



# SUNSHINE COAST REGIONAL DISTRICT



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

**THURSDAY, JANUARY 27, 2022**

## **AGENDA**

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**CALL TO ORDER 2:00 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of January 13, 2022

Annex A  
Pages 1 – 31

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

3. Correction to December 9, 2021 Board Minutes – Corporate Officer

Annex B  
pp 32 – 34

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

4. Infrastructure Services Committee recommendation Nos. 7 and 8 of January 13, 2022 (*recommendation Nos. 1-6 and 9 previously adopted*)

Annex C  
pp 35 - 39

5. Sunshine Coast Arena Spring Ice - Manager, Recreation Services

Annex D  
pp 40 – 42

6. 2022 Advisory Planning Commission Appointments – Corporate Officer

Annex E  
pp 43 - 44

7. Revised 2022 Association of Vancouver Island And Coastal Communities (AVICC) Resolutions – Corporate Officer

Annex F  
pp 45 - 46

### **COMMUNICATIONS**

### **MOTIONS**

8. THAT the resignation of Nora Jessome from the Sunshine Coast Regional District Board of Variance be received.

- 9. THAT the resignation of Frank Belfry from the Area B (Halfmoon Bay) Advisory Planning Commission be received;  
  
AND THAT the resignation of Jim Noon from the Area B (Halfmoon Bay) Advisory Planning Commission be received.
- 10. THAT the resignation of Al Hyland from the Area F (West Howe Sound) Advisory Planning Commission be received.

**BYLAWS**

- 11. *Church Road Well Field Project Temporary Borrowing Bylaw No. 734, 2022* Annex G  
pp 47 - 48  
**– first, second, third reading and adoption**  
**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)**

**DIRECTORS’ REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

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

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to February 19, 2022)

Special Corporate and Administrative Services Committee (Budget - Round 2)	January 24 at 9:30 am
Advisory Planning Commission (Area B)	January 25 at 7:00 pm
Advisory Planning Commission (Area F)	January 25 at 7:00 pm
<del>Advisory Planning Commission (Area A) - CANCELLED</del>	<del>January 26 at 7:00 pm</del>
Advisory Planning Commission (Area E)	January 26 at 7:00 pm
Corporate and Administrative Services	January 27 at 9:30 am
Sunshine Coast Regional Hospital District (Inaugural)	January 27 at 1:00 pm
Regular Board	January 27 at 2:00 pm
Infrastructure Services Committee	February 3 at 9:30 am
Solid Waste Management Plan Monitoring Advisory Committee	February 15 at 11:00 am
Planning and Development Committee	February 17 at 9:30 am
Community Services Committee	February 17 at 2:00 pm

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

Local Government Show	February 3 at 4:00 pm
Public Hearing - <i>Zoning Amendment Bylaw No. 310.193, 2021</i> application to facilitate a proposal to subdivide the parcel into two lots	February 8 at 7:00 pm

**Please note:** Meeting dates are current as of print date (January 21, 2022).



## SUNSHINE COAST REGIONAL DISTRICT

January 13, 2022

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

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	GM, Community Services	S. Gagnon
	Deputy Corporate Officer / Recorder	J. Hill
	Media	0
	Public	0

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

**CALL TO ORDER**    2:01 p.m.

**AGENDA**            **It was moved and seconded**

001/22                THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Snow Clearing at Bus Stops.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

002/22 THAT the Regular Board meeting minutes of December 9, 2021 be adopted.

**CARRIED**

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

Joint Watershed  
Committee **It was moved and seconded**

003/22 THAT staff bring forward an update on the status of the Joint Watershed agreement with the Sechelt Nation and the Joint Watershed Management Advisory Committee to a future Standing Committee or Board meeting.

**CARRIED**

**REPORTS**

Infrastructure **It was moved and seconded**

004/22 THAT Infrastructure Services Committee recommendation Nos. 1-3 and 6-8 of December 9, 2021 be received, adopted and acted upon as follows:

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

THAT the report titled Pender Harbour Transfer Station Site Assessment Results be received for information.

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

THAT the report titled Enforcement of Landfill Disposal Regulations – Considerations, including Potential Use of Clear Bags be received for information;

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

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

004/22 cont.

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

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

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

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

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

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

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

*Director Pratt opposed*

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

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

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

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

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

THAT the 2021WildSafeBC Sunshine Coast Annual Report be received for information.

**CARRIED**

R1 Budget

**It was moved and seconded**

005/22

THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation Nos. 1-34, 36-57 and 60-63 of December 13 and 14, 2021 be received, adopted and acted upon as follows:

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

THAT the report titled Community Partners and Stakeholders 2022 Budget Requests be received for information;

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

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

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

THAT the Gibsons and District Public Library - 2022 Budget Request be received for information;

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

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

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

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

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

THAT the Sechelt Public Library – 2022 Budget Request be received for information.

005/22 cont.      **Recommendation No. 5**      *Roberts Creek Community Library –  
2022 Budget Request*

THAT the Roberts Creek Community Library – 2022 Budget Request be received for information;

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

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

THAT the Pender Harbour Reading Centre – 2022 Budget Request be received for information;

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

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

THAT the Pender Harbour Health Centre – 2022 Budget Request be received for information;

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

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

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

THAT the Sunshine Coast Museum and Archives – 2022 Budget Request be received for information;

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

005/22 cont.

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

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

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

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

THAT the Skookumchuck Heritage Society / Egmont Heritage Centre – 2022 Budget Request be received for information;

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

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

THAT the Sunshine Coast Community Services Society – 2022 Budget Request for Youth Outreach Worker Program be received for information;

AND THAT the 2022 budget submission of \$50,604 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2022 Round 2 Budget apportioned based on 50% assessed value and 50% population from Electoral Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]).

**Recommendation No. 12**     *Halfmoon Bay – Chatelech Community School Association – 2022 Budget Request – Restorative Practices*

THAT the Halfmoon Bay-Chatelech Community School Association – 2022 Budget Request be received for information;

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

005/22 cont.

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

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

**Recommendation No. 14** *Sechelt Community Schools Society*

THAT the Sechelt Community Schools Society – 2022 Budget Request be received for information;

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

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

THAT the Pender Harbour Community School Society – 2022 Budget Request be received for information;

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

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

THAT the Roberts Creek Community School Society – 2022 Budget Request be received for information;

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

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

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

005/22 cont.

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

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

THAT the Gibsons Area Community Schools – 2022 Budget Request be received for information;

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

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

THAT the Sunshine Coast Tourism – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2022 Round 2 Budget, by assessed value for each of Electoral Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

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

THAT the Pender Harbour and District Chamber of Commerce – 2022 Budget Request be received for information;

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

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

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

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

THAT the Coast Cultural Alliance – 2022 Budget Request be received for information;

005/22 cont.

AND THAT the 2022 budget submission of \$7,500 for Sunshine Coast Art Crawl and the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2022 Round 2 Budget, funded evenly between Electoral Areas' Economic Development (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

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

THAT the Gibsons and District Chamber of Commerce - 2022 Budget Request be received for information;

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

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

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

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

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

THAT the report titled 2021 Project Carry-Forward Requests be received for information;

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

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

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

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

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

THAT the report titled 2022-2026 Financial Plan Overview and Update at Round 1 be received for information.

005/22 cont.            **Recommendation No. 26**    *Supporting Documents to Budget Process*

THAT the Revised 2021 Carry-Forwards and 2022 Proposed Initiatives Summary be received for information.

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

THAT the report titled 2022 Round 1 Budget Proposal for General Government [110] be received for information;

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

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

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Information Technology [117] be received for information;

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

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



005/22 cont.

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

THAT the report titled 2022 Round 1 Budget Proposal for Maintenance Facility (Fleet) [312] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Mason Road Lease Renewal and Site Plan Implementation [310, 312, 370, 650] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Regional Street Lighting Service [320] and Fircrest Road Street Lighting Services [332] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Community Recreation Facilities [615] be received for information;

005/22 cont.

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Pender Harbour Aquatic and Fitness Centre [625] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Community Parks [650] be received for information;

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



005/22 cont.

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

THAT the report titled 2022 Round 1 Budget Proposal for Corporate Sustainability [135] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Regional Sustainability [136] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Gibsons and District Fire Protection [210] be received for information;

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

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

AND FURTHER THAT a loan of up to \$585,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Fire Truck.

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

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

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

005/22 cont.

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

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

THAT the following budget proposal be referred to 2022 Round 2 Budget pending review by the Gibsons and District Fire Commission:

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Roberts Creek Fire Protection [212] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

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

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

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

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

005/22 cont.

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

AND THAT a loan of up to \$175,900 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of SCBA Equipment.

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

THAT the following budget proposals be approved and incorporated in the 2022 Round 2 Budget and referred to 2022 Round 2 Budget for consideration of taxation impacts:

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Emergency Telephone 9-1-1 [220] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Sunshine Coast Emergency Program [222] be received for information;

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

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

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

005/22 cont.

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Rural Planning Services [504] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Building Inspection Services [520] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Regional Solid Waste [350] be received for information;

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

- Budget Proposal 1 – Pender Harbour Transfer Station Site Improvements – Phase I (Option 1b-Continuation of the Share Shed Program), \$96,000 funded from Eco-Fee Reserves;
- Budget Proposal 2 – Increase to Sechelt Landfill Closure / Post Closure Liability Annual Funding by \$100,000 from 800,000 to \$900,000 per annum funded through Taxation (up to 2026 and re-assessed annually);

005/22 cont.

- Budget Proposal 3 – Manager, Special Solid Waste Project (0.6 FTE), \$67,571 (prorated for 2022 to 0.4 FTE) funded through Taxation and Internal Recoveries and 2023 to \$101,107 (ongoing) with possible allocations to other functions for specific project work;
- Budget Proposal 4 – Waste Reduction Initiatives Program (WRIP) (Ongoing Base Budget Increase), \$7,500 funded through Taxation;
- Budget Proposal 5 – WildSafeBC Program Project (Ongoing Base Budget Increase), \$15,000 funded through Taxation;
- Budget Proposal 6 – Islands Clean-up Program-Expansion to Hardy Island (Ongoing Base Budget Increase), \$5,000 funded through Taxation;
- Budget Proposal 7 – Home Composter Rebate (Ongoing Base Budget Increase), \$7,500 funded through Taxation.

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

THAT the report titled 2022 Round 1 Budget Proposal for North Pender Harbour Water Service [365] be received for information;

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for South Pender Harbour Water Service [366] be received for information;

005/22 cont.

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

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

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

THAT the report titled 2022 Round 1 Budget Proposal for Regional Water Service [370] be received for information;

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

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

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

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

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

005/22 cont.

AND THAT a loan of up to \$225,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a single axle dump truck.

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

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

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

AND THAT a loan of up to \$200,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchases of new Regional Water Service vehicles.

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

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

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

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

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

THAT staff prepare a 2022 budget proposal for 2022 Round 2 Budget regarding options for investigating future groundwater well or aquifer sources.

005/22 cont.      **Recommendation No. 62**    *Langdale Wastewater Treatment Plant Remediation Project*

THAT the report titled Langdale Wastewater Treatment Plant Remediation Project – Additional Information for Consideration be received for information.

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

THAT the report titled 2022 Round 1 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information;

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

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

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

**CARRIED**

R1 Budget      **It was moved and seconded**

006/22            THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation No. 35 of December 13 and 14, 2021 be received, adopted and acted upon as follows:

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

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

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

*Director Toth opposed*

**CARRIED**

**R1 Budget It was moved and seconded**

007/22 THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation No. 58 of December 13 and 14, 2021 be received, adopted and acted upon as follows:

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

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

- Budget Proposal 2 – Staffing Increase – Utilities Engineering Coordinator (1.0 permanent FTE), 5% or \$3,750 allocated to North Pender Harbour Water Service [365] 10% or \$7,500 to South Pender Harbour Water Service [366] and 85% or \$63,750 to Regional Water Service [370] for a total of total \$75,000 for wages (prorated for 2022 to 0.75 FTE) with an additional \$2,500 [Regional-370] for overhead and same percentage allocation for wages ongoing (estimated at \$100,000 for wages) and an additional \$2,250 for overhead.

*Director Toth opposed*

**CARRIED**

**R1 Budget It was moved and seconded**

008/22 THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation No. 59 of December 13 and 14, 2021 be received, adopted and acted upon as follows:

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

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

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

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

008/22 cont. AND THAT overhead be allocated based on same allocation above for \$11,250 in 2022 and \$15,000 ongoing;

AND FURTHER THAT a loan of up to \$150,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchases of new Regional Water Service vehicles.

*Director Toth opposed*

**CARRIED**

Planning **It was moved and seconded**

009/22 THAT Planning and Community Development Committee recommendation Nos. 1-14 of December 16, 2021 be received, adopted and acted upon as follows:

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

THAT the report titled Introduction of Draft New Zoning Bylaw No. 722 be received for information;

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

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

THAT the report titled Amendments to *Planning & Development Procedures and Fees Bylaw No. 522* to Define and Prioritize Affordable Housing Development Applications be received for information;

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

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

**Recommendation No. 3**     *Development Variance Permit DVP00075*

THAT the report titled Development Variance Permit DVP00075 (3-15200 Hallowell Road) be received for information;

009/22 cont.

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

**Recommendation No. 4**      *Development Variance Permit DVP00077*

THAT the report titled Development Variance Permit DVP00077 (1281 Marine Drive) be received for information;

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

**Recommendation No. 5**      *Development Variance Permit DVP00078*

THAT the report titled Development Variance Permit DVP00078 (5956 Dubois Road) be received for information;

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

**Recommendation No. 6**      *Development Variance Permit DVP00079*

THAT the report titled Development Variance Permit DVP00079 (3656 Beach Avenue) be received for information;

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

**Recommendation No. 7**      *Agricultural Land Commission Application 63237*

THAT the report titled Agricultural Land Commission Application 63237 (SCRD ALR00017) be received for information;

AND THAT the SCRd deny the application.

**Recommendation No. 8**      *Frontage Waiver Application FRW00014*

THAT the report titled Frontage Waiver Application FRW00014 (Redrooffs Road) be received for information;

009/22 cont.

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

**Recommendation No. 9**     *Frontage Waiver Application FRW00003*

THAT the report titled Frontage Waiver FRW00003 (6101 Garden Bay Road) – Electoral Area A be received for information;

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

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

THAT the report titled Halfmoon Bay Fire Truck Delivery Contract No. 2011602 Change Order be received for information;

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

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

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

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

THAT the report titled SCR D Ports Maintenance and Minor Repairs Contract 18 354 Extension – Summerhill Fine Homes be received for information;

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

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

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

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

009/22 cont. AND FURTHER THAT staff present a Round 2 budget proposal for an increase to the annual repair and maintenance budget in the [345] Ports Service of \$40,000.

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

THAT the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of November 24, 2021 be received for information.

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

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of November 30, 2021 be received for information.

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

THAT the correspondence from Bill Beamish, Mayor, Town of Gibsons, dated November 12, 2021 regarding Gibsons and District Aquatic Facility – Addition of Detached Multi-Purpose Room be received for information.

**CARRIED**

Infrastructure **It was moved and seconded**

010/22 THAT Infrastructure Services Committee recommendation Nos. 1-6 and 9 of January 13, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Invitation to Tender (ITT) 2137017 Contract Award for Church Road Phase 4b – Construction*

THAT the report titled Invitation to Tender (ITT) 2137017 Contract Award for Church Road Phase 4B - Construction be received for information;

AND THAT a contract for construction of the Church Road Phase 4B be awarded to Maycon Construction Ltd. in the amount up to \$7,585,265 (excluding GST);

AND THAT a contract for Church Road Phase 4B – Construction Management Services be awarded to Associated Environmental in the amount up to \$990,686 (excluding GST);

AND THAT the delegated authorities be authorized to execute both contracts;

AND THAT the Church Road Phase 4 budget be increased from \$8,270,000 to \$8,788,959, funded from the long-term loan for this project;

010/22 cont.

AND THAT a Temporary Borrowing Bylaw be prepared for Church Road Well Field Project as part of the Loan Authorization Bylaw No. 725, 2020 of up to \$9 million;

AND THAT the Reed Road and Elphinstone Avenue watermain budget be increased from \$750,000 to \$1,178,070, funded from [370] Regional Water Capital Reserves;

AND FURTHER THAT the draft 2022-2026 Financial Plan be amended accordingly.

**Recommendation No. 2** *Disaster Recovery Plan-Regional Flooding Events*

THAT the report titled Disaster Recovery Plan-Regional Flooding Events be received for information;

AND THAT the project Debris Removal Chapman Water Treatment Plant Intake be funded from [370] Regional Water Operating Reserves with a budget of \$15,000;

AND THAT the project Emergency Repair Watermain Sechelt Airport be funded from [370] Regional Water Capital Reserves with a budget of \$250,000;

AND THAT a contract for the Emergency Repair Watermain Sechelt Airport project be awarded to Arya Engineering Inc. in the amount up to \$240,000;

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

AND THAT the following parks projects be funded as follows:

- Mahan Trail repair: up to \$16,250 funded through [650] Community Parks Operating Reserves;
- Suncoaster Trail sign repair: up to \$5,250 funded through [650] Community Parks Operating Reserves;
- Katherine Lake Campground repairs: up to \$35,300 funded through [650] Community Parks Operating Reserves;
- Cliff Gilker Planning (Consultant Fees): up to \$38,000 funded through [650] Community Parks Operating Reserves;

AND THAT funded through each individual project, a 0.09 FTE for project management oversight be approved (one-time funding);

AND FURTHER THAT these items be included in the 2022-2026 Draft Financial Plan.

010/22 cont.

**Recommendation No. 3** *Design, Permitting And Engineering Services For Upgrades To McNeil, Chapman, And Edwards Lake Dams - Contract Amendment No. 1*

THAT the report titled Design, Permitting and Engineering Services for Upgrades to McNeil, Chapman, and Edwards Lake Dams - Contract Amendment No. 1 be received for information;

AND THAT the project contract for the Design, Permitting, and Engineering Services for Upgrades to McNeil Lake Dam be increased from \$106,183 to \$126,026 (plus GST);

AND THAT the project contract for the Design, Permitting, and Engineering Services for Upgrades to Chapman Lake and Edwards Lake Dams be increased from \$193,187 to \$222,745 (plus GST);

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

**Recommendation No. 4** *Request for Proposal (RFP) 2137016 Contract Award Chapman Creek Water Treatment Plant (WTP) UV Upgrade – Design, Construction and Engineering Services*

THAT the report titled Request for Proposal (RFP) 2137016 Contract Award Chapman Creek Water Treatment Plant (WTP) UV Upgrade-Design, Construction and Engineering Services be received for information;

AND THAT a contract for Engineering Consulting Services for Chapman Creek WTP UV Upgrade be awarded to Stantec Consulting Ltd. in the amount of \$131,282 (plus GST);

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

**Recommendation No. 5** *Supply and Delivery of Brass Water Service Fittings Contract Term Extension*

THAT the report titled Supply and Delivery of Brass Water Service Fittings Contract Term Extension be received for information;

AND THAT the SCRD exercise the right to extend the existing contract with Flocor Inc. for the Supply and Delivery of Brass Water Service Fittings for an additional one (1) year period in the amount up to \$71,058 (plus GST), which will result in an amended contract value of \$183,798;

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

010/22 cont.      **Recommendation No. 6**      *Langdale WWTP Remediation Project – Grant Application*

THAT the report titled Langdale WWTP Remediation Project – Grant Application be received for information;

AND THAT a grant application be submitted to the Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality Program for upgrades to the Langdale Wastewater Treatment Plant (Service area 388) up to \$1,025,498 (plus GST);

AND FURTHER THAT the Board support the project and commits to its share of up to \$272,167 (plus GST) of the project, as well as cost overruns.

**Recommendation No. 9**      *Correspondence Request for Stage 4 Water Restriction Exemption for Commercial Farmers*

THAT the correspondence from Raquel Kolof of the Sunshine Coast Farmers Institute Board, dated December 12, 2021, regarding a request for stage 4 water restriction exemption for commercial farmers be received for information;

AND THAT the SCRD Board send a letter of response to the Sunshine Coast Farmers Institute Board indicating that water use on farms will be discussed at the February 3, 2022 Infrastructure Services Committee meeting.

**CARRIED**

AVICC Resolutions      **It was moved and seconded**

011/22      THAT the report titled Draft 2022 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received for information;

AND THAT amendments to the draft AVICC resolutions be prepared in consultation with Directors McMahon, Pratt and Toth and brought back to the January 27, 2022 Regular Board meeting.

**CARRIED**

## **COMMUNICATIONS**

Appointment      **It was moved and seconded**

012/22      THAT the correspondence from Annie Wise, Executive Director, Sunshine Coast Tourism dated December 20, 2021 regarding an invitation for the Sunshine Coast Regional District to join the South Coast Tourism Advisory Committee be received for information;

012/22 cont. AND THAT Director Tize be appointed to serve as the South Coast Tourism Advisory Committee member.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

**NEW BUSINESS**

*The Board discussed the lack of snow clearing at bus stops on the Sunshine Coast.*

Snow Clearing at Bus Stops

**It was moved and seconded**

013/22

THAT SCRD staff liaise with the Sunshine Coast municipal staff with respect to addressing snow removal at bus stops and report back on strategies to maintain safety at bus stops during inclement weather.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

014/22

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:58 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – January 27, 2022  
**AUTHOR:** Sherry Reid, Corporate Officer  
**SUBJECT:** CORRECTION TO DECEMBER 9, 2021 BOARD MINUTES

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### RECOMMENDATION(S)

**THAT the report titled Correction to December 9, 2021 Board Minutes be received for information;**

**AND THAT the previously adopted recommendation Nos. 4 and 5 of Resolution 331/21 from the December 9, 2021 Regular Board meeting be rescinded;**

**AND FURTHER THAT the following recommendation Nos. 4 and 5 from the December 9, 2021 Infrastructure Services Committee received at the January 13, 2022 Regular Board meeting be received, adopted and acted upon as follows:**

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

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps be received for information;

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

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

THAT the report titled 2022 Water Rate Structure Review Process be received for information;

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

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### BACKGROUND

Recommendation Nos. 4 and 5 from the December 9 Infrastructure Services Committee (ISC) meeting were sent direct to the December 9, 2021 Board meeting for consideration of adoption, as follows:

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

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

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

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

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

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

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

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

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

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

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

Unfortunately, changes were made to the ISC minutes post Board adoption of these recommendations on December 9 which resulted in them being incorrectly renumbered as recommendation Nos. 6 and 7.

**DISCUSSION**

The full set of December 9, 2021 Infrastructure Services Committee recommendations were brought forward for Board adoption at the January 13, 2022 Regular Board meeting. As Legislative Services was not aware that recommendations had been renumbered, all were brought forward for Board consideration with the exception of recommendation Nos. 4 and 5 which were understood to have been previously adopted at the December Board meeting. As a result, the above previously adopted recommendations were considered a second time for adoption as newly numbered recommendation Nos. 6 and 7, while the newly numbered recommendation Nos. 4 and 5 were never considered for adoption by the Board.

It would therefore be appropriate to consider a motion to rescind recommendation Nos. 4 and 5 from the December 9, 2021 Board meeting and to also consider adoption of the newly numbered recommendation Nos. 4 and 5 as provided in the recommendation section of this report.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Staff recommend that the Board consider rescinding resolution 331/21 recommendation Nos. 4 and 5 from the December 9, 2021 Board meeting and further that adoption of recommendation Nos. 4 and 5 from the December 9, 2021 Infrastructure Services Committee be considered.

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

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**January 13, 2022**

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

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F Electoral Area A Electoral Area B Electoral Area D Town of Gibsons District of Sechelt District of Sechelt	M. Hiltz L. Lee L. Pratt A. Tize B. Beamish A. Toth D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	GM, Corporate Services/Chief Financial Officer		T. Perreault (part)
	General Manager, Community Services		S. Gagnon (part)
	General Manager, Planning and Development		I. Hill (part)
	Senior Manager, Human Resources		G. Parker (part)
	Manager, Capital Projects		S. Misiurak (part)
	Manager, Solid Waste Services		R. Cooper (part)
	Capital Projects Senior Coordinator		T. Rutley (part)
	Recording Secretary		L. Mosimann
	Media		0
	Public		0

**CALL TO ORDER**                      9:30 a.m.

**AGENDA**                                The agenda was adopted as amended.

**PRESENTATIONS and DELEGATIONS**

**REPORTS**

**Recommendation No. 1**        *Invitation to Tender (ITT) 2137017 Contract Award for Church Road Phase 4B – Construction*

The Infrastructure Services Committee recommended that the report titled Invitation to Tender (ITT) 2137017 Contract Award for Church Road Phase 4B – Construction be received;

AND THAT a contract for construction of the Church Road Phase 4B be awarded to Maycon Construction Ltd. in the amount up to \$7,585,265 (excluding GST);

AND THAT a contract for Church Road Phase 4B – Construction Management Services be awarded to Associated Environmental in the amount up to \$990,686 (excluding GST);

AND THAT the delegated authorities be authorized to execute both contracts;

AND THAT the Church Road Phase 4 budget be increased from \$8,270,000 to \$8,788,959, funded from the long-term loan for this project;

AND THAT a Temporary Borrowing Bylaw be prepared Church Road Well Field Project as part of the Loan Authorization Bylaw No. 725, 2020 of up to \$9 million;

AND THAT the Reed Road and Elphinstone Avenue watermains budget be increased from \$750,000 to \$1,178,070, funded from [370] Regional Water Capital Reserves;

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

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board Meeting.

**Recommendation No. 2**     *Disaster Recovery Plan-Regional Flooding Events*

The Infrastructure Services Committee recommended that the report titled Disaster Recovery Plan-Regional Flooding Events be received;

AND THAT the project Debris Removal Chapman Water Treatment Plant Intake be funded from [370] Regional Water Operating Reserves with a budget of \$15,000;

AND THAT the project Emergency Repair Watermain Sechelt Airport be funded from [370] Regional Water Capital Reserves with a budget of \$250,000;

AND THAT a contract for the Emergency Repair Watermain Sechelt Airport project be awarded to Arya Engineering Inc. in the amount up to \$240,000;

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

AND THAT the following parks projects be funded as follows:

- Mahan Trail repair: up to \$16,250 funded through [650] Community Parks Operating Reserves;
- Suncoaster Trail sign repair: up to \$5,250 funded through [650] Community Parks Operating Reserves;
- Katherine Lake Campground repairs: up to \$35,300 funded through [650] Community Parks Operating Reserves;
- Cliff Gilker Planning (Consultant Fees): up to \$38,000 funded through [650] Community Parks Operating Reserves;

AND THAT funded through each individual project, a 0.09 FTE for project management oversight be approved (one-time funding);

AND THAT the following items be included in the 2022-2026 Draft Financial Plan;

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board meeting.

**Recommendation No. 3**     *Design, Permitting and Engineering Services for Upgrades to McNeil, Chapman, and Edwards Lake Dams – Contract Amendment No.1*

The Infrastructure Services Committee recommended that the report titled Design, Permitting and Engineering Services for Upgrades to McNeil, Chapman, and Edwards Lake Dams - Contract Amendment No. 1 be received for information;

AND THAT the project contract for the Design, Permitting, and Engineering Services for Upgrades to McNeil Lake Dam be increased from \$106,183 to \$126,026 (plus GST);

AND THAT the project contract for the Design, Permitting, and Engineering Services for Upgrades to Chapman Lake and Edwards Lake Dams be increased from \$193,187 to \$222,745 (plus GST);

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

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board meeting.

**Recommendation No. 4**     *Request for Proposal (RFP) 2137016 Contract Award Chapman Creek Water Treatment Plant (WTP) UV Upgrade – Design, Construction and Engineering Services*

The Infrastructure Services Committee recommended that the report titled Request for Proposal (RFP) 2137016 Contract Award Chapman Creek Water Treatment Plant (WTP) UV Upgrade-Design, Construction and Engineering Services be received;

AND THAT a contract for Engineering Consulting Services for Chapman Creek WTP UV Upgrade be awarded to Stantec Consulting Ltd. in the amount of \$131,282 (plus GST);

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

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board meeting.

**Recommendation No. 5**     *Supply and Delivery of Brass Water Service Fittings Contract Term Extension*

The Infrastructure Services Committee recommended that the report titled Supply and Delivery of Brass Water Service Fittings Contract Term be received;

AND THAT the SCRD exercise the right to extend the existing contract with Flocor Inc. for the Supply and Delivery of Brass Water Service Fittings for an additional one (1) year period in the amount up to \$71,058 (plus GST), which will result in an amended contract value of \$183,798;

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

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board meeting.

**Recommendation No. 6**     *Langdale WWTP Remediation Project - Grant Application*

The Infrastructure Services Committee recommended that the report titled Langdale WWTP Remediation Project – Grant Application be received for information;

AND THAT a grant application be submitted to the Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality Program for upgrades to the Langdale Wastewater Treatment Plant (Service area 388) up to \$1,025,498 (plus GST);

AND THAT the Board support the project and commit to its share of up to \$272,167 (plus GST) of the project, as well as cost overruns;

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board meeting.

*The Manager, Solid Waste Services provided the Committee with an update on the residential curbside collection services and public notification steps taken related to service interruptions due to winter road conditions.*

**Recommendation No. 7**     *Curbside Collection Services Update*

The Infrastructure Services Committee recommended that the verbal report entitled Curbside Collection Services Update be received for information.

**Recommendation No. 8**     *Solid Waste Management Plan Monitoring Advisory Committee Meeting Minutes of December 21, 2021*

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of December 21, 2021 be received for information.

## **COMMUNICATIONS**

**Recommendation No. 9**     *Correspondence Request for Stage 4 Water Restriction Exemption for Commercial Farmers*

The Infrastructure Services Committee recommended that the correspondence from Raquel Kolof of the Sunshine Coast Farmers Institute Board, dated December 12, 2021, regarding a request for stage 4 water restriction exemption for commercial farmers be received for information;

AND THAT the SCRD Board send a letter of response to the Sunshine Coast Farmers Institute Board indicating that water use on farms will be discussed at the February 3, 2022 Infrastructure Services Committee meeting;

AND FURTHER THAT these recommendations be forwarded to the January 13, 2022 Board meeting.

## **NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

10:33 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board Meeting – January 27, 2022

**AUTHOR:** Graeme Donn, Manager, Recreation Services

**SUBJECT:** SUNSHINE COAST ARENA SPRING ICE – FOR INFORMATION ONLY

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### RECOMMENDATION(S)

**THAT the report titled Sunshine Coast Arena Spring Ice be received for information.**

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### BACKGROUND

The SCRD Board adopted the following (in part) resolution on February 28, 2019:

062/19     **Recommendation No. 9**             *Arena Floor Surface Scheduling* (in part)

...AND THAT the current administrative procedure that ice be provided only when variable costs are equal to or less than revenue generated from user group bookings be continued and affirmed;...

Appendix #1 at the end of this report provides a summary of when ice is available at both the Sunshine Coast Arena as well as the Gibsons and Area Community Centre.

This purpose of this report is to provide an update on the 2022 Spring Ice offering at the Sunshine Coast Arena.

### DISCUSSION

Every year, all Ice User Groups are requested to submit their requests for ice allocations. For spring ice, requests are submitted in early Q4 of the year prior. The following chart represents the ice allocations received for 2022 Spring Ice at the Sunshine Coast Arena (SCA).

<b>SCA - Spring Season Ice - April and May 2022 (8 weeks or ~ 54 days)</b>			
Ice User Group	Total Hours requested	SCRD Hrly Rate (net gst)	Total Anticipated Revenue through bookings
SC Skate Club - Youth Prime Time	140	\$89.42	\$12,518.80
SC Minor Hockey Association - Youth Prime Time	130	\$89.42	\$11,624.60
SC Skate Club - Youth Non-Prime Time	40	\$66.66	\$2,666.40
Various Adult Groups - Prime Time	7.5	\$194.05	\$1,455.38
<b>Total Projected Revenue</b>			<b>\$28,265.18</b>
Revenue per week			\$3,533.15

Note: At this point, no requests for spring ice for tournaments have been received. Currently, under the parameters of the current Provincial Health Order, sporting tournaments are not permitted, however, that may change prior to spring.

As per the Board Resolution, spring ice at SCA will only be offered if the amount of revenue generated through user group ice allocation requests exceeds or is at least equal to the total variable costs for spring ice operations (incremental facility costs associated with keeping the ice installed).

*Analysis*

The incremental cost for spring ice is calculated at \$7,435 per week. This calculation was last updated in 2019 and staff are aware that many of the expense items have increased since 2019 which would drive the incremental weekly costs even higher.

Based on the number of hours for spring ice allocations currently requested, the revenue will not exceed the incremental costs of operations (deficit of \$29,900). An additional 335 hours (or ~41 hrs/wk) of prime-time ice (at a youth rate) would be required to cover the variable costs of operating spring ice at the Sunshine Coast Arena in 2022.

*Next Steps*

The current administrative procedure (supported by Board Resolution) states that spring ice be provided only when variable costs are equal to or less than the revenue generated from user group bookings. User groups are all aware of this procedure. The projected shortfall for 2022 spring ice operation has been shared with all users and staff have reached out regularly to confirm no additional requests are being brought forward at this time.

With the information collected to date from user groups, the SCRD will not operate spring ice at the Sunshine Coast Arena in 2022. User groups will be officially notified of this intent immediately following the Board meeting. Should sufficient additional ice allocation requests be received prior to February 15, 2022, this decision could be reconsidered.

Recreation staff will work with the dryland user groups to maximize the use of this space during the spring season while adhering to all Provincial health orders and guidelines.

**STRATEGIC PLAN AND RELATED POLICIES**

SCRD Parks & Recreation Allocation Procedure

**CONCLUSION**

This report is for information only as a Board resolution and divisional procedures exist that govern the operations of spring ice. Given the lack of ice allocation requests from User Groups, spring ice at the Sunshine Coast Arena will not be offered and ice will be removed at the end of March 2022.

Appendix #1 – Ice Season Dates

Reviewed by:			
Manager	X – G. Donn	CFO/Finance	
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley		

## Appendix 1 – Ice Season Dates

Facility	Fall/Winter Ice Season	Spring Season (April / May)
Sunshine Coast Arena (SCA)	Last week of September to ~ March 30	Dependent upon coverage of variable ice costs
Gibsons and Area Community Centre (GACC)	September 1 to ~ March 15 <sup>th</sup>	None – Dryland Activities only

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – January 27, 2022

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** 2022 ADVISORY PLANNING COMMISSION APPOINTMENTS

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### RECOMMENDATION(S)

**THAT** the report titled 2022 Advisory Planning Commission (APC) appointments be received for information;

**AND THAT** the 2022 recruitment of new APC members be deferred pending the results of a development approvals process review including review of the APC form, function, and meeting format;

**AND THAT** in accordance with section 7(vii) of *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453* APC members currently appointed will continue to hold office beyond the expiration of the term until their successor has been appointed;

**AND FURTHER THAT** letters of appreciation be sent to any outgoing members upon resignation.

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### BACKGROUND

In accordance with *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*, the Board makes appointments to each Advisory Planning Commission (APC) at the last Board meeting in January of each year. As per Bylaw No. 453, each APC consists of not less than six and not more than twelve members. Appointments are normally for a two year term with one-half of the members being appointed each year. Some appointments may be for one year if necessary to maintain the one-half rule. The Bylaw also states that every member appointed to the Advisory Planning Commission shall continue to hold office until a successor is appointed, if the appointment of a successor has not been made before the expiration of the term.

### DISCUSSION

Consideration of SCRD's Planning processes are regularly reviewed to identify opportunities for administrative improvements that support operational efficiencies and effectiveness while better serving community needs. Throughout 2020, 2021 and continuing into 2022, the necessity for organizational change to long-standing local government practices and procedures has been constant and unprecedented due to COVID-19. This has also afforded an opportunity to pause and rethink how the business of the Regional District has been conducted with an eye to modernizing practices and processes as we move forward.

The SCRD Planning Enhancement Project will involve a review of development approval processes, including how those processes interface with APCs. Results from this project (expected late 2022; project schedule to be confirmed based on RFP results) can inform next steps.

In the interim, APCs may continue to operate as usual as long as a minimum six members is maintained amongst the existing membership for each area and a 3-member quorum is achieved for each meeting. Referrals to APC will continue as the normal course of business and meetings will be conducted to facilitate electronic participation of members and the public and will also provide opportunities for in-person attendance if required.

**STRATEGIC PLAN AND RELATED POLICIES**

Advisory Planning Commissions contribute to the strategic focus areas for “Engagement and Communications” and “Working Together”.

**CONCLUSION**

The Board makes appointments to each Advisory Planning Commission (APC) at the last Board meeting in January of each year in accordance with *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*. Staff recommend deferring the recruitment of new members to allow time for consideration of future proposed development approval process changes related to the APC form, function and meeting format.

Reviewed by:			
Manager	X- J. Jackson	Finance	
GM		Legislative	
CAO	X- D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Regular Board – January 27, 2022

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** REVISED 2022 ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC) RESOLUTIONS

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### RECOMMENDATION(S)

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

**AND THAT the revised resolutions be approved or amended and submitted to AVICC prior to the January 28, 2022 deadline.**

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### BACKGROUND

The following recommendation was adopted at the January 13, 2022 Regular Board meeting:

AVICC Resolutions **It was moved and seconded**

011/22 THAT the report titled Draft 2022 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received for information;

AND THAT amendments to the draft AVICC resolutions be prepared in consultation with Directors McMahon, Pratt and Toth and brought back to the January 27, 2022 Regular Board meeting.

### DISCUSSION

In consultation with Directors, staff have revised resolutions for the Board's consideration as follows:

#### **Stormwater Management**

WHEREAS property, infrastructure and the natural environment are vulnerable to extreme weather events and other impacts of climate change, particularly in relation to stormwater run-off;

AND WHEREAS increasingly extreme weather events are intensifying the frequency and severity of stormwater issues causing overland flooding which is damaging critical infrastructure such as roads, bridges, culverts, and active transportation systems, as well as impacting the

natural environment, such as salmon-bearing streams, and further compounding challenges with respect to the management of stormwater run-off:

THEREFORE BE IT RESOLVED THAT AVICC and UBCM urge the provincial government to bring together the Ministry of Transportation and Infrastructure, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, the federal Department of Fisheries and Oceans, and local governments to collaborate on the development of an action plan that implements best practices for stormwater management, assigns clearly defined jurisdictional responsibilities and includes strategies to address risks to property, critical infrastructure and the natural environment.

### **Enforcement Tools for Short-Term Rentals**

WHEREAS, according to the June 2021 Report of the Joint UBCM-Province Advisory Group on Short-Term Rentals, the short-term rental industry has seen significant growth since the arrival of online accommodation platforms such that effective regulation of short-term rental activity is necessary to ensure community economic benefits of the industry are balanced with reducing impacts of concern such as long-term rental housing availability, affordability and neighbourhood livability;

AND WHEREAS many popular vacation areas lie outside of municipal boundaries in electoral areas;

AND WHEREAS enforcement tools to regulate short-term rentals (STRs) are more limited for regional districts than they are for municipalities;

AND WHEREAS the recommendations in the June 2021 report do not adequately consider the urgency of the matter nor the practical barriers to the implementation of business licensing in electoral areas:

THEREFORE BE IT RESOLVED THAT AVICC and UBCM urge the provincial government to develop and implement short-term rental enforcement solutions for all local governments, such as broadening authority to enforce compliance through simplified ticketing procedures, collection of evidence and the establishment of proof based on online investigation of accommodation listings, and expanding options to compel payment of unpaid fines through alternative mechanisms such as applying uncollected ticket fines to property taxes.

### **STRATEGIC PLAN AND RELATED POLICIES**

Submission of resolutions to AVICC is in alignment with SCRD's strategic focus areas for advocacy.

### **CONCLUSION**

Revised resolutions on Stormwater Management, and Enforcement Tools for Short-Term Rentals have been provided for considered for submission to AVICC prior to the January 28, 2022 deadline.

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

## Sunshine Coast Regional District

### Bylaw No. 734

A bylaw to authorize the temporary borrowing of Nine Million Dollars pending the sale of debentures

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WHEREAS it is provided by section 409 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS the Regional Board has adopted Bylaw No. 725, cited as *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020*, authorizing borrowing for the design and construction of the Church Road Well Field Project, in the amount of Nine Million Dollars (\$9,000,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. This bylaw may be cited as *Church Road Well Field Project Temporary Borrowing Bylaw No. 734, 2022*.
2. The Regional Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Nine Million Dollars (\$9,000,000), as the same may be required.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.
4. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw No. 725.
5. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.

READ A FIRST TIME this                    27<sup>th</sup>    day of                    January, 2022

READ A SECOND TIME this                27<sup>th</sup>    day of                    January, 2022

READ A THIRD TIME                        27<sup>th</sup>    day of                    January, 2022

ADOPTED

27<sup>th</sup> day of January, 2022

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR