Resident	Address	Email	Phone Da	Date Email Message Letter Received Comr	Email, Cor Letter, Comment	Commerk & Regionie Trekker 0.0403 Commerk or Operation 0.0403 Commerk or Operation 0.0403	Support / Preferred non- Location support /		Def Reported to Comment or Quetion	Date Response Sent
Zee Duric Dir ector	15402 Hallowell Road, Madeira Par, BCVON 2H1	ad, <u>Coltric Properties</u> N <u>LTD</u> <duricdevelopment @gmail.com=""></duricdevelopment>	-906 (604) 306-	23-Mar email	email Tol Iha wor	To knowners involved for the proposed Cell forwir con Larrecck (d	non- 2 support		Be now will be your acid as well but we are trying to arrange forget administration to be been would be from the neighbouring property and we could on the same been property, we are trying to arrange to do this around 10mm this coming Translaw. Regards.	25-Mar
_					Be Zee	ler report, že Duic Directri				
				23-Mar letter	Htter Ma 100 110 110 110 110 110 110 11	We of a 2010. To vii Stand privilation dependent, solve Stoda, Peer foldendig perturnel (JACC) wir, and Tanvy Verigin (palkacomulation) (Begenstander-eca com) for Taku, treational see a personal and egord cal- ter interactional and egord cal- participant and egord cal- cer interactional and egord cal- participant and egord cal- and egord cal- participant and egord cal- and egord cal- participant and egord cal- and egord cal- cer interaction cal- interaction cal- cer interaction cal- cer inter cal- cer inter cal- cer interaction cal- cer interaction c	-			
				23-Mar comn sheet	comment sheet 1. C X N X N X N X N X N	a wa wa wa wa kata ang ang ang ang ang ang ang ang ang an				
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Cam & Birgit Milne	Box 688, 7417 Ambassador Cres, Whistler, BC VON 180	Milne. Cam <u>CCMilne@harmacpa</u> cffe.com>	ed .	29-Mar comn sheet	comment Hi T sheet Ple. surr Reg	uly Like. My mother and Lare boking (orward to the improvement in service at morn's	support 2		M Cam & Bingt, Thank you be verining in to share your support for the proposed TEUS wiekes communications facility located on Lavencel Road. We appreciate your support for the project, and will share your comments with the SCOD for consideration. Should you have addroind comments, please regood within the	29-Mar
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ANNEX I

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- TO: Corporate and Administrative Services Committee May 27, 2021
- AUTHOR: Yuli Siao, Senior Planner
- SUBJECT: TELUS TELECOMMUNICATION TOWER EGMONT MINE REQUEST FOR LOCAL GOVERNMENT CONCURRENCE (BC109091)

RECOMMENDATIONS

THAT the report titled Telus Telecommunication Tower Egmont Mine – Request for Local Government Concurrence (BC109091) be received;

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower near Egmont Mine (Site BC109091):

- a. Telus has satisfactorily completed consultation with the SCRD; and
- SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any Shíshálh Nation archaeological or environmental concerns;

AND FURTHER THAT the recommendation be forwarded to the May 27, 2021 Regular Board meeting.

BACKGROUND

SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 45-metre tall telecommunication tower to be located on a private property next to the Lafarge Mine in Egmont (Site BC109091, Figure 1).



Figure 1 - Location of subject property

Page 2 of 3

While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public.

The proposed facility is detailed in the proponent's information package (Attachment A), and reviewed in accordance with SCRD's land use regulations and policies for telecommunication facilities.

The subject property is designated "Resource" in the Egmont / Pender Harbour Official Community Plan, and zoned RU2 (Rural Residential Two) in Zoning Bylaw No. 337 (Figure 2). Telecommunication facilities are considered utilities that are permitted in any zone.



Figure 2 Zoning and OCP Designations

The purpose of the new facility is to improve wireless communication and rural internet services to residents, businesses and tourists in the Egmont and Skookumchuck areas. Improved communication capacity in the area is also a benefit to E911 service, Search and Rescue and other emergency response organizations.

The subject property is a large (1227 acres) rural property that is situated next to the Lafarge Mine. The property is boat access only, heavily treed and comprised of undeveloped lands. The proposed location is at a higher elevation accessed via an existing access road with easements on adjacent properties.

The proposed location is considered to be appropriate by Telus as the site is comprised of densely forested, undeveloped lands and the tower is far from any residential properties. The tower will be surrounded in all directions by mature trees that screen a portion of the tower.

Telus has conducted the required consultation with the public, and received no comments.

The Egmont / Pender Harbour Advisory Planning Commission has reviewed the tower proposal, and recommends support.

Based on the above discussion, staff consider the proposed facility appropriate for the location and consistent with SCRD policies, and recommend providing concurrence to ISED regarding this proposal.

ATTACHMENTS

Attachment A – Telus Telecommunication Facility Proposal and Request for Concurrence (BC109091)

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective	
	-	Services	





May 10, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road, Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC109091 – Egmont Mine
Proposed Location:	Address: Egmont Mine, BC PID: 025-780-361 Coordinates: N 49.751621°, W 123.887562°
Description:	45.0 metre self-support / wireless communications facility

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build 45.0 m telecommunications facility to improve wireless services for TELUS users in the Egmont Mine area and surrounding areas. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

On April 1, 2021, an Information Package was submitted to the SCRD formalizing the initiation of the consultation process. Please see **Appendix 1: Information Package.**

On March 31, 2021, notification packages were mailed to property owners within a radius of three times the tower height (approximately 160.0 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package.**

On April 2, 2021, an advertisement ran in the Coast Reporter newspaper, please see **Appendix 3**: **Newspaper Tear Sheet.**

On May 3, 2021 the consultation period ended. During the consultation period, no comments were received.

Please find in **Appendix 4: Sample Resolution**, a sample resolution which may be used by the Board to support this project.

Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at tawny@cypresslandservices.com.

Tawny Verigin Manager of Government Affairs

auny lety

Cypress Land Services Agents for TELUS

Appendix 1: Information Package



Cypress Land Services Inc. Suite 1051 – 409 Granville Street Vancouver, BC V6C 1T2 Telephone: 604.620.0877 Facsimile: 604.620.0876 Website : www.cypresslandservices.com

April 1, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao Senior Planner Sunshine Coast Regional District (SCRD) 1975 Field Road Sechelt, BC VON 3A1

Dear Mr. Siao,

Subject:	TELUS Telecommunications Facility Proposal Information Package
Address:	Egmont Mine, BC
PID:	025-780-361
Coordinates:	N 49.751621°, W 123.887562°
TELUS Site:	BC109091 – Egmont Mine

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and tourists in the Egmont Mine area.

Proposed Site

The subject property is zoned RU-2 and is a large rural property situated next to a LaFarge Mine. The property is boat access only, is heavily treed and comprised of undeveloped land. The power is via genset. The proposed location is at a higher elevation accessed via existing access road which also cross over LaFarge owned property; the property owner has an easement which allows them access. There are two other properties to cross: Access property #1 PID: 007-000-731, access property #2 PID: 007-000-723. Please see **Schedule A: Tower Site Location**.

Rationale for Site Selection

The proposed facility is strategically proposed at a high elevation, which will provide services to the Egmont mine, homes, business and the travelling public within the area.

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is comprised of densely forested, undeveloped land and the tower is nowhere near any residential properties. The tower will be surrounded in all directions by mature trees to screen a portion of the tower. From a radio frequency perspective, a site at this central location allows TELUS to improve service.

Tower Proposal Details

TELUS is proposing to construct at 45.0 metre self-support steel tower inclusive of a 3 metre lightning rod installed at the top of the tower. The tower as well as an equipment shelter, genset and propane tank will be fenced in for security purposes. The tower will have up to 18 antennas and two microwaves.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans** and Photo-Simulations, please see **Schedule C.** These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. TELUS will send out notification packages to all properties located within three times the height of the proposed tower and place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use

concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at: Health Canada: <u>http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio guide-lignes direct-eng.php.</u>

Conclusion

Please consider this information package as the official commencement of consultation with the Regional District. TELUS is committed to working with the Regional District and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely, CYPRESS LAND SERVICES Agents for TELUS

Jauny Veta

Tawny Verigin Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS

Appendix 2: Affidavit of Notification Package

Affidavit of Cypress Land Services

I, Tawny Verigin, Manager of Government Affairs, in the City of Vancouver in the Province of B.C., make an Oath and say:

 THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on March 31, 2021.

Jauny Veta

Tawny Verigin, Manager of Government Affairs Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 31st day of March 2021.

(Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

James Shaw A Commissioner for Taking Affidavits For British Columbia Cypress Land Services Inc. 1051 - 409 Granville Street Vancouver, BC V6C 1T2 Tel: 604-719-4469 Expires on: October 31, 2022

(Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter



Dear Owner/Occupant,

March 31, 2021

Please accept this notification regarding proposed TELUS Communications Inc. ("TELUS") wireless service improvements in your community.

Subject:	TELUS Telecommunications Facility Proposal
Address:	Egmont Mine, BC
PID:	025-780-361
Coordinates:	N 49.751621°, W 123.887562°
TELUS Site:	BC109091 – Egmont Mine

What is proposed?

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons.

The subject property is a large rural property situated next to a LaFarge Mine. TELUS is proposing to construct a 45.0 metre self-support steel tower inclusive of a 3 metre lightning rod installed at the top of the tower. The tower as well as an equipment shelter, genset and propane tank will be fenced in for security purposes. The tower will have up to 18 antennas and two microwaves. The proposed tower may have sufficient space and loading capacity for additional antennas should another carrier wish to install equipment to support their network requirements at this location dependent upon the type of equipment.

Regulatory Authority

Telecommunications carriers are required by Innovation, Science, and Economic Development Canada ("ISED"), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the SCRD as part of our application for concurrence.

Local Municipality

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. This process requires all properties within three times the structure height be notified and an advertisement in the local newspaper, The Coast Reporter. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The public is offered 30 days to provide comment. The closing period for comments to be received by TELUS is May 3, 2021.

At the conclusion of the consultation process, TELUS will provide a summary of comments received from the community as well as the replies provided by TELUS to the SCRD Board to consider at an upcoming Board meeting.

Location

The new facility is proposed to be is located on a private property, zoned RU-2 and is a large rural property situated next to a LaFarge Mine, accessed by boat only at the coordinates N 49.751621°, W 123.887562°. The



property is heavily treed, undeveloped land. The proposed location is at a higher elevation and will be accessed via an existing road. There are two other properties to cross: Access property #1 PID: 007-000-731, access property #2 PID: 007-000-723. Please see Aerial Map on page 3. Visibility of the tower from street level will be minimal given the tree cover in the area and distance from other properties. That said, the tower will be marginally visible on the hillside. We have provided a photo-rendering, whereby the top of the structure will be visible.

Safety Code 6

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

Site Access

Access is largely existing. Construction is expected to take approximately one to two months.

Environment

TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*. Any municipal environmental regulations will be followed.

Transport Canada

The tower has been reviewed by Transport Canada and will not require lighting or aeronautical markings.

Structural Considerations

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction. Third parties may apply to add equipment should they like.

General Information

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html.

Contacts: **TELUS** c/o Tawny Verigin of Cypress Land Services, Agents for TELUS Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2 Phone: 1-855-301-1520, Fax: 604-620-0876 Email: publicconsultation@cypresslandservices.com

ISED – Lower Mainland District Office 13401 – 108 Avenue, Suite 1700, Surrey BC V3T 5V6 Phone: 604-586-2521, Fax: 604-586-2528 Email: ic.spectrumsurrey-surreyspectre.ic@canada.ca

Local Government Contact - Sunshine Coast Regional District, Yuli Siao, Senior Planner 1975 Field Road, Sechelt, BC VON 3A1 Phone: 6604-885-6804 ext. 3 Email: yuli.siao@scrd.ca

If you have any specific questions regarding the proposal, please feel welcome to contact the above.



AERIAL MAP



TELUS®



PRELIMINARY DESIGN PLANS – TOWER PROFILE



PRELIMINARY DESIGN PLANS – PROPERTY PLAN





PRELIMINARY DESIGN PLANS – SITE PLAN





PRELIMINARY DESIGN PLANS – COMPOUND PLAN

TELUS®



PHOTO SIMULATION



Artist's rendering of proposed facility looking NE from Skookumchuck Narrows trail approx. 1.8km away. Photo Simulation is a close representation and is for conceptual purposes only – not to scale. Proposed design is subject to change based on final engineer plans. The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.



COMMENT SHEET TELUS TELECOMMUNICATIONS FACILITY PROPOSAL ADDRESS: EGMONT MINE, BC PID: 025-780-361 COORDINATES: N 49.751621°, W 123.887562° TELUS SITE: BC109091 – EGMONT MINE

1. Do you feel this is an appropriate location for the proposed facility?

Yes No	
Comments	
2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes wou you suggest?	ıld
Yes No	
Comments	
3. Additional Comments	

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying the SCRD's consultation requirements. The closing period for comments to be received by TELUS May 3, 2021.

Name

(Please print clearly)

Email Address Mailing Address

> TELUS c/o Cypress Land Services Inc. Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2 Attention: Tawny Verigin, Manager of Government Affairs Email: publicconsultation@cypresslandservices.com Thank you for your input.

Appendix B: List of Property Owners, Occupants and Other Recipients

SOLBERG HILLS ESTATES LTD 5401 PATRICIA BAY HWY VICTORIA BC V8Y 2N9

LAFARGE CANADA INC ATTN REAL PROPERTY TAX MANAGER 200-7455 132 ST SURREY BC V3W 1J8 ISED LOWER MAINLAND DISTRICT OFFICE 13401 – 108 AVENUE, SUITE 1700 SURREY BC V3T 5V6

CYPRESS LAND SERVICES, AGENTS FOR TELUS SUITE 1051, 409 GRANVILLE STREET, VANCOUVER, BC V6C 1T2 SUNSHINE COAST REGIONAL DISTRICT YULI SIAO, SENIOR PLANNER 1975 FIELD ROAD SECHELT, BC VON 3A1

TELUS 4535 CANADA WAY, 3RD FLOOR BURNABY, BC V5G 1J9 ATTN: DOUG ANASTOS

> BC109091 TOTAL - 6

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 160 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

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c/o Cypress Land Services Suite 1051, 409 Granville St. Vancouver, BC V6C 1T2 Appendix C: Envelope



c/o Cypress Land Services Inc. Suite 1051 – 409 Granville Street Vancouver, BC V6C 1T2

IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN APPROX. 145 METRES OF A PROPERTY YOU HAVE AN INTEREST IN

Appendix 3: Newspaper Tear Sheet







SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO:	Corporate and Administrative Services Committee – May 27, 2021
AUTHOR:	Ken Robinson, Manager, Facility Services and Parks
SUBJECT:	RFP 2161303 RECREATION FACILITY POOL FILTER REPLACEMENT AWARD REPORT (SECHELT AQUATIC FACILITY)

RECOMMENDATIONS

THAT the report titled RFP 2161303 Recreation Facility Pool Filter Replacement Award Report (Sechelt Aquatic Facility) be received;

AND THAT Sunshine Coast Regional District award the purchase contract to DB Perks & Associates for the Recreation Facility Pool Filter Replacement at a total value of \$202,520 (plus GST);

AND THAT an additional \$15,972 from capital reserves be applied to this project;

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

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

AND FURTHER THAT this recommendation be forwarded to the May 27, 2021 Regular Board meeting.

BACKGROUND

On January 28, 2021 hairline cracks were identified in the Sechelt Aquatic Centre hot tub pool filter. This is a critical component. Cracks results in leaks. Filter replacement is included in the facility asset management plan and was scheduled for 2033 based on expected useful life at time of facility construction. Subsequent research identifies that useful life of 12-15 years is reasonable.

Further investigation showed that the main pool and leisure pool filters have similar cracking.

These filters are substantial pieces of equipment requiring specialized mechanical installation. These pool filters are considered pressure vessels and typically operate at approximately 20 psi. A filter failure would pose a safety concern and could result in flooding of mechanical areas.

All three filters must be replaced. Replacing all three as one project provides substantial efficiencies. This project must be completed when the pools are not operational; a timely award decision will allow completion during planned 2021 annual shutdown.

Page 2 of 3

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for Proposal 2161303 Recreation Facility Pool Filter Replacement was published on April 9, 2021 and closed on May 7, 2021.

One addendum was issued.

Purchasing received one proposal and the evaluation team consisted of four team members. The committee reviewed and scored proposals against the criteria set out in Section 7.2 of the RFP. Staff recommend that a contract be awarded to DB Perks & Associates who met the specifications as outlined in the RFP.

DB Perks & Associates' bid exceeds the \$90,800 allocated in the recreation capital renewal fund for this project. The value identified in the capital plan was based on costs at the time of construction and did not include a project contingency or PST.

Name	Total Value of a Contract
DB Perks & Associates Ltd.	\$ 202,520 (before GST)

Financial Implications

This contract value exceeds allocated funds in the recreation capital renewal fund by \$111,720. Staff recommend a project contingency of 10% in the amount of \$20,252 be added to this project for a total value of \$222,772, an overage of up to \$131,972 beyond the projected project value.

Staff recommend that the funding gap be closed through:

- a) Applying surplus funds from other projects that have come in under budget. The SAC sound baffles project was a one-time capital approval in 2020 and a balance of \$60,000 is expected after the project is completed.
- b) Resequencing other projects within the Recreation Facilities capital plan. A fleet vehicle purchase can be deferred by one year, for instance.
- c) Additional funding of \$15,972 from capital reserves.

This approach makes use of existing funds, where available, while minimizing asset management implications.

Timeline for next steps or estimated completion date

Annual maintenance at SAC is tentatively scheduled for August 3 to September 24, 2021. Staff are continuing to work on tendering for the SAC fire sprinkler replacement. Decisions/timing for that project may influence planned shutdown. Staff will confirm closure dates once contracts for all projects are awarded.

Following Board decision, the contract award will be made. The contractor has provided confirmation that they can complete the project 80 days from the date of contract signing. A late May award thus allows completion during planned annual shutdown.

STRATEGIC PLAN AND RELATED POLICIES

N/A - operational

CONCLUSION

The SCRD received one proposal for RFP Request for Proposal 2161303 Recreation Facility Pool Filter Replacement. Staff recommend award of the contract to DB Perks & Associates.

To close the project funding gap, a combination of costs savings from another project, resequencing of capital plan items and a contribution from capital reserves are recommended.

Reviewed by:			
Manager	X - K. Robinson	CFO	X-T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing	X-V. Cropp



April 20, 2021

Web www.islandstrust.bc.ca

Email northinfo@islandstrust.bc.ca

RECEIVED

700 North Road, Gabriola Island, BC VOR 1X3 Telephone **250-247-2063** Fax 250-247-7514

File No.: GM/6410-03

By SCRD Chief Administrative Officer at 7:56 am, May 03, 2021

Toll Free via Enquiry BC in Vancouver 604.660.2421 Elsewhere in BC 1.800.663.7867

Via email: Lori.Pratt@scrd.ca

Lori Pratt, Board Chair Sunshine Coast Regional District 1975 Field Road Sechelt, BC V7Z 0A8

Dear Chair Pratt,

RE: Grant-in-Aid policy: Fire Suppression and Life or Emergency Safety Equipment

I am writing as Chair of the Gambier Island Local Trust Committee to request reconsideration of the SCRD Grant-in-Aid funding policy s8.2.

At our meeting of April 1, 2021, we passed the following motion:

GM-2021-020 It was MOVED and SECONDED, that the Gambier Island Local Trust Committee request the Chair prepare correspondence to the Sunshine Coast Regional District urging that they reverse their policy that excludes fire prevention and equipment from rural grants-in-aid.

CARRIED

Island communities are in the ironic position of being excluded from the SCRD Fire suppression service, and also excluded from Grant-in-Aid assistance to provide for themselves.

As you are no doubt aware, a number of islands within the Gambier Island Local Trust Area are also in the SCRD and receive their tax-based services from the SCRD. Included in the list of islands would be Anvil, Gambier, Keats, Paisley, North and South Thormanby and the Trail Islands.

The SCRD has established a Fire Protection Service pursuant to bylaw and provides that service through administration, bylaws, fire directives and four fire halls, amongst other actions. The islands in the SCRD are excluded from this service.

The effect of the exclusion of island communities from this service is that they are for the most part on their own, in both the prevention of and response to fires related to structures and otherwise. The Provincial wildfire service will only respond if the forest is in danger.

As a result of this situation, many island communities have developed their own fire response strategy. We are aware of fire response plans in New Brighton/West Bay on Gambier, Fircom Plateau on Gambier, on North Thormanby, South Thormanby and Keats. There are likely others. These groups have taken a variety of routes to acquire equipment and attempt to educate and respond.

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

A number of years ago these groups were able to access Grant-in-Aid funds from the SCRD to assist in purchasing equipment. That policy was changed so that s8.2 of the policy now excludes grants for fire suppression and life or emergency safety equipment.

However, if the purpose of the policy is to support the Board in making fair and equitable decisions on behalf of their respective areas in the granting of funds to the community; and if Grant-in-Aid funding is provided in order to assist groups that provide community benefit, enhancing the quality of life for residents; how can the exclusion of fire suppression and life or emergency safety equipment be justified?

We urge you to reconsider s8.2 of your Grant-in-Aid policy and allow communities to apply for grants for fire suppression and life or emergency safety equipment. These groups would have to meet all the other criteria of the policy. Nothing is more important on these remote islands than prevention of the devastating effects of fires. This is the most important grant funding that could be provided.

If communications is an issue, Trustees Dan Rogers and Kate-Louise Stamford maintain regular email contact with islanders and would be happy to help. We recognize that the fire and emergency services staff have provided advice to various island communities from time to time, and those communities very much appreciate that assistance.

On behalf of the Gambier Island Local Trust Committee, thank you for your attention to this letter.

Sincerely,

SuEllendo

Sue Ellen Fast, Chair, Gambier Island Local Trust Committee





May 14, 2021

Ref: 267054

Mayors and Regional District Chairs of British Columbia Attendees of May 2021 Regional Calls with Minister Josie Osborne and Minister Lisa Beare

Dear Mayors and Chairs:

Thank you for taking the time to join Minister Josie Osborne and Minister Lisa Beare for the May 2021 regional calls. As Minister Osborne and Minister Beare said, these conversations continue to be a great opportunity to hear from you about the key issues and opportunities that you are working on in your communities. This email answers some of your questions and details links and resources for some of the topics raised.

The May 2021 calls were focused on connectivity. Working to connect all people in BC – regardless of where they live – is a priority for our government. Communications technology in all its rapidly changing forms is embedded into all aspects of our day-to-day lives as it enables a broad spectrum of possibilities including access to healthcare, education, culture, public safety and economic activity, as well as day-to-day social interactions during the challenging times of the pandemic.

Building on the Province's most recent investments totalling \$180 million, Budget 2021 establishes stable **base funding** of \$40 million over the plan to further invest in the Province's connectivity strategy. This will provide better high-speed internet and cell coverage to help connect more people in rural areas and remote communities. (See more Budget 2021 highlights below.)

There were a number of themes that came up during the calls including inaccurate federal data on broadband internet speeds, cell coverage along highways, redundancy, and low earth orbit satellites (LEOS) as an alternative to ground infrastructure. Providing the same level of access, quality and affordability in rural and remote areas as in urban areas is a key priority for the provincial government and we are working towards that goal.

The <u>Connected Communities</u> team within the Ministry of Citizens' Services would be happy to answer any further questions regarding connectivity programs or planning, highway cellular, satellite services or any recent announcements pertaining to connectivity in your area. Please email <u>ConnectedCommunitesBC@gov.bc.ca</u>.

Internet Speed Study

Mailing Address: PO Box 9490 Stn Prov Govt Victoria BC V8W 9N7 Phone: 250 356-6575 Fax: 250 387-7973

Location: 6th Floor, 800 Johnson Street Victoria BC V8W 1N3

www.gov.bc.ca/muni

175

Communities have raised concerns that the federal data on broadband Internet speeds, which is used to determine eligibility for connectivity funding programs, may not accurately reflect the broadband Internet speeds experienced in homes, businesses, and other locations at the community level.

The Ministry of Citizens' Services, UBCM, and Northern Development Initiative Trust are responding collaboratively to these concerns with an <u>independent study</u> of differences between the broadband Internet speeds experienced in some BC communities, and the 50/10 Mbps speed identified on the federal government's National Broadband Internet Service Availability <u>Map</u>. The study which is underway, will produce factual information on Internet speeds in rural and remote communities, supporting analysis and informing dialogue between the Northern Development Initiative Trust, Indigenous and local governments, Internet service providers, the Province, and the federal government. Data gathering and analysis will occur over the spring and summer months, with reporting of study results expected in fall 2021.

A **key step** in this process is to identify which communities in BC have noted inconsistencies between the 50/10 Mbps Internet speed that federal maps indicate should be available, versus actual Internet speeds currently experienced by residents and businesses in the area.

Local governments with reports of Internet speeds lower than the 50/10 Mbps speeds shown on federal maps, are invited to self-identify by contacting <u>Reiko Tagami</u>, Policy Analyst, UBCM to request to be included in the study.

Local governments wishing to participate in the Internet speed study are encouraged to complete a <u>guestionnaire</u>, providing contextual and background information about Internet speeds experienced in their community. For the purpose of this study, local governments can improve the accuracy and depth of the Internet speed data for their area, by having their residents, businesses, and other community stakeholders complete the CIRA Internet speed test. More information on the Internet speed questionnaire & performance data can be found <u>here</u>.

BC Budget 2021 Highlights

On April 20, 2021, Finance Minister Selina Robinson tabled the 2021 provincial budget in the legislature. Budget 2021 includes significant new funding commitments of interest to local governments, including those for mental health and substance use; housing affordability and homeless populations; economic recovery; childcare, and broadband connectivity. Due to COVID-19 pandemic impacts, the budget projects deficits of \$9.7 billion this year, \$5.5 million next year, and \$4.3 million in the year following. For more information see provincial government's <u>Budget 2021</u> or <u>UBCM BC Budget Highlights</u>.

Mental Health Funding and Substance Use

The budget allocates \$3.1 billion over three years to improve health and mental health care, including \$500 million to continue to expand mental health and substance use services. \$330 million over the fiscal plan provide a full spectrum of substance-use treatment and recovery services, including \$152

million for opioid treatment. There will be 195 new substance use treatment and recovery beds in communities throughout the province to help more people get on a path to recovery.

Housing Affordability and Homeless Population

The budget provides additional funding to expand the HousingHub program to construct 9,000 more rental homes for middle-income house holds and families over the next 3-5 years.

In addition to continued investments in the Homes for B.C. Supportive Housing Fund, the Province is partnering with the federal government through the Rapid Housing Initiative to convert existing buildings into supportive housing, and to support development of modular housing to expedite housing solutions for homeless or other vulnerable populations.

The budget allocates funding to extend supports and services for people experiencing homelessness and includes funding to help maintain more than 3,000 temporary emergency shelter and hotel spaces that have been secured during the pandemic. Funding is also provided to extend the additional 650 urgent shelter spaces, rent supplements, and supportive housing sites used to support recent decampments efforts in Vancouver and Victoria, with on-site health and other supports.

Economic Recovery

Budget 2021 continues to prioritize investments that help BC respond to the pandemic and to prepare for a strong recovery. These investments build on the over \$10 billion that has been provided to support people, businesses and communities since the pandemic began. The budget provides a record \$26.4 billion in taxpayer-supported capital investments that are expected to create over 85,000 jobs over the three-year plan. These investments will ensure the right infrastructure is in place by making critical upgrades to hospitals, schools, and highway and transit projects.

Childcare

The budget included a \$233 million increase in base funding over three years for childcare to create new spaces. This will more than double the number of \$10-a-day childcare spaces and contribute to raising wages for early childhood educators. New federal funding will help BC to build on this commitment.

Infrastructure Funding

Public announcements for the Investing in Canada Infrastructure COVID-19 Infrastructure Resilience Stream are expected next month. We understand that you are all interested in finding out the decisions. Ministry staff are working with our partners at Infrastructure Canada to finalize approvals at this time. Please stay tuned for further announcements.

In addition, Budget 2021 includes provincial funding commitments of \$41 million over the fiscal plan, or \$247 million over the next six years to maximize federal contributions and continue to support local governments, not-for-profit entities and First Nations in accessing community infrastructure funding. The ministry will be communicating further details on the Investing in Canada Infrastructure Program (ICIP) application process for new intakes in the fall of 2021.

COVID-19 Update

The strengthened <u>province-wide restrictions</u> that came into effect on March 29 are still in place through to May 25, including that everyone should stay within their local communities. Travel restrictions for non-essential travel in BC are also in place until May 25. Read the travel restrictions <u>here</u>.

Dr. Henry stresses that although a high number of people are being vaccinated every day, it will take some time before all of us can let our guard down and right now, we all need to continue doing the things that prevent transmission of the virus.

Please stay tuned for further announcements from Provincial Health Officer Dr. Bonnie Henry and check the <u>provincial government COVID-19 website</u> regularly for more information.

Vaccination Roll Out

Dr. Bonnie Henry and Minister of Health, Adrian Dix, urge everyone to <u>register</u> online or call 1-833-838-2323 for vaccination as soon as possible. Getting vaccinated will help stop transmission and infections in vaccinated people are generally milder compared to those in unvaccinated people.

Starting today at 7 p.m. (Pacific time), booking invitations will begin for people who are registered and are born in 1996 or earlier (25 and up). On Saturday at 7 p.m., booking invitations will begin for people who are registered and are born in 2001 or earlier (20 and up) and on Sunday at 7 p.m., booking invitations will begin for people who are registered and are born in 2003 or earlier (18 and up). We encourage you to share this information with your residents.

The latest vaccine information can be found at www.bccdc.ca.

Home Owner Grant Centralization

As a reminder, effective 2021 all home owner grant applications must be submitted directly to the BC provincial government through a secure online application. **Municipalities no longer need to and should not accept any applications.** There are no changes to program eligibility criteria.

Homeowners can apply for their current year or their retroactive home owner grants 24/7 online at <u>gov.bc.ca/homeownergrant</u> or they can call toll free: 1-888-355-2700 Monday to Friday from 8:30 am to 5 pm to speak with an agent. **We encourage you to share this information with your residents.**

The next regional calls will be in June. Ministry staff will be in touch with you about the June date, time, and meeting information. Our tentative plan after June is to take a summer break from these calls and restart them in September.

The more restrictive COVID-19 measures over the next few weeks are hard for all of us – for governments, for businesses, for individuals in communities throughout BC. Once again, I cannot thank you enough as local government leaders for your continued leadership and dedication during this difficult time.

Sincerely,

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Tara Faganello Assistant Deputy Minister

pc: Chief Administrative Officers Gary MacIsaac, Executive Director, UBCM Nancy Taylor, Executive Director, LGMA Todd Pugh, Executive Directory, CivicInfo