



## SUNSHINE COAST REGIONAL DISTRICT

DECEMBER 14, 2023

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MINUTES OF THE MEETING OF THE REGULAR BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHULT, B.C.

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<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F – Alternate	I. Winn
		District of Sechelt	A. Toth
		District of Sechelt	D. Inkster (in part)
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	General Manager, Infrastructure		R. Rosenboom
	Assistant Manager, Infrastructure		M. Brown
	General Manager, Planning and Development		I. Hall
	General Manager, Community Services		S. Gagnon
	Manager, Information Services		D. Nelson
	Manager, Financial Services		B. Wing
	Manager, Solid Waste Services		M. Sole
	Manager, Budgeting and Grants		A. Taylor
	Executive Coordinator		C. Armitage
	Planner II		C. Humphries (in part)
	Assistant Manager, Planning and Development		K. Jones (in part)
	Legislative Assistant/Recorder		K. Wiebe
	Electoral Area A, Alternate Director		C. Alexander
	Electoral Area D, Alternate Director		M. Hardy
	Media		0
	Public		1

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

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**CALL TO ORDER**     1:33 p.m.

**AGENDA**             It was moved and seconded

372/23                THAT the agenda for the meeting be adopted as amended by striking Directors' reports from the agenda.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

373/23 THAT the Regular Board meeting minutes of November 23, 2023 be adopted.

**CARRIED**

Minutes **It was moved and seconded**

374/23 THAT the Special Board meeting minutes of November 30, 2023 be adopted.

**CARRIED**

**REPORTS**

COW **It was moved and seconded**

375/23 THAT Committee of the Whole recommendation Nos. 1 - 9 of November 23, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Sunshine Coast Junior Hockey Society*

THAT the presentation from Sunshine Coast Junior Hockey Society titled Sunshine Coast Junior Hockey Society Presentation to the Sunshine Coast Regional District be received for information.

**Recommendation No. 2** *Sunshine Coast Junior Hockey*

THAT the report titled Sunshine Coast Junior Hockey Update be received for information;

AND THAT the delegated authorities be authorized to enter into a Construction Agreement with the Sunshine Coast Junior Hockey Society (the "Society") for the proposed renovation (exits / adjoining doors), subject to all costs for the renovations being the responsibility of the Society;

AND THAT the delegated authorities be authorized to enter into an Amended Agreement with the Town of Gibsons that identifies a reduced land footprint / area for the Gibsons and Area Community Centre (GACC);

AND THAT the Board approve a Junior non-prime ice rental rate of \$90 per hour for the first season (effective August 1), with an annual increase of 5% in each subsequent season;

AND THAT the *SCRD Recreation Fees and Charges Bylaw No. 599* be amended accordingly;

375/23 cont.

AND FURTHER THAT Budget Proposals for Ice Operations Budget Alignment and GACC Facility Upgrade Project Leadership be submitted as part of the 2024-2028 Financial Planning Process.

**Recommendation No. 3**      *Free Transit for Youth Review*

THAT the report titled Free Transit for Youth Review be received for information.

**Recommendation No. 4**      *Transit for Youth and Seniors*

THAT staff propose options and tracking methods for distinguishing between fares for both Youth and Seniors' ridership.

**Recommendation No. 5**      *Free Transit for Youth*

THAT the decision regarding the implementation of a Free Transit for Youth Program be deferred to the 2024-2028 Financial Plan Budget deliberations;

AND THAT staff submit a budget proposal to Round 2 of the financial planning process that outlines the financial impact of the program.

**Recommendation No. 6**      *Corporate Greenhouse Gas Emissions Target Policy*

THAT the report titled Corporate Greenhouse Gas Emissions Target Policy – Target Setting be received for information;

AND THAT Option 1 – the SCRD adopts a Corporate GHG emissions reduction target of 20% by 2026 and 45% by 2030 from 2019 levels within its traditional services inventory, be included in a Corporate Greenhouse Gas Emissions Target Policy to be presented in Q1 2024.

**Recommendation No. 7**      *2024 Insurance Renewals*

THAT the report titled 2024 Insurance Renewals: Municipal Insurance Association of British Columbia (MIABC), Aon Reed Stenhouse Inc. (Aon) and Insurance Corporation of British Columbia (ICBC) be received for information;

AND THAT payment of up to \$130,000 be authorized for liability insurance to MIABC;

AND THAT payment of up to \$425,000 be authorized for property insurance to Aon;

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

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended to reflect the changes in premiums.

375/23 cont.      **Recommendation No. 8**      *Recreation Software – Information Report*

THAT the report titled Recreation Software – Information Report be received for information.

**Recommendation No. 9**      *Budget Project Status Report*

THAT the report titled Budget Project Status Report – November 2023 be received for information.

**CARRIED**

FIN      **It was moved and seconded**

376/23      THAT Finance Committee recommendation Nos. 1 – 14, 16 – 28, 30 – 31, 33 – 81, and 83 - 84 of December 4 and 5, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *2024-2028 Financial Plan Update at Round 1*

THAT the presentation titled 2024-2028 Financial Plan Round 1 Budget be received for information.

**Recommendation No. 2**      *Gibsons and District Public Library - 2024 Budget Request*

THAT the Gibsons and District Public Library - 2024 Budget Request be received for information.

**Recommendation No. 3**      *Pender Harbour Health Centre – 2024 Budget Request*

THAT the Pender Harbour Health Centre – 2024 Budget Request be received for information.

**Recommendation No. 4**      *Sunshine Coast Community Services Society – 2024 Budget Request -Youth Outreach Worker Program*

THAT the Sunshine Coast Community Services Society – 2024 Budget Request for Youth Outreach Worker Program be received for information.

**Recommendation No. 5**      *Pender Harbour Community School Society – 2024 Budget Requests*

THAT the Pender Harbour Community School Society – 2024 Budget Requests be received for information.

**Recommendation No. 6**      *Sechelt Community Schools Society – 2024 Budget Requests*

THAT the Sechelt Community Schools Society – 2024 Budget Request be received for information.

376/23 cont.

**Recommendation No. 7**     *Sunshine Coast Regional Economic Development Organization – 2024 Planning Reports*

THAT the Sunshine Coast Regional Economic Development Organization (SCREDO) – 2024 Draft Strategic Plan and previous financial information be received for information.

**Recommendation No. 8**     *Gibsons and District Public Library – 2024 Budget Request*

THAT the 2024 budget submission of \$798,135 for the Gibsons and District Public Library (GDPL) be approved and incorporated into the 2024 Round 2 Budget for GDPL [640];

AND THAT the 2024 funding for the GDPL for function [640] be included in the 2024-2028 Financial Plan as amended.

**Recommendation No. 9**     *Gibsons and District Public Library – 2024 Budget Request*

THAT the Electoral Area D contribution for 2024 Gibsons and District Public Library funding to function [640] be approved at \$89,685 from the Roberts Creek Library Service [646].

**Recommendation No. 10**     *Pender Harbour Health Centre – 2024 Budget Request*

THAT the 2024 budget submission of \$175,040 for the Pender Harbour Health Centre be approved and incorporated into the 2024 Round 2 Budget for Pender Harbour Health Centre [410].

**Recommendation No. 11**     *Sunshine Coast Community Schools and Sunshine Coast Community Services Society (Youth Outreach Worker Program) – 2024 Budget Requests*

THAT Sunshine Coast Community Schools and Sunshine Coast Community Services - Youth Outreach Worker Program - 2024 Budget requests be referred to the 2024 Round 2 Budget pending a staff report to January 25, 2024 Committee of the Whole regarding youth programs, recreation programs, youth centres, youth outreach and restorative justice programs;

AND THAT the report provide historical information of programs, service arrangements, and grants provided to these organizations by the Sunshine Coast Regional District or other local government funders.

376/23 cont.

**Recommendation No. 12** *Sunshine Coast Regional Economic Development Organization*

THAT the 2024 funding decision for Sunshine Coast Regional Economic Development Organization (SCREDO) be deferred to 2024 Round 2 Budget pending receipt of SCREDO's approved 2024 Work Plan;

AND THAT SCREDO be invited to present their 2024 work plan to the SCR D Round 2 Budget deliberations.

**Recommendation No. 13** *Sunshine Coast Search and Rescue Organizations - 2024 Budget Requests*

THAT the 2024 budget submissions from the Sunshine Coast Search and Rescue Association (\$19,000), Sunshine Coast Marine Rescue Society Station 12 – Halfmoon Bay (\$5,100), Pender Harbour and District Marine Rescue Society Station 61 (\$5,100) and Gibsons Marine Rescue Society Station 14 (\$5,100) be approved and incorporated into the 2024 Round 2 Budget for [222] Sunshine Coast Emergency Planning.

**Recommendation No. 14** *Community Partners – 2024 Budget Requests*

THAT the report titled Community Partners - 2024 Budget Requests be received for information;

AND THAT the following 2024 funding requests be approved and included in the 2024 Round 1 Budget as presented:

- Roberts Creek Community Library - \$17,000 with a one-time \$1,000 special project from Roberts Creek Library Services [646];
- Pender Harbour Reading Centre - \$3,910 from Pender Harbour Library Services [643];
- Sunshine Coast Museum and Archives / Sechelt Archives - \$99,800 / \$24,745 from Museums [648];
- Skookumchuck Museum / Egmont Heritage Centre - \$50,000 from Museums [648];
- Pender Harbour Chamber of Commerce - \$28,000 from Economic Development (Area A) [531]:
  - Tourism Sanitation Services (Portable Toilets)      \$ 3,000
  - Visitor Information Centre Washrooms                \$11,000
  - Visitor Information Booths                                \$11,500
  - Economic Development                                    \$ 2,500
- Gibsons and District Chamber of Commerce for a total of \$9,000 be approved and incorporated into the 2024 Round 2 Budget as follows:

376/23 cont.

- Visitor Services - Electoral Area E [534] \$2,000 and Electoral Area F [535] \$4,000;
- BC Ferries Travel Ambassador Program – Electoral Area A [531] \$600, Electoral Area B [532] \$600, Electoral Area D [533] \$600, Electoral Area E [534] \$600 and Electoral Area F [535] \$600.

**Recommendation No. 16**      *2024-2028 Financial Plan Outlook*

THAT the report titled 2024-2028 Financial Plan Outlook be received for information.

**Recommendation No. 17**      *Annual Support Service Allocation Policy*

THAT the report titled Annual Support Service Allocation Policy Review be received for information;

AND THAT for 2024, the Support Service Policy be amended to reflect apportionment changes for Information Services and Property Information and Mapping Services (PIMS);

AND THAT the section for “Exceptions” be removed from the Policy;

AND THAT the policy be approved as amended;

AND FURTHER THAT the revised Policy changes be reflected in the draft 2024-2028 Financial Plan.

**Recommendation No. 18**      *Capital Planning Update*

THAT the report titled 2024 Budget – Capital Planning Update be received for information.

**Recommendation No. 19**      *2024 Community Recreation Facilities  
Capital Funding Update*

THAT the report titled 2024 Community Recreation Facilities Capital Funding Update be received for information;

AND THAT for 2025, the Gibsons and Area Community Centre's Condenser, Heat Exchanger, and Pump Replacement Project, in the amount of \$900,000, be funded through Municipal Finance Authority 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$900,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act (Liabilities Under Agreement)* to fund the Gibsons and Area Community Centre's Condenser, Heat Exchanger, and Pump Replacement Project;

376/23 cont.

AND THAT the previous approval for a loan of up to \$917,600 through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act (Liabilities Under Agreement)* to fund the Gibsons and Area Community Centre's Brine Chiller and Condenser be rescinded;

AND THAT Capital expenditures for Community Recreation Facility Capital Renewal of up to \$1,232,400 be included in the 2024 Budget funded through Capital Reserves;

AND THAT Capital expenditures for Community Recreation Programming Equipment Replacement of up to \$36,100 be included in the 2024 Budget;

AND FURTHER THAT the amendments be included as part of the draft 2024-2028 Financial Plan.

**Recommendation No. 20**      *Community Parks [650] 20-Year Capital Planning Update*

THAT the report titled Community Parks [650] 20-Year Capital Planning Update be received for information;

AND THAT Capital expenditures for Community Parks Service [650] Capital Renewal of up to \$300,000 be included in the 2024 Budget;

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

**Recommendation No. 21**      *Gibsons and District Fire Protection Service [210] 20-Year Capital Plan Update*

THAT the report titled Gibsons and District Fire Protection Service [210] 20-Year Capital Plan Update be received for information;

AND THAT for 2024, the Gibsons and District Fire Protection Service's Pumper Apparatus Replacement project in the amount of \$1,699,500 be funded through a combination of long-term borrowing and up to \$200,000 from Capital Reserves;

AND THAT Electoral Approval to authorize long-term borrowing up to \$1,499,500 for a term of 10 years be sought through the Alternate Approval Process to fund Gibsons and District Fire Protection Service's Pumper Apparatus Replacement project;

AND THAT the annual funding commitment towards capital renewal for the Gibsons and District Fire Protection Service [210] be increased by \$80,000 to \$355,000 from \$275,000 starting in 2025 and be increased by 2% annually thereafter;

AND THAT capital expenditures of up to \$109,900 be included as part of 2024 Budget;



376/23 cont.

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

**Recommendation No. 22**      *Roberts Creek Fire Protection Service [212] 20-Year Capital Plan Update*

THAT the report titled Roberts Creek Fire Protection Service [212] 20-Year Capital Plan Update be received for information;

AND THAT the annual funding commitment towards capital renewal for the Roberts Creek Fire Protection Service [212] be increased by 2% (\$3,800) to \$193,800 from \$190,000 starting in 2024 and be increased by 2% annually thereafter;

AND THAT Capital expenditures of up to \$200,200 funded from Capital Reserves be included in the 2024 Budget;

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

**Recommendation No. 23**      *Halfmoon Bay Fire Protection Service [216] 20-Year Capital Plan Update*

THAT the report titled Halfmoon Bay Fire Protection Service [216] 20-Year Capital Plan Update be received for information;

AND THAT the annual funding commitment towards capital renewal for the Halfmoon Bay Fire Protection Service [216] be increased by 2% (\$3,920) to \$199,920 from \$196,000 starting in 2024 and be increased by 2% annually thereafter;

AND THAT Capital expenditures of up to \$31,900 be included in the 2024 Budget;

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

**Recommendation No. 24**      *Canada Community – Building Fund – Community Works Fund Update*

THAT the report titled Canada Community – Building Fund – Community Works Fund Update and Project Status Changes be received for information;

AND THAT Union of British Columbia Municipalities (UBCM) be notified to remove the following projects from the Canada Community - Building Fund - Community Works Funds (CWF) project list:

376/23 cont.

- 14-686 Gower Point Road – Electoral Area E [665] \$20,812
- 14-687 Redroofs Road - Electoral Area B [665] \$24,036
- 15-613 Lower Road - Electoral Area D [665] \$11,306
- 15-614 Roberts Creek Village - Electoral Area D [665] \$10,153
- 15-615 Beach Avenue - Electoral Area D [665] \$2,957;

AND THAT any funds expended to date be returned to UBCM and reallocated to the respective Electoral Areas CWF entitlements, recovered through 2024 Taxation;

AND FURTHER THAT the following projects remain on the list of Community – Building Fund – CWF project list:

- 15-616 Egmont Road - Electoral Area A [667] \$5,393
- 15-617 Garden Bay Road - Electoral Area A [667] \$6,793.

**Recommendation No. 25**      *Divisional Service Plans*

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

**Recommendation No. 26**      *2023 Carry-Forward Requests*

THAT the report titled 2023 Project Carry-Forward Requests be received for information

AND THAT the FireHall #2 Development Design [216] project (\$250,000) be rescoped to fund long range needs assessments and preliminary design initiatives;

AND THAT the unused Public Transit [310] Supernumerary Compensation FTE (0.75 FTE) be delayed until 2024 (9 months in 2024 and 3 months in 2025);

AND THAT the 0.12 temporary full-time equivalent (FTE) for Increased Building Maintenance Requirements [313] be carried forward to 2024;

AND THAT the items above and carry forward projects in Attachment A be included in the SCRD's Draft 2024-2028 Financial Plan, including authorization to continue with the projects prior to the adoption of the Plan;

AND FURTHER THAT following projects be cancelled;

- Parks Building (Replacement / Upgrade) [650] - \$300,000 with funds being returned to Capital Reserves;
- Suncoaster Trail (Phase 2) – Community Trail Project [650], \$10,881, with funds being returned to Operating Reserves.

376/23 cont.

**Recommendation No. 27***Supporting Documents to Budget Process*

THAT the 2023 Carry-Forwards and 2024 Proposed Initiatives Summary be received for information.

**Recommendation No. 28***Regional Solid Waste [350] - 2024 R1**Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Regional Solid Waste [350] be received for information;

AND THAT the following budget proposals be referred to the 2024 Round 2 Budget pending the results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Vertical Expansion Sechelt Landfill – Design Phase, \$165,000 funded \$100,000 from Operating Reserves and \$50,000 from Taxation;
- Budget Proposal 2 – Sechelt Landfill Contact Water Pond Relocation – Construction, \$520,000 funded through Taxation.

**Recommendation No. 30***Regional Solid Waste [350] - 2024 R1**Budget Proposal*

THAT the following budget proposal be referred to 2024 Round 2 Budget for further consideration of the proposal and the future financial implications:

- Budget Proposal 4 – Solid Waste Contracts (Base Budget Increase), \$389,403 funded through Taxation.

**Recommendation No. 31***Regional Solid Waste [350] - 2024 R1**Budget Proposal*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 5 – Solid Waste Operations Technician (1.0 FTE), \$58,447 (prorated at 0.58 FTE for 2024) funded through Taxation.

**Recommendation No. 33***Refuse Collection [355] - 2024 R1 Budget**Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Refuse Collection [355] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Green Bin Purchase for Curbside Food Waste Collection, \$27,000 funded from Operating Reserves.

376/23 cont.

**Recommendation No. 34**  
*Budget Proposal**Regional Water Service [370] - 2024 R1*

THAT the report titled 2024 Round 1 Budget Proposal for Regional Water Service [370] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Raw Water Reservoir – Site B, \$150,000 funded from Operating Reserves.

**Recommendation No. 35**  
*Budget Proposal**Regional Water Services [370] - 2024 R1*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending receipt of the Langdale Well Field Development - project update (Groundwater Investigation Round 2 Phase 3) to be presented at the January 11, 2024 Committee of the Whole Meeting:

- Budget Proposal 2 – Langdale Well Field Construction, \$17,500,000.

**Recommendation No. 36**  
*Budget Proposal**Regional Water Services [370] - 2024 R1*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 3 – Aquifer 560 Watershed Agreement, \$130,550 funded \$30,550 from Operating Reserves and \$100,000 from the Canada Community – Building Fund.

**Recommendation No. 37**  
*Budget Proposals**Regional Water Service [370] - 2024 R1*

THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 4 – Chapman Creek Raw Water Pump Station – Pump Maintenance and Upgrade, \$130,000 funded from Capital Reserves;
- Budget Proposal 5 – Exposed Watermain Rehabilitation Budget Increase, \$400,000 funded \$350,000 from Operating Reserves and \$50,000 from User Fees.

**Recommendation No. 38**  
*Budget Proposal**Regional Water Service [370] - 2024 R1*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

376/23 cont.

- Budget Proposal 6 – Vehicle Purchase – Flat Bed Crane Truck and Medium Size Truck, \$295,000 funded from by Municipal Finance Authority Short Term Loan;

AND THAT a loan of up to \$295,000 for a term of 5 years be requested through the Municipal Finance Authority section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the Purchase of a Flat Bed Crane Truck and Medium Size Truck.

**Recommendation No. 39**      *Regional Water Services [370] - 2024 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 7 – Development and Implementation of Chapman Creek Environmental Monitoring Plan, \$150,000 funded from User Fees.

**Recommendation No. 40**      *Water Services [365 / 366 / 370] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Water Services [365 / 366 / 370] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Pneumatic Boring Tool, \$102,000 funded from Capital Reserves (5% to [365], 10% to [366], 85% to [370]);

AND FURTHER THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 2 – Service Review Utility Services, \$150,000 funded from Operating Reserves (5% to [365], 10% to [366], 85% to [370]).

**Recommendation No. 41**      *Water Services [365 / 366 / 370] - 2024 R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 3 – North and South Pender Harbour Water – Piping System Connection Feasibility Study and Design, \$50,000 funded from Operating Reserves (50% to [365] and 50% to [366]);

376/23 cont.

- Budget Proposal 4 – Supervisory Control Data Acquisition (SCADA) Update / Upgrade, \$580,000 funded from Capital Reserves ([365] - \$57,719, [366] - \$115,437 and [370] – \$406,844) includes provision for existing FTE support;

AND THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 5 – Senior Utility Technician with Light Duty Truck (1.0 FTE), \$71,851 (prorated at 0.59 FTE for 2024), funded \$52,202 from Capital Reserves, \$19,649 from User Fees and \$110,000 through Municipal Finance Authority Short Term Loan. (5% to [365], 10% to [366], 85% to [370]);
- Budget Proposal 6 – Senior Capital Projects Coordinator (2.0 FTE), \$134,052 (prorated at 1.18 FTE for 2024), funded \$117,839 from Capital Reserves and \$16,213 from User Fees (5% to [365], 10% to [366], 85% to [370]);
- Budget Proposal 7 – Capital Project Engineer (1.0 FTE), \$63,358 (prorated at 0.59 FTE for 2024), funded \$56,165 from Capital Reserves and \$7,193 from User Fees (5% to [365], 10% to [366], 85% to [370]).

**Recommendation No. 42**  
*R1 Budget Proposal*

*Water Services [365 / 366 / 370] - 2024*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 8 – Water Supply Analyses South Pender, \$85,000 funded from Operating Reserves.

**Recommendation No. 43**  
*Technician*

*Various Services – Environmental*

THAT the report titled 2024 Round 1 Budget Proposal for Environmental Technician [351 / 352 / 365 / 366 / 370 / 381-395] be received for information;

AND THAT that the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Environmental Technician (1.0 FTE), \$54,749 (prorated at 0.60 FTE for 2024), funded \$9,968 from Capital Reserves and \$44,791 from User Fees (5% to [351], 15% to [352], 5% to [365], 10% to [366], 55% to [370], 10% to [381-395]).

376/23 cont.

**Recommendation No. 44**  
**2024 R1 Budget Proposal*****Wastewater Treatment Plants [381-395] -***

THAT the report titled 2024 Round 1 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information:

AND THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Lee Bay Wastewater Treatment Plant [386] – User Rate Stabilization, \$9,011 funded from Operating Reserves;
- Budget Proposal 2 – Canoe Road Wastewater Treatment Plant [389] – Root Mitigation / Removal, \$6,600 funded from Operating Reserves;
- Budget Proposal 4 – Wastewater Service Area Base Budget Increases – Pumpout Expenses [381-394], \$21,702 funded from User Fees;

AND FURTHER THAT that the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 3 - Lee Bay Wastewater Treatment Plant [386] – Generator Replacement, \$81,000 funded from Capital Reserves.

**Recommendation No. 45**  
**Proposal*****Public Transit [310] – 2024 R1 Budget***

THAT the report titled 2024 Round 1 Budget Proposal for Public Transit [310] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Annual Operating Agreement (AOA) Base Budget Increase, \$187,007 funded \$83,054 from Taxation and \$103,953 from the BC Transit Recovery / Fare Review;

AND FURTHER THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 2 – 2024 Transit Expansion Priorities (1.46 FTE), \$31.188 (prorated at 0.26 FTE for 2024 due to timing) funded \$300 through Revenues, \$11,131 through Taxation, \$19, 757 BC Transit Share;
- Budget Proposal 3 – Transit Operations and Driver Support (3.01 FTE) \$325,000 (prorated at 2.41 FTE for 2024) funded through Taxation.

376/23 cont.

**Recommendation No. 46**      *Public Transit [310] – 2024 R1 Budget Proposal*

THAT the following budget proposal be referred to 2024 Round 2 Budget pending adoption at the December 14, 2023 Board Meeting of a recommendation made at the November 23, 2023 Committee of the Whole Meeting regarding “Free Transit for Youth”:

- Budget Proposal 4 – Free Transit for Youth, \$28,850 prorated start of September 2024 funded through Taxation.

**Recommendation No. 47**      *Public Transit [310] – 2024 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 5 – Transit Vehicle Replacement, \$65,000 funded from Operating Reserves.

**Recommendation No. 48**      *Fleet Maintenance [312] – 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Fleet Maintenance [312] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – On Call Compensation, \$54,000 (9 months prorated in 2024) funded from Internal Recoveries.

**Recommendation No. 49**      *Ports Services [345] – 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Ports Services [345] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Annual Repair and Maintenance Base Budget Increase, \$32,000 funded through Taxation;

AND FURTHER THAT the following budget proposal be referred to 2024 Round 2 Budget providing alternate funding source options and pending further information to be received in early January 2024:

- Budget Proposal 2 – Major Capital Projects, \$215,000 funded from Capital Reserves.



376/23 cont.

**Recommendation No. 50**  
**2024 R1 Budget Proposal**

*Community Recreation Facilities [615] –*

THAT the report titled 2024 Round 1 Budget Proposal for Community Recreation Facilities [615] be received for information.

**Recommendation No. 51**  
**2024 R1 Budget Proposal**

*Community Recreation Facilities [615] –*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Recreation Facilities Needs Assessment and Business Case, \$100,000 funded from Operating Reserves.

**Recommendation No. 52**  
**2024 R1 Budget Proposal**

*Community Recreation Facilities [615] –*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 2 – Ice Operations Budget Alignment \$122,900 (includes 0.65 FTE not prorated for 2024 - \$62,250) funded \$42,400 through Taxation and \$80,500 from User Fees.

**Recommendation No. 53**  
**2024 R1 Budget Proposal**

*Community Recreation Facilities [615] –*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending an exploration of any cost sharing opportunities with the Sunshine Coast Junior Hockey Society:

- Budget Proposal 3 – Gibsons and Area Community Centre (GACC) Facility Upgrades (Junior Hockey) Project Leadership \$80,400 (includes 0.38 FTE not prorated for 2024 - \$38,691) funded through Taxation.

**Recommendation No. 54**  
**2024 R1 Budget Proposal**

*Community Recreation Facilities [615] –*

THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 4 – Sunshine Coast Arena (SCA) Water Well Investigation, \$63,000 funded through Taxation;

AND THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

376/23 cont.

- Budget Proposal 5 – Sechelt Aquatic Centre (SAC) Heat Pump Replacement, \$188,500 funded by Local Government Climate Action Program (LGCAP);
- Budget Proposal 6 – 2024 Contract Increases – Facilities, \$45,400 funded through Taxation.

**Recommendation No. 55**  
*Implementation*

*Various Services – Recreation Software*

THAT the report titled 2024 Round 1 Budget Proposal for Recreation Software Implementation [614 / 625 / 650 / 680] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending a Recreation Software Contract Award report being brought forward to the January 11, 2024 Board Meeting with further information:

- Budget Proposal 1 – Recreation Software Implementation, \$150,000 funded through Taxation.

**Recommendation No. 56**  
*Proposal*

*Community Parks [650] – 2024 R1 Budget*

THAT the report titled 2024 Round 1 Budget Proposal for Community Parks [650] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Cliff Gilker Sports Field Recovery (0.14 FTE one time), \$27,000 funded through Taxation;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget with further consideration by Electoral Area Directors at Round 2 Budget on the apportionment of Canada Community – Building Fund provision:

- Budget Proposal 2 – Cliff Gilker Sports Field Irrigation System (0.04 FTE), \$195,000 funded through the Canada Community – Building Fund;

AND FURTHER THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 3 – Parks Facilities Booking Technician (0.70 FTE), \$20,500 (prorated at 0.23 FTE for 2024) funded through Taxation;
- Budget Proposal 4 – Parks Service Review, \$35,000 funded through Taxation.

376/23 cont.

**Recommendation No. 57**     *Community Parks [650] – 2024 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 5 – 2024 Contract Increases, \$3,300 funded through Taxation.

**Recommendation No. 58**     *Bicycle and Walking Paths [665] – 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Bicycle and Walking Paths [665] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Connect the Coast Feasibility Study Phase 1 Contribution (Transportation Choices), \$35,000 funded from Operating Reserves.

**Recommendation No. 59**     *Regional Recreation Programs [670] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Regional Recreation Programs [670] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Regional Recreation Programs, \$9,700 Revenues (User Fees), offset by \$3,800 expenses for net reduction to Taxation by \$5,900.

**Recommendation No. 60**     *Gibsons and District Fire Protection [210] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Gibsons and District Fire Protection [210] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Gibsons and District Volunteer Fire Department Assistant Fire Chief (1.0 FTE), \$71,733 (prorated at 0.50 FTE for 2024) funded through Taxation;

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

376/23 cont.

- Budget Proposal 2 - Gibsons and District Volunteer Fire Department Command Vehicle Budget Increase, \$64,800 funded from Operating Reserves.

**Recommendation No. 61**     *Gibsons and District Fire Protection [210] - 2024 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 3 – Gibsons and District Fire Protection Base Budget Increase, \$50,000 funded through Taxation.

**Recommendation No. 62**     *Roberts Creek Fire Protection [212] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Roberts Creek Fire Protection [212] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Roberts Creek Volunteer Fire Department Assistant Fire Chief (0.5 FTE), \$26,599 (prorated at 0.25 FTE for 2024) funded through Taxation;

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 2 – Asphalt Repair, \$10,600 funded from Operating Reserves;
- Budget Proposal 3 – Duty Officer Vehicle, \$7,934 funded from Operating Reserves;
- Budget Proposal 4 – Roberts Creek Volunteer Fire Department - Uniforms, \$15,000 funded from Operating Reserves;
- Budget Proposal 5 – Roberts Creek Fire Protection Base Budget Increase, \$30,000 funded through Taxation.

**Recommendation No. 63**     *Halfmoon Bay Fire Protection [216] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

376/23 cont.

- Budget Proposal 1 – Halfmoon Bay Volunteer Fire Department Assistant Fire Chief (0.5 FTE), \$26,005 (prorated at 0.25 FTE for 2024) funded through Taxation;

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 2 – Halfmoon Bay Fire Protection Base Budget Increase, \$20,000 funded through Taxation.

**Recommendation No. 64**      *Emergency Telephone 911 [220] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Emergency Telephone 911 [220] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Emergency Telephone 911 Base Budget Increase, \$44,750 funded through Taxation;

AND FURTHER THAT the following budget proposal be referred to the 2024 Round 2 Budget for scope and grant clarifications:

- Budget Proposal 2 – Next Generation 911, \$45,000 contingent on receipt of grant funding.

**Recommendation No. 65**      *Sunshine Coast Emergency Program [222] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Sunshine Coast Emergency Program [222] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Community Evacuation Planning Support (0.2 FTE), \$10,353 (prorated at 0.1 FTE for 2024) funded through Taxation.

**Recommendation No. 66**      *Sunshine Coast Emergency Program [222] - 2024 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 2 – Neighbourhood Emergency Preparedness Financial Support (Pilot Project), \$10,000 funded through Taxation.

376/23 cont.

**Recommendation No. 67**      *Sunshine Coast Emergency Program [222] - 2024 R1 Budget Proposal*

THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 3 – Emergency Support Services (ESS) Director Staffing Increase, (0.1 FTE), \$7,888 funded through Taxation;
- Budget Proposal 4 – Emergency Management Technician (1.0 FTE), \$46,013 (prorated at 0.5 FTE for 2024) funded through Taxation.

**Recommendation No. 68**      *Sunshine Coast Emergency Program [222] - 2024 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2024 Round 2 Budget with further scope and information to be included:

- Budget Proposal 5 – SCEP On Call Program Contact, \$20,000 funded through Taxation.

**Recommendation No. 69**      *Animal Control [290] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Animal Control [290] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Animal Control Vehicle Replacement, \$100,000 funded \$58,000 from Capital Reserves and \$42,000 from Operating Reserves.

**Recommendation No. 70**      *Regional Planning [500] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Regional Planning [500] be received for information;

AND THAT the following budget proposal be referred to 2024 Round 2 Budget with more information provided on status of related municipal initiatives:

- Budget Proposal 1 – Regional Land Evaluation - Housing Potential, \$35,000 funded by Grant generated by Municipal Regional Destination Tax through Sunshine Coast Tourism to the SCRD \$27,656 and Operating Reserves \$7,344.

376/23 cont.

**Recommendation No. 71**  
*Proposal**Regional Planning [500] - 2024 R1 Budget*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 2 - Regional Housing Coordinator, \$81,617 funded by Grant generated by Municipal regional Destination Tax through Sunshine Coast Tourism to the SCRD.

**Recommendation No. 72**  
*Proposal**Rural Planning [504] - 2024 R1 Budget*

THAT the report titled 2024 Round 1 Budget Proposal for Rural Planning [504] be received for information;

AND THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Planning Services Technical Review Baseline Staff Positions (2.0 FTE), \$175,293 (prorated for Planning Technician 3 – 0.75 FTE for 2024 - \$77,383 and for Environmental Planner – 0.75 FTE for 2024 - \$97,910) from User Fees and Service Charges;
- Budget Proposal 2 – Planning Enhancement Project 2 Staff Position (1.0 FTE), \$63,608 (prorated for GIS Technician 1 – 0.75 FTE for 2024 - \$63,608) from User Fees and Service Charges;
- Budget Proposal 3 – Planning Enhancement Project 1.1 – Development Approvals Process Mapping and Tempest Enhancements – Project Exploration; Initiation and Scoping, \$89,925 funded from Taxation, (prorated for Planning and Development, Assistant Manager – 0.30 FTE for 2024 - \$40,105 and Senior Systems Analyst – 0.20 FTE for 2024 - \$22,320 and \$7,500 contract expenses).

**Recommendation No. 73**  
*Budget Proposal**General Government [110] - 2024 R1*

THAT the report titled 2024 Round 1 Budget Proposal for General Government [110] be received for information;

AND THAT the following budget proposal be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Legislative Coordinator (1.0 FTE), \$92,678 (prorated at 0.75 FTE for 2024) funded through Taxation.

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

376/23 cont.

- Budget Proposal 2 – Howe Sound Community Forum – Hosting, \$4,500 funded through Taxation;
- Budget Proposal 3 – Corporate Workplan, \$40,000 funded from Operating Reserves.

**Recommendation No. 74**      *General Government [110] - 2024 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2024 Round 2 Budget to allow staff to expand on the scope of the project including Board involvement and also the potential to incorporate other proposed service plan reviews into the overall proposal:

- Budget Proposal 4 – Organization Review – Phase II Implementation, \$75,000 funded from Operating Reserves.

**Recommendation No. 75**      *General Government [110] - 2024 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 5 – Base Budget Lift (Training and Development) [110 / 130], \$6,500 funded through Taxation ([110] - \$4,000 and [130] - \$2,500).

**Recommendation No. 76**      *Asset Management [111] and Information Technology [117]- 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Asset Management [111] and Information Technology [117] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Cityworks Process and Configuration Review / Expansion to Mobile Applications, \$35,000 funded \$17,500 from Operating Reserves and \$17,500 Support Services.

**Recommendation No. 77**      *Finance [112 / 113] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for Finance [112 / 113] be received for information;

AND THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:



376/23 cont.

- Budget Proposal 1 – Utility Billing Program Resourcing (2.3 FTE over 3 years), \$105,180 (2 positions prorated at 0.5 FTE each for 2024) funded from Support Services, Utility Fees (for billing portion) and Operating Reserves;
- Budget Proposal 2 – Budget Software, \$250,000 funded from Operating Reserves (with 0.15 FTE Temporary Lift in 2024 to implement the project).

**Recommendation No. 78**  
*Proposal*

*Human Resources [115] - 2024 R1 Budget*

THAT the report titled 2024 Round 1 Budget Proposal for Human Resources [115] be received for information;

AND THAT the following budget proposals be referred to the 2024 Round 2 Budget pending results of the Sunshine Coast Regional District Organizational Review:

- Budget Proposal 1 – Human Resources Capacity (1.0 FTE), \$72,000 (prorated at 0.60 FTE for 2024) funded from Support Services.

**Recommendation No. 79**  
*2024 R1 Budget Proposal*

*Purchasing and Risk Management [116] -*

THAT the report titled 2024 Round 1 Budget Proposal for Purchasing and Risk Management [116] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Statement of Values – Asset Appraisal for Insurance Requirements, \$50,000 funded from Operating Reserves plus an ongoing base budget increase of \$15,000 funded through Support Services to establish a Reserve.

**Recommendation No. 80**  
*Budget Proposal*

*Information Technology [117] - 2024 R1*

THAT the report titled 2024 Round 1 Budget Proposal for Information Technology [117] be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 1 – Staff Cyber Security Awareness Program, \$20,000 funded from Support Services;
- Budget Proposal 2 – Vehicle Replacement, \$65,000 funded from Capital Reserves;

376/23 cont.

- Budget Proposal 3 – Conversion to Microsoft Teams Phone, \$143,000 funded \$100,000 from Operating Reserves and \$33,000 from Capital Reserves with a \$10,000 reduction in expenses;
- Budget Proposal 4 – Conversion of Records to Microsoft SharePoint, \$80,000 funded from Operating Reserves.

**Recommendation No. 81**      *Geographic Information Services [506] and Civic Addressing [510] - 2024 R1 Budget Proposal*

THAT the report titled 2024 Round 1 Budget Proposal for [506] Geographic Information Services and [510] Civic Addressing be received for information;

AND THAT the following budget proposal be referred to 2024 Round 2 Budget to provide a breakdown of the impact of not contributing to Reserve funds up to 2027:

- Budget Proposal 1 – Mapping Orthophoto Refresh 2024, \$75,000 funded from Operating Reserves ([506] - \$60,000 and [510] \$15,000).

**Recommendation No. 83**      *2023 Carry-Forwards - Updates*

THAT staff provide an update of the status of the following 2023 Carry-Forward Projects at the 2024 Round 2 Budget Finance Committee Meetings:

- [370] Regional Water Service – Eastbourne Groundwater Development Phase 1 (potential for Community Consultation);
- [350] Regional Solid Waste – Future Waste Disposal Options Analysis Study (staff report being presented at January 25, 2024 Committee of the Whole);
- [366] South Pender Harbour Water Services – Dogwood Reservoir: Engineering and Construction (update on water modelling and how proposed connection project may affect this project);
- [665] Bicycle and Walking Paths – Lower Road Retaining Wall Repair (update will be provided on the next Budget Project Status Report in March 2024);
- [500] Regional Planning – Mt. Elphinstone Watershed Strategy (staff to consult with the Town of Gibsons regarding integration into water agreement and provide an update);
- [222] Sunshine Coast Emergency Planning Projects – Extreme Heat Planning Grant, 2023 FireSmart community Funding and supports and Hazard, Risk and Vulnerability Analysis (HRVA) Update (current status, update on implications of not receiving grants and options to incorporate projects into future planning).

376/23 cont.

**Recommendation No. 84** *Growing Communities Funds*

THAT staff report to 2024 Round 2 Budget regarding the eligibility for using Growing Communities Fund grants for any of the proposed 2024 projects.

**CARRIED****FIN****It was moved and seconded**

377/23

THAT Finance Committee recommendation No. 15 of December 4 and 5, 2023 be received, adopted, and acted upon as amended, as follows:

**Recommendation No. 15** *Community Partners – 2024 Budget Requests*

THAT funding for 2024, 2025, and 2026 be approved for the following:

- Coast Cultural Alliance \$8,000 per year from Electoral Area Economic Development [531-535 evenly]
- Sunshine Coast Tourism \$20,000 per year from Electoral Area Economic Development *funded by assessed value for each of Electoral Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]);*

AND THAT the delegated authorities be authorized to execute the associated funding agreements for 2024-2026;

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

**CARRIED****FIN****It was moved and seconded**

378/23

THAT Finance Committee recommendation No. 29 of December 4 and 5, 2023 be received, adopted, and acted upon as amended, as follows:

**Recommendation No. 29** *Regional Solid Waste [350] - 2024 R1 Budget Proposal*

THAT the following budget proposal be *referred to Round 2 Budget with an update regarding what is necessary, urgent, and takes priority to complete in 2024, and what could be deferred to 2025:*

- Budget Proposal 3 – Site Improvements for Sechelt Landfill, \$110,000 funded through taxation.

**CARRIED**

FIN **It was moved and seconded**

379/23 THAT Finance Committee recommendation No. 32 of December 4 and 5, 2023 be abandoned.

**DEFEATED**

FIN **It was moved and seconded**

380/23 THAT Finance Committee recommendation No. 32 of December 4 and 5, 2023 be received, adopted, and acted upon as amended, as follows:

**Recommendation No. 32**      *Regional Solid Waste [350] – 2024 R1 Budget Proposal*

THAT the following budget proposal be *referred to Round 2 Budget with the implications to fund through tipping fees instead of taxation*:

- Budget Proposal 6 – Sechelt Landfill Internet Connectivity Improvements, \$25,000

**CARRIED**

FIN **It was moved and seconded**

390/23 THAT Finance Committee recommendation No. 82 of December 4 and 5, 2023 be received, adopted, and acted upon as amended, as follows:

**Recommendation No. 82**      *Various Services – Corporate Security Assessment and Implementation*

THAT the report titled 2024 Round 1 Budget Proposal for Various Services – Corporate Security Assessment and Implementation [116 / 114 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615] be received for information;

AND THAT the following budget proposal be *referred to Round 2 Budget for more information on the rationale for the project*:

- Budget Proposal 1 – Corporate Security Assessment and Implementation, \$100,000 funded from Operating Reserves and Support Services;
  - 116 Professional Fee (Assessment) \$60,000
  - 114 Contract Services CCTV \$3,000
  - 118 Contract Services CCTV \$1,500
  - 210 Contract Services CCTV \$3,000
  - 212 Contract Services CCTV \$1,500
  - 216 Contract Services CCTV \$3,000
  - 218 Contract Services CCTV \$1,500
  - 222 Contract Services CCTV \$7,000
  - 315 Contract Services CCTV \$4,000
  - 351 Contract Services CCTV \$1,500
  - 352 Contract Services CCTV \$1,500

- 390/23 cont.
- 366 Contract Services CCTV \$1,500
  - 370 Contract Services CCTV \$4,000
  - 615 Contract Services CCTV \$7,000.

**CARRIED**

2024 Board  
Appointments

**It was moved and seconded**

391/23

THAT the report titled Board Appointments be received for information;

AND THAT the Board appointments to committees and organizations be adopted as follows:

Solid Waste Management Plan Public and Technical Advisory Committee

Board Liaison: Silas White

Alternate: Donna McMahon

Ports Monitors Committee (POMO)

Board Liaison: Kate-Louise Stamford

Alternate: Justine Gabias

Water Supply Advisory Committee (WSAC)

Board Liaison: Alton Toth

Alternate: Donna McMahon

Joint Use of Schools Steering Committee

SCRD Appointees: Darren Inkster, Alton Toth, Silas White

Gibsons & District Fire Commission

Area F Appointee: Kate-Louise Stamford

Area E Appointee: Donna McMahon

Gibsons & District Library

SCRD Appointee: Donna McMahon

Alternate: Kate-Louise Stamford

Sechelt Public Library

SCRD Appointee: Justine Gabias

Alternate: Kelly Backs

Municipal Finance Authority

SCRD Appointee: Leonard Lee

Alternate: Alton Toth

Municipal Insurance Association

SCRD Appointee: Donna McMahon

Alternate: Justine Gabias

Metro Vancouver Indigenous Relations Committee

SRD Appointee: Donna McMahon

391/23 cont.

Island Coastal Economic Trust (ICET)  
Board Chair: Leonard Lee

Howe Sound Ocean Watch Action Network  
Board Liaison: Kate-Louise Stamford

District of Sechelt Liquid Waste Management Plan – Steering Committee and Technical Advisory Committee  
SCRD Appointee: Kelly Backs  
Alternate: Justine Gabias

Gibsons & District Chamber of Commerce  
Board Liaison: Kate-Louise Stamford

Sunshine Coast Childcare Action Plan – Joint Childcare Council  
SCRD Appointee: Kelly Backs

Sunshine Coast Seniors Planning Table  
Board Liaison: Justine Gabias

Association of Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee  
SCRD Appointee: Donna McMahon  
Alternate: Justine Gabias

Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE)  
SCRD Appointee: Donna McMahon  
Alternate: Darren Inkster

Southern Sunshine Coast Ferry Advisory Committee  
SCRD Nominee: Kate-Louise Stamford

Sunshine Coast Regional Economic Development Organization (SCREDO)  
SCRD Liaison: Donna McMahon  
Alternate: Leonard Lee

Sunshine Coast Tourism Advisory Committee  
SCRD Appointee: Justine Gabias

Sunshine Coast Affordable Housing Society's Intergovernmental Liaison Group  
SCRD Appointee: Donna McMahon  
Alternate: Kelly Backs

Sunshine Coast Regional Accessibility Committee  
SCRD Liaison: Justine Gabias  
Alternate: Donna McMahon

**CARRIED**

**Board Chair  
Appointments****It was moved and seconded**

392/23

THAT the report titled Board Appointments be received for information;

AND THAT the list of Chair appointments be affirmed, as amended, as follows:

- Committee of the Whole (second Thursday):

Chair: Donna McMahon

Vice Chair: Justine Gabias

Members: All Directors

- Committee of the Whole (fourth Thursday):

Chair: Silas White

Vice Chair: Kelly Backs

Members: All Directors

- Electoral Area Services Committee:

Chair: Justine Gabias

Vice Chair: Donna McMahon

Members: Electoral Area Directors, per the existing Terms of Reference

- Finance Committee:

Chair: Alton Toth

Vice Chair: Silas White

Members: All Directors

- Board Policy Review Committee:

Chair: Kate Stamford

Vice Chair: Donna McMahon

Members: Kelly Backs, Alton Toth, and Justine Gabias

**CARRIED**

**Contract Award****It was moved and seconded**

393/23

THAT the report titled Request for Quotation (RFQ) 2311703 Six Rack Servers – Contract Award Report be received for information;

AND THAT the Sunshine Coast Regional District enter into a contract with Cattam Technologies Inc. for the supply of six HPE (Hewlett Packard Enterprise) rack servers including warranty and support services for a total value of up to \$265,000 (excluding GST) for a period of 5 years;

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

**CARRIED**

**Environmental  
Pollution Insurance****It was moved and seconded**

394/23

THAT the report titled Sechelt Landfill and Pender Harbour Transfer Station Environmental Pollution Insurance be received for information;

AND THAT the budget for Environmental Pollution Insurance for the Sechelt Landfill be increased up to \$60,000 funded through taxation;

AND THAT the budget for Environmental Pollution Insurance for the Pender Harbour Transfer Station be increased up to \$20,000 funded through taxation;

AND FURTHER THAT the draft 2024-2028 Financial Plan be amended to reflect the amount.

**CARRIED**

*Directors Backs, White, Inkster opposed*



**Contract Extension      It was moved and seconded**

395/23                      THAT the report titled 2035009 Salish Environmental Group Inc. Green Waste Container and Hauling Services – Contract Extension be received for information;

AND THAT the Sunshine Coast Regional District extend the existing contract with Salish Environmental Group Inc. to provide green waste container and hauling services up to a maximum of one year and a value of up to \$489, 695 (excluding GST);

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

AND FURTHER THAT staff prepare a comprehensive overview report on all contracts related to the Green Waste Service by Q2 2024.

*Director Inkster left the meeting at 2:53 p.m. and returned at 2:56 p.m.*

**Appeal of Decision      It was moved and seconded**

396/23                      THAT the report titled Appeal of Decision Requiring Development Approval Information as Part of a Related Development Application report for a Proposed Shipbreaking Use be received for information;

AND THAT staff direction, under the Hillside – Port Mellon OCP and Bylaw 522 requiring the applicant to submit development approval information as part of any future rezoning application for a proposed Shipbreaking Use to support SCRD review and consideration, be upheld, including provision of an environmental assessment prepared by a qualified professional and, if required, a geotechnical and riparian assessment report.

**CARRIED**

**Strategic Plan              It was moved and seconded**

397/23                      THAT the report titled Strategic Plan Update be received for information;

AND THAT the 2023-2027 Strategic Plan be approved as presented.

**CARRIED**

*The board recessed at 3:16 p.m. and reconvened at 3:26 p.m.*

*Director Inkster left the meeting at 3:16 p.m.*

*Director Toth assumed the Chair*

**COMMUNICATIONS**

MOTI                                    **It was moved and seconded**

398/23                                    THAT the communication from Kevin Richter, Associate Deputy Minister, Highways and Regional Services, Ministry of Transportation and Infrastructure dated November 17, 2023 regarding response on Sechelt area office staffing be received for information.

**CARRIED**

**BYLAWS**

Bylaw 762                                    **It was moved and seconded**

399/23                                    THAT the report titled 2024 Revenue Anticipation Borrowing Bylaw be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) be Authorized to borrow up to \$15,000,0000 for Revenue Anticipation purposes for 2024.

**CARRIED**

Bylaw 762                                    **It was moved and seconded**

400/23                                    THAT *Sunshine Coast Regional District 2024 Revenue Anticipation Borrowing Bylaw No. 762 2023* be read a first time.

**CARRIED**

Bylaw 762                                    **It was moved and seconded**

401/23                                    THAT *Sunshine Coast Regional District 2024 Revenue Anticipation Borrowing Bylaw No. 762 2023* be read a second time.

**CARRIED**

Bylaw 762                                    **It was moved and seconded**

402/23                                    THAT *Sunshine Coast Regional District 2024 Revenue Anticipation Borrowing Bylaw No. 762 2023* be read a third time.

**CARRIED**

Bylaw 762                                    **It was moved and seconded**

403/23                                    THAT *Sunshine Coast Regional District 2024 Revenue Anticipation Borrowing Bylaw No. 762 2023* be adopted.

**CARRIED**

Bylaw 740.2                    **It was moved and seconded**

404/23                        THAT the report titled 2023-2027 Financial Plan Bylaw Amendments be received for information;

AND THAT the 2023-2027 Financial Plan Bylaw (740.2) and related schedules be amended to include changes from July 14 to November 30, 2023.

**CARRIED**

Bylaw 740.2                    **It was moved and seconded**

405/23                        THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.2* be read a first time.

**CARRIED**

Bylaw 740.2                    **It was moved and seconded**

406/23                        THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.2* be read a second time.

**CARRIED**

Bylaw 740.2                    **It was moved and seconded**

407/23                        THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.2* be read a third time.

**CARRIED**

Bylaw 740.2                    **It was moved and seconded**

408/23                        THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.2* be adopted.

**CARRIED**

Bylaw 722.2                    **It was moved and seconded**

409/23                        THAT *Zoning Amendment Bylaw No. 722.2, 2023* be adopted.

**CARRIED**

Bylaw 1027.9                   **It was moved and seconded**

410/23                        THAT *Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.9, 2023* be adopted.

**CARRIED**

Bylaw 626.4                    **It was moved and seconded**

411/23                        THAT *Transit Fees and Charges Amendment Bylaw No. 626.4, 2023* be read a first time.

**CARRIED**

*Director Backs opposed*

Bylaw 626.4                    **It was moved and seconded**

412/23                        THAT *Transit Fees and Charges Amendment Bylaw No. 626.4, 2023* be read a second time.

**CARRIED**

*Director Backs opposed*

Bylaw 626.4                    **It was moved and seconded**

413/23                        THAT *Transit Fees and Charges Amendment Bylaw No. 626.4, 2023* be read a third time.

**CARRIED**

*Director Backs opposed*

Bylaw 626.4                    **It was moved and seconded**

414/23                        THAT *Transit Fees and Charges Amendment Bylaw No. 626.4, 2023* be adopted.

**CARRIED**

*Director Backs opposed*

*Director White left the meeting at 3:40 p.m. and returned at 3:45 p.m.*

*The Board recessed at 3:41 p.m. and reconvened at 3:43 p.m.*

Bylaw 422.45                    **It was moved and seconded**

415/23                        THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.45, 2023* be read a first time.

**CARRIED**

*Director Toth opposed*

Bylaw 422.45           **It was moved and seconded**

416/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.45, 2023* be read a second time.

**CARRIED**

*Director Toth opposed*

Bylaw 422.45           **It was moved and seconded**

417/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.45, 2023* be read a third time.

**CARRIED**

*Director Toth opposed*

Bylaw 422.45           **It was moved and seconded**

418/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.45, 2023* be adopted.

**CARRIED**

*Director Toth opposed*

Bylaw 428.26           **It was moved and seconded**

419/23                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.26, 2023* be read a first time.

**CARRIED**

Bylaw 428.26           **It was moved and seconded**

420/23                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.26, 2023* be read a second time.

**CARRIED**

Bylaw 428.26           **It was moved and seconded**

421/23                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.26, 2023* be read a third time.

**CARRIED**

Bylaw 428.26           **It was moved and seconded**

422/23                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.26, 2023* be adopted.

**CARRIED**

Bylaw 430.16                    **It was moved and seconded**

423/23                            THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.16, 2023* be read a first time.

**CARRIED**

Bylaw 430.16                    **It was moved and seconded**

424/23                            THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.16, 2023* be read a second time.

**CARRIED**

Bylaw 430.16                    **It was moved and seconded**

425/23                            THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.16, 2023* be read a third time.

**CARRIED**

Bylaw 430.16                    **It was moved and seconded**

426/23                            THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.16, 2023* be adopted.

**CARRIED**

## **NEW BUSINESS**

*The Chief Administrative Officer provided a verbal update to express appreciation for the work of outgoing Acting General Manager of Infrastructure Services, Mark Brown.*

## **IN CAMERA**

*The Board moved In Camera at 3:51 p.m.*

**IN CAMERA   It was moved and seconded**

427/23                            THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, [...] or another position...; labour relations or other employee relations...; negotiations and related discussions respecting the proposed provision of a municipal service [...]”

**CARRIED**

*The Board moved out of In Camera at 4:27 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA****Appointment It was moved and seconded**

428/23 THAT Kristi Wiebe be appointed Acting Deputy Corporate Officer for the Sunshine Coast Regional District effective December 14, 2023 until further notice.

**CARRIED**

**Contract  
Authorization****It was moved and seconded**

429/23 THAT the Acting GM, Infrastructure contract with Mark Brown be authorized for a total value of up to \$300,000 for the period up to December 31, 2023;

AND FURTHER THAT the agreement be amended to revise the delegated authorities to execute the agreement.

**CARRIED**

**SCREDO****It was moved and seconded**

430/23 THAT an initial payment of \$150,000.00 be authorized for SCREDO from the SCRD portion of the 2023 accrued SCREDO funding;

AND THAT written notice be provided to SCREDO advising that the release of the remainder of the SCRD funds are contingent upon the review and approval of all involved local government funding partners.

**CARRIED**

**MOU - DMAF****It was moved and seconded**

431/23 THAT the delegated authorities be authorized to execute the Memorandum of Understanding (MOU) for Disaster Mitigation Adjustment Fund Joint Application subject to approval of the shíshálh Nation;

AND FURTHER THAT the joint Vision and Values established collaboratively during the 2023 Water Summits, attached as Appendix A of the MOU be approved.

**CARRIED**

**ADJOURNMENT**

432/23                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:27 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair