



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, FEBRUARY 23, 2023

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 9, 2023

Annex A
Pages 4 – 36

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

3. THAT the following motion (029/23 recommendation No. 95) regarding Budget Proposal 1 - Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services be rescinded:

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Solid Waste Bylaw Implementation, \$94,667 (9 months prorated in 2023) and full time ongoing \$102,701 funded through Taxation, as follows:
 - [400] Cemetery Services \$6,660 One Time and \$100 Ongoing;
 - [650] Community Parks \$79,973 One Time and \$7,934 Ongoing.

AND THAT Budget Proposal 1 - Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services be brought back to Round 2 Budget to provide further clarification with respect to the ongoing financial implications of this project.

PRESENTATIONS AND DELEGATIONS

REPORTS

4. Committee of the Whole recommendation Nos.1-13 of February 9, 2023

Annex B
pp 37 – 40

- | | | |
|----|--|-----------------------|
| 5. | RFP 2237020 Contract Award - Eastbourne Water System Operations And Maintenance – Manager, Utility Services and Utilities Business Coordinator | Annex C
pp 41 – 44 |
|----|--|-----------------------|

COMMUNICATIONS

- | | | |
|----|--|-----------------|
| 6. | <u>Scott Finestone, Board Member, Gambier Island Community Association, dated February 10, 2023</u>
Regarding Request for Letter of Support for Rural Economic Diversification and Infrastructure Program (REDIP) Grant | Annex D
p 45 |
|----|--|-----------------|

MOTIONS

BYLAWS

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (i), (k), and (2) (b) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements ...”, “the receipt of advice that is subject to solicitor-client privilege...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to March 4, 2023)

Parcel Tax Roll Review Panel	February 23 at 9:00 am
Committee of the Whole	February 23 at 9:30 am
Regular Board	February 23 at 2:00 pm
Finance Committee (Round 2 Budget)	March 2 at 9:30 am

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

Local Government Show	March 2 at 4:00 pm
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Please note: Meeting dates are current as of print date (February 17 2023).



SUNSHINE COAST REGIONAL DISTRICT

February 9, 2023

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.

PRESENT:	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	K. Stamford
		District of Sechelt	J. Henderson
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon
	Senior Manager, Human Resources		G. Parker
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		1

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

CALL TO ORDER 2:02 p.m.

AGENDA It was moved and seconded

027/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

028/23 THAT the Regular Board meeting minutes of January 26, 2023 be adopted.

CARRIED

REPORTS

R1 Budget

It was moved and seconded

029/23

THAT Finance Committee (R1 Budget) recommendation Nos. 1-22 and 24-138 of January 23, 24 and 25, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Community Partners - 2023 Budget Requests*

THAT the report titled Community Partners and Stakeholders 2023 Budget Requests be received for information;

AND THAT the Committee provide direction with respect to the 2023 funding requests for each of the Community Partners and Stakeholders.

Recommendation No. 2 *Sechelt Public Library - 2023 Budget Request*

THAT the Sechelt Public Library – 2023 Budget Request be received for information.

Recommendation No. 3 *Gibsons and District Public Library – 2022 Budget Request*

THAT the Gibsons and District Public Library - 2023 Budget Request be received for information.

Recommendation No. 4 *Roberts Creek Community Library – 2023 Budget Request*

THAT the Roberts Creek Community Library – 2023 Budget Request be received for information.

Recommendation No. 5 *Pender Harbour Reading Centre – 2023 Budget Request*

THAT the Pender Harbour Reading Centre – 2023 Budget Request be received for information.

Recommendation No. 6 *Pender Harbour Health Centre – 2023 Budget Request*

THAT the Pender Harbour Health Centre – 2023 Budget Request be received for information.

Recommendation No. 7 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2023 Budget Request*

THAT the Skookumchuck Heritage Society / Egmont Heritage Centre – 2023 Budget Request be received for information.

029/23 cont.

Recommendation No. 8 *Sunshine Coast Museum and Archives and Sechelt Community Archives – 2023 Budget Request*

THAT the Sunshine Coast Museum and Archives – 2023 Budget Request and the Sechelt Community Archives – 2023 Budget Request be received for information.

Recommendation No. 9 *Sunshine Coast Community Services Society – 2023 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.

Recommendation No. 10 *Halfmoon Bay – Chatelech Community School Association – 2023 Budget Request*

THAT the Halfmoon Bay-Chatelech Community School Association – 2023 Budget Request be received for information.

Recommendation No. 11 *Sechelt Community Schools Society*

THAT the Sechelt Community Schools Society – 2023 Budget Request be received for information.

Recommendation No. 12 *Pender Harbour Community School Society – 2023 Budget Request*

THAT the Pender Harbour Community School Society – 2023 Budget Request be received for information.

Recommendation No. 13 *Roberts Creek Community School Society – 2023 Budget Request*

THAT the Roberts Creek Community School Society – 2023 Budget Request be received for information.

Recommendation No. 14 *Gibsons Area Community Schools – 2023 Budget Request*

THAT the Gibsons Area Community Schools – 2023 Budget Request be received for information.

Recommendation No. 15 *Sunshine Coast Tourism – 2023 Budget Request*

THAT the Sunshine Coast Tourism – 2023 Budget Request be received for information.

Recommendation No. 16 *Pender Harbour and District Chamber of Commerce - 2023 Budget Request*

THAT the Pender Harbour and District Chamber of Commerce – 2023 Budget Request be received for information.

029/23 cont.

Recommendation No. 17 *Coast Cultural Alliance – 2023 Budget Request*

THAT the Coast Cultural Alliance – 2023 Budget Request be received for information.

Recommendation No. 18 *Gibsons and District Chamber of Commerce – 2023 Budget Request*

THAT the Gibsons and District Chamber of Commerce - 2023 Budget Request be received for information.

Recommendation No. 19 *Sunshine Coast Search and Rescue Association – 2023 Budget Request*

THAT the Sunshine Coast Search and Rescue Association - 2023 Budget Request be received for information.

Recommendation No. 20 *Sunshine Coast Marine Rescue Society Station 12 – Halfmoon Bay – 2023 Budget Request*

THAT the Sunshine Coast Marine Rescue Society Station 12 – Halfmoon Bay - 2023 Budget Request be received for information.

Recommendation No. 21 *Gibsons Marine Rescue Society Station 14 - 2023 Budget Request*

THAT the Gibsons Marine Rescue Society Station 14 - 2023 Budget Request be received for information.

Recommendation No. 22 *Pender Harbour and District Marine Rescue Society Station 61 – 2023 Budget Request*

THAT the Pender Harbour and District Marine Rescue Society Station 61 - 2023 Budget Request be received for information.

Recommendation No. 24 *Roberts Creek Community Library – 2023 Budget Request*

THAT the 2023 budget submission of \$16,500 for the Roberts Creek Community Library be approved and incorporated into the 2023 Round 2 Budget for Roberts Creek Library Service [646].

Recommendation No. 25 *Pender Harbour Reading Centre – 2023 Budget Request*

THAT the 2023 budget submission of \$3,689 for the Pender Harbour Reading Centre be approved and incorporated into the 2023 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

029/23 cont.

Recommendation No. 26 *Pender Harbour Health Centre – 2022 Budget Request*

THAT the 2023 operating grant of \$165,040 for the Pender Harbour Health Centre be approved and incorporated into the 2023 Round 2 Budget for Pender Harbour Health Clinic [410].

Recommendation No. 27 *Sechelt Community Archives – 2023 Budget Request*

THAT the 2023 budget submission of \$23,750 from the Sechelt Community Archives be approved and incorporated into the 2023 Round 2 Budget for Museum Services [648].

Recommendation No. 28 *Sunshine Coast Museum and Archives – 2023 Budget Request*

THAT the 2023 budget submission of \$96,400 for Sunshine Coast Museum and Archives be approved and incorporated into the 2023 Round 2 Budget for Museum Services [648].

Recommendation No. 29 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2023 Budget Request*

THAT the 2023 budget submission of \$42,000 from the Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into 2023 Round 2 Budget for Museum Services [648].

Recommendation No. 30 *Sunshine Coast Community Services Society – 2023 Budget Request -Youth Outreach Worker Program*

THAT the 2023 budget submission of \$52,628 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2023 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. 31 *Halfmoon Bay – Chatelech Community School Association – 2023 Budget Request – Restorative Practices*

THAT the 2023 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2023 Round 2 Budget from Electoral Areas' Grant-in-Aid Community Schools [125].

Recommendation No. 32 *Halfmoon Bay – Chatelech Community School Association – 2023 Budget Request - Halfmoon Bay Tween Night*

THAT the Halfmoon Bay-Chatelech Community School Association 2023 budget submission of \$2,700 for Halfmoon Bay Tween Night be approved and incorporated into the 2023 Round 2 Budget for Regional Recreation [670].

029/23 cont.

Recommendation No. 33 *Sechelt Community Schools Society – 2023 Budget Requests*

THAT the 2023 budget submission of \$10,000 for Youth Programs and the 2023 budget submission of \$42,000 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2023 Round 2 Budget for Regional Recreation [670].

Recommendation No. 34 *Pender Harbour Community School Society – 2023 Budget Request*

THAT the 2023 budget submission of \$15,000 for Youth Programs and the 2023 budget submission of \$41,100 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2023 Round 2 Budgets for Regional Recreation [670] - \$47,880 and for Electoral Areas' Grant-in-Aid [121] - \$8,220.

Recommendation No. 35 *Roberts Creek Community School Society – 2023 Budget Request*

THAT the 2023 budget submission from the Roberts Creek Community School Society of \$10,000 for Youth Programs be approved and incorporated into the 2023 Round 2 Budget for Regional Recreation [670].

Recommendation No. 36 *Gibsons Area Community Schools – 2022 Budget Request*

THAT the 2023 budget submission of \$10,000 from the Gibsons Area Community Schools for Youth Programs be approved and incorporated into the 2023 Budget for Regional Recreation [670].

Recommendation No. 37 *Sunshine Coast Tourism – 2023 Budget Request*

THAT the 2023 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2023 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. 38 *Pender Harbour and District Chamber of Commerce - 2023 Budget Request*

THAT the 2023 budget submission of \$28,000 from the Pender Harbour and District Chamber of Commerce be approved and incorporated into the 2023 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- Tourism Sanitation Services (Portable Toilets) \$3,000
- Visitor Information Centre Washrooms \$11,000
- Visitor Information Booths \$11,500
- Economic Development \$2,500.

029/23 cont.

Recommendation No. 39 *Coast Cultural Alliance – 2023 Budget Request*

THAT the 2023 budget submission of \$8,000 for Sunshine Coast Art Crawl and the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2023 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. 40 *Gibsons and District Chamber of Commerce*

THAT the 2023 budget request from the Gibsons and District Chamber of Commerce for a total of \$9,000 be approved and incorporated into the 2023 Round 2 Budget as follows:

- 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. 41 *Sunshine Coast Emergency Planning [222] – Search and Rescue*

THAT the 2023 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 2023 Round 2 Budget for [222] Sunshine Coast Emergency Planning.

Recommendation No. 42 *2023-2027 Financial Plan Update at Round 1*

THAT the report titled 2023-2027 Financial Plan Update at Round 1 be received for information;

AND THAT the following projects approved for Budget Proposal at Pre-Budget be abandoned:

- [111] Corporate Asset Management Training; and
- [615 / 625 / 650 / 680] – Planning for Recreation Management Software Transition.

Recommendation No. 43 *2023 Preliminary Property Assessment Impacts*

THAT the report titled 2023-2027 Financial Plan Update at Round 1 be received for information.

029/23 cont.

Recommendation No. 44 *Policies Informing the Budget Process*

THAT the report titled Policies Informing the Budget Process be received for information.

Recommendation No. 45 *Canada Community Building Fund (Gas Tax) – Active Transportation Overview*

THAT the report titled Canada Community Building Fund (Gas Tax) – Active Transportation Overview be received for information.

Recommendation No. 46 *Electoral Area E (Elphinstone) Canada Community Building Fund (Gas Tax) Project*

THAT Highway 101 Bicycle/Walking Path Barrier Fencing at Chaster Creek project be abandoned and removed from the list of Canada Community Building Fund project list;

AND THAT the Union of British Columbia Municipalities be notified of the project change and that the \$7,468 expended to date be returned to the Electoral Area E Canada Community Building Fund, recovered through 2023 Taxation for function [665].

Recommendation No. 47 *Canada Community Building Fund (Gas Tax) – Active Transportation*

THAT the discussion regarding Active Transportation and Canada Community Building Fund be brought forward to a future Electoral Area Services Committee meeting in Q2 2023.

Recommendation No. 48 *Divisional Service Plans*

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

Recommendation No. 49 *Supporting Documents to Budget Process*

THAT the Revised 2022 Carry-Forwards and 2023 Proposed Initiatives Summary be received for information.

Recommendation No. 50 *General Government [110] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [110] General Government be received for information.

029/23 cont.

Recommendation No. 51 *General Government [110] – 2023*
R1 Budget Proposals

THAT the following budget proposal be referred to 2023 Round 2 Budget:

- Budget Proposal 1 – Legislative Services Assistant (0.5 FTE temporary Casual to Permanent), \$18,750 (9 months pro-rated in 2023) and future at \$25,000, funded through Taxation.

Recommendation No. 52 *General Government [110] – 2023*
R1 Budget Proposals

THAT the following budget proposal be approved and incorporated in the 2023 Round 2 Budget:

- Budget Proposal 2 – Corporate Review – Organizational, \$30,000 funded from Operating Reserves.

Recommendation No. 53 *General Government [110] – 2023*
R1 Budget Proposals

THAT the following budget proposal be approved and incorporated in the 2023 Round 2 Budget:

- Budget Proposal 3 – [110 / 117] Electronic Document Records Management System (EDRMS) Conversion (0.6 FTE), \$127,000 (\$45,000 One Time Records Management, \$40,000 One Time Consulting Services, \$12,000 Annual Maintenance and \$27,000 Annual Salary - 9 months prorated in 2023) and future at \$48,000 (Annual Maintenance and Full Salary Value \$36,000), funded in 2023 from:
 - Operating Reserves \$85,000
 - Support Services \$12,000
 - Taxation \$27,000.

Recommendation No. 54 *General Government [110] – 2023*
R1 Budget Proposals

THAT the following budget proposal be approved and incorporated in the 2023 Round 2 Budget:

- Budget Proposal 4 – Consulting Services – 2023-2026 Strategic Planning, \$30,000 funded from Operating Reserves.

Recommendation No. 55 *General Government [110] – 2023*
R1 Budget Proposals

THAT the following budget proposal be referred to 2024 Budget:

- Budget Proposal 5 – Organizational Policy and Bylaw Review (Temporary 1.0 FTE for two years) \$79,400 (9 months prorated in 2023) and future at \$99,200 funded through Taxation.

029/23 cont. **Recommendation No. 56** *Corporate Finance / Finance [112 / 113] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [112 / 113] Corporate Finance / Finance be received for information.

Recommendation No. 57 *Corporate Finance / Finance [112 / 113] – 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to 2023 Round 2 Budget:

- Budget Proposal 1 – Financial Analyst (1.0 FTE), \$61,658 (7 months prorated in 2023) and future at \$105,700 funded from Support Services.

Recommendation No. 58 *Corporate Finance / Finance [112 / 113] – 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Reduction / Rate Stabilization (\$50,000) from Operational Reserves and Reduction.

Recommendation No. 59 *Human Resources [115] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [115] Human Resources be received for information.

Recommendation No. 60 *Human Resources [115] - 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget:

- Budget Proposal 1 – Human Advisor (1.0 FTE) \$78,750 (7 months prorated in 2023) and future at \$135,000 and Human Resources (0.4 FTE) \$23,733 (8 months prorated in 2023) and future at \$35,600 funded from Support Services.

Recommendation No. 61 *Human Resources [115] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – LinkedIn Recruiter Package – Online Tool License Package (Pilot Project), \$12,000 funded from Operating Reserves.

029/23 cont. **Recommendation No. 62** *Human Resources [115] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 3 – Discontinue Ongoing Contribution to Reserve and Rate Stabilization, (\$30,000) as follows, (\$10,000) discontinue annual contribution and use (\$20,000) from Operational Reserves (Support Service Reduction).

Recommendation No. 63 *Purchasing and Risk Management [116] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [116] Purchasing and Risk Management be received for information.

Recommendation No. 64 *Purchasing and Risk Management [116] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Business Continuity Management Program (BCMP), \$18,000 funded from Support Services, with potential for grant.

Recommendation No. 65 *Purchasing and Risk Management [116] - 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget:

- Budget Proposal 2 – Procurement Buyer Support (0.3 FTE Casual) \$27,810 for 2023 and 2024 funded from Support Services.

Recommendation No. 66 *Information Technology [117] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [117] Information Technology be received for information.

Recommendation No. 67 *Information Technology [117] - 2023 R1 Budget Proposal*

THAT the following budget proposals be referred to the 2023 Round 2 Budget:

- Budget Proposal 1 – Cybersecurity Analyst (1.0 FTE) \$99,906 (9 months prorated in 2023) and future at \$125,875 funded from Support Services;

029/23 cont.

- Budget Proposal 2 – Cyber Security Insurance \$50,000 (2024 and future years at \$60,000) funded from Support Services.

Recommendation No. 68 *Feasibility (Area F) [155] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [155] Feasibility (Area F) be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Connected Coast Connectivity Feasibility Study, \$10,000 funded through Taxation.

Recommendation No. 69 *Public Transit [310] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [310] Public Transit be received for information.

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Permanent Enhanced Cleaning Standards (Base Budget Increase), 1.4 FTE \$103,757 for full 12 months funded partly through Taxation \$51,900 and partly through BC Transit \$51,857.

Recommendation No. 70 *Public Transit [310] – 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Service Level Base Budget Increase; \$803,610 funded \$162,354 through Taxation, \$166,599 from Operating Reserves (COVID Restart), \$354,296 BC Transit Annual Operating Agreement and \$120,361 Fares.

Recommendation No. 71 *Public Transit [310] – 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 3 – Supernumerary Compensation (Temporary 0.75 FTE), \$40,431 (9 months prorated in 2023) and future at \$53,908 funded through Taxation.

029/23 cont.

Recommendation No. 72 *Fleet Maintenance [312] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [312] Fleet Maintenance be received for information;

AND THAT the following budget proposals be referred to the 2023 Round 2 Budget:

- Budget Proposal 1 – Standby / On Call Compensation, \$53,997 (9 months prorated in 2023) and future at \$71,996 (to be reviewed over the 2023 year) funded from Internal Recoveries;
- Budget Proposal 2 – Corporate Fleet Strategy, \$75,000 funded from Operating Reserves with potential for a grant.

Recommendation No. 73 *Building Maintenance Services [313] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [313] Building Maintenance Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Increased Building Maintenance Requirements (0.12 FTE Temporary), \$24,900 One Time funded from Internal Recoveries.

Recommendation No. 74 *Mason Road Works Yard [315] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [315] Mason Road Works Yard be received for information.

Recommendation No. 75 *Mason Road Works Yard [315] – 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Operating Base Budget Lift, \$40,000 funded from Support Services.

Recommendation No. 76 *Ports Services [345] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [345] Ports Services be received for information;

029/23 cont.

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Ports Major Inspections Budget Increase, \$30,000 One Time funded from Operating Reserves.

Recommendation No. 77 *Cemetery Services [400] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [400] Cemetery Services be received for information.

Recommendation No. 78 *Cemetery Services [400] – 2023 R1 Budget Proposal*

THAT following budget proposal be referred to the 2023 Round 2 Budget with further information on the Sunshine Coast Regional District's provision of cemetery services:

- Budget Proposal 1 – Seaview Cemetery Expansion Project, \$589,600 funded \$294,800 Municipal Finance Authority Short Term Loan and \$294,800 from Operating Reserves (0.05 FTE Senior Parks Worker to be included in 2024 at \$15,130 funded from Taxation).

Recommendation No. 79 *Community Recreation Facilities [615] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [615] Community Recreation Facilities be received for information.

Recommendation No. 80 *Community Recreation Facilities [615] – 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget for further consideration:

- Budget Proposal 1 – Health and Safety Equipment, \$21,500 One Time funded from Operating Reserves.

Recommendation No. 81 *Community Recreation Facilities [615] – 2023 R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Base Budget Increase for Snow and Ice Control at Gibsons and Area Community Centre (GACC) and Gibsons and District Aquatic Facility (GDAF), \$23,500 funded through Taxation;

029/23 cont.

- Budget Proposal 3 – Viability of Alternate Water Source for Sunshine Coast Area Ice Operations, \$10,000 One Time funded from Operating Reserves.

Recommendation No. 82 *Community Recreation Facilities [615] – 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 4 – Aquatic Instructor Ongoing Base Budget, \$15,000 One Time and \$30,362 (9 months prorated in 2023) and future at \$40,483 funded through Taxation.

Recommendation No. 83 *Pender Harbour Aquatic and Fitness Centre [625] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Aquatic Instructor Ongoing Base Budget, \$7,500 One Time and \$25,022 (9 months prorated in 2023) and future at \$33,363 funded through Taxation.

Recommendation No. 84 *School Facilities - Joint Use [630] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [630] School Facilities – Joint Use be received for information.

Recommendation No. 85 *School Facilities - Joint Use [630] – 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget for further information on the current joint use agreement:

- Budget Proposal 1 – Joint Use Agreement – Financial Implications, \$44,850 funded through Taxation.

Recommendation No. 86 *Community Parks [650] – 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [650] Community Parks be received for information.

029/23 cont.

Recommendation No. 87 *Community Parks [650] – 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Rosemary Lane (Keats Island) Erosion Mitigation, \$60,000 funded through Taxation (0.033 FTE Senior Parks Worker to be included in 2024 at \$4,549 funded from Taxation).

Recommendation No. 88 *Community Parks [650] – 2023 R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2– Nominal Rent Tenure (NRT) Application, \$21,500 funded through Taxation;
- Budget Proposal 3 – Sunshine Coast Sports Fields Strategy, \$18,800 funded through Taxation, with potential for grant.

Recommendation No. 89 *Community Parks [650] – 2023 R1 Budget Proposal*

THAT the following budget proposal be deferred to the 2024 Budget with staff continuing to review the potential for other funding opportunities:

- Budget Proposal 4 – Egmont Park Capital Asset Replacements, \$175,440 funded through Taxation (0.019 FTE Senior Parks Worker to be included in 2024 at \$2,650 funded from Taxation).

Recommendation No. 90 *Community Parks [650] – 2023 R1 Budget Proposal*

THAT the following budget proposal be deferred to the 2024 Budget:

- Budget Proposal 5 – Katherine Lake Park and Campground Management Plan, \$75,000 funded through Taxation.

Recommendation No. 91 *Bicycle and Walking Paths [665 / 667] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [665 / 667] Bicycle and Walking Paths / Area A Bicycle and Walking Paths be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

029/23 cont.

- Budget Proposal 1 – [665] Lower Road Retaining Wall Budget Increase, \$526,771 funded through Canada Community Building Fund (Gas Tax) / Cost Share with Ministry of Transportation and Infrastructure (0.009 FTE Senior Parks Worker to be included in 2024 at \$801.27 funded from Taxation).

Recommendation No. 92 *Bicycle and Walking Paths [665 / 667] - 2023 R1 Budget Proposal*

THAT the following budget proposal be abandoned:

- Budget Proposal 2 – Bicycle and Walking Paths Expansion Priorities, \$294,000 funding from Canada Community Building Fund (Gas Tax) as follows:
 - Electoral Area A [667] \$84,000
 - Electoral Area B [665] \$30,000
 - Electoral Area D [665] \$90,000
 - Electoral Area E [665] \$30,000
 - Electoral Area F [665] \$60,000.

Recommendation No. 93 *Parks Operation Technician – Various Functions - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for Parks Operation Technician be received for information;

AND THAT the following budget proposal be referred to the 2023 Round 2 Budget for further consideration:

- Budget Proposal 1 – Parks Operation Technician (1.0 FTE), \$69,204 (9 months prorated in 2023) and future at \$92,272 funded through Taxation, as follows:
 - [650] Community Parks 70%
 - [665] Bicycle and Walking Paths 10%
 - [680] Dakota Ridge Recreation Services 10%
 - [400] Cemetery Services 10%.

Recommendation No. 94 *Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services be received for information.

Recommendation No. 95 *Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

029/23 cont.

- Budget Proposal 1 – Solid Waste Bylaw Implementation, \$94,667 (9 months prorated in 2023) and full time ongoing \$102,701 funded through Taxation, as follows:
 - [400] Cemetery Services \$6,660 One Time and \$100 Ongoing;
 - [650] Community Parks \$79,973 One Time and \$7,934 Ongoing.

Recommendation No. 96 *Regional Sustainability [136] - 2023
R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [136] Regional Sustainability be received for information.

Recommendation No. 97 *Regional Sustainability [136] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Permanent Summer Student Position (0.33 FTE), \$28,404 annually for the summer months funded through Taxation.

Recommendation No. 98 *Regional Sustainability [136] - 2023
R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget, pending conformation of alternate sources of funding:

- Budget Proposal 2 – Association of Vancouver Island and Coastal Communities (AVICC) Climate Leadership Plan (CLP) Membership and Community Energy Association Membership, \$7,500 funded through Taxation.

Recommendation No. 99 *Bylaw Enforcement [200] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [200] Bylaw Enforcement be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Bylaw Officer (1.0 FTE) including environmental training, \$65,840.23 including training (\$50,840.23 and \$15,000 training) and future at \$99,733.71 including training funded through Taxation;
- Budget Proposal 2 – Bylaw Enforcement Base Budget Increase, \$18,200 funded through Taxation.

029/23 cont. **Recommendation No. 100** *Gibsons and District Fire Protection [210] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [210] Gibsons and District Fire Protection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Training Budget (Base Budget Increase), \$3,375 (with total between [210], [212], and [216] - \$21,675) funded through Taxation.

Recommendation No. 101 *Roberts Creek Fire Protection [212] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [212] Roberts Creek Fire Protection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Training Budget (Base Budget Increase), \$4,500 (with total between [210], [212], and [216] - \$21,675) funded through Taxation.

Recommendation No. 102 *Halfmoon Bay Fire Protection [216] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Training Budget (Base Budget Increase), \$13,800 (with total between [210], [212], and [216] - \$21,675) funded through Taxation.

Recommendation No. 103 *Sunshine Coast Emergency Planning [222] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [222] Sunshine Coast Emergency Planning be received for information;

AND THAT the following budget proposal, contingent on a grant, be referred to the 2023 Round 2 Budget:

- Budget Proposal 1 – FireSmart 2.0 (up to 4.5 FTE), \$370,000 contingent on Union of British Columbia Municipalities (UBCM) Community Resiliency Investment Grant.

029/23 cont.

Recommendation No. 104 *Sunshine Coast Emergency Planning [222]
- 2023 R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Emergency Support Services (ESS) Director (Exempt, Casual) (0.114 FTE), \$7,409.50 (9 months prorated in 2023) and future at \$9,879.33 funded through Taxation;
- Budget Proposal 4 – Extreme Heat Planning Grant, \$120,000 funded by a Provincial Grant.

Recommendation No. 105 *Sunshine Coast Emergency Planning [222]
- 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 3 – Hazard, Risk and Vulnerability Analysis (HRVA) Update, \$50,000 funded through Taxation.

Recommendation No. 106 *Regional Planning Services [500] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [500] Regional Planning Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Regional Housing Coordinator, \$76,997 funded by a Municipal Regional Destination Tax via Sunshine Coast Tourism.

Recommendation No. 107 *Regional Planning Services [500] - 2023 R1 Budget Proposal*

THAT the following budget proposal be deferred to the 2024 Budget with staff continuing to review grant opportunities:

- Budget Proposal 2 – Sunshine Coast Regional District / Public Lands Comprehensive Review, \$100,000 funded through Taxation with potential of grant.

Recommendation No. 108 *Regional Planning Services [500] - 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget with a report back providing further details from the Ministry of Transportation and Infrastructure:

029/23 cont.

- Budget Proposal 3 – Mt. Elphinstone Hydrological Study, \$150,000 funded through Taxation with potential of grant.

Recommendation No. 109 *Regional and Rural Planning Services [500 / 504] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [500 / 504] Regional and Rural Planning Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – New Assistant Manager (1.0 FTE), \$129,758 (9 months prorated in 2023) (90% to [504] Rural Planning Services and 10% to [500] Regional Planning) and future at \$173,010, funded 50% from User Fees and 50% through Taxation in 2023.

Recommendation No. 110 *Building Inspection Services [520] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for Building Inspection Services [520] be received for information.

Recommendation No. 111 *Building Inspection Services [520] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Vehicle Replacement, \$80,000 funded \$43,000 from Capital Reserves and \$17,000 funded from Operating Reserves.

Recommendation No. 112 *Building Inspection Services [520] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Digital Plan Review Preparedness – Hardware, Software and Training, \$5,500 from Operating Reserves.

Recommendation No. 113 *Hillside Development Project [540] - 2023 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget:

- Budget Proposal 1 – Headlease Renewal, \$213,600 (prorated in 2023) and future at \$250,000 funded from Operating Reserves.

029/23 cont.

Recommendation No. 114 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [350] Regional Solid Waste be received for information.

Recommendation No. 115 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Sechelt Landfill Interim Power Supply, \$48,000 funded through Taxation and \$52,000 for 2024.

Recommendation No. 116 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Sechelt Landfill Power System Replacement, \$87,000 funded from Municipal Finance Authority Short Term Loan, for a total project Budget of \$299,000, and \$10,000 for base budget ongoing electricity costs;

AND THAT a loan of up to \$299,000 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 Sechelt Landfill Power System Replacement.

Recommendation No. 117 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget:

- Budget Proposal 3 – Sechelt Landfill Aggregates, \$32,000 funded through Taxation.

Recommendation No. 118 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 4 - Islands Clean-Up (Additional Funding – Base Budget), \$35,000 funded through Taxation (\$7,000 for 2024 and \$42,000 for 2025).

029/23 cont.

Recommendation No. 119 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 5 – Future Waste Disposal Option Analysis – Phase 2, \$75,000 funded through Taxation;
- Budget Proposal 8 – Sechelt Landfill Extending Useful Life, \$50,000 funded through Taxation.

Recommendation No. 120 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 6 – Green Waste Program (increased tonnage) Base Budget Increase, \$140,000 funded through Taxation (\$117,000 for 2024 and \$147,000 for 2025).

Recommendation No. 121 *Regional Solid Waste [350] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 7 – Pender Harbour Transfer Station Upgrades (Phase 2), \$765,000 funded by Municipal Finance Authority Short Term Loan;

AND THAT a loan of up to \$765,000 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 Pender Harbour Transfer Station Upgrades.

Recommendation No. 122 *North Pender Harbour Water Service [365] -
2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 9 – Biocover Feasibility Pilot Phase 2 (Additional Funding), \$136,000 funded from Operating Reserves.

Recommendation No. 123 *South Pender Harbour Water Service [366]
- 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [365] North Pender Harbour Water Service be received for information;

029/23 cont.

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Garden Bay Treatment Plant Improvements (Preliminary / Pre-Design Work), \$200,000 funded from Operating Reserves.

Recommendation No. 124 *Regional Water Service [370] - 2023
R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [366] South Pender Harbour Water Service be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Dam Safety Upgrades to McNeil Lake Dam (Additional Funding), \$78,750 funded from Canada Community Building Fund (Gas Tax) for Area A.

Recommendation No. 125 *Regional Water Service [370] - 2023
R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [370] Regional Water Service be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Church Road Well Field Project (Operational Costs), \$112,196 funded from User Fees.

Recommendation No. 126 *Chapman Lake Siphons*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Chapman Siphon Removal \$100,000 funded from User Fees.

Recommendation No. 127 *Regional Water Service [370] - 2023
R1 Budget Proposal*

THAT staff report to the February 9, 2023 Committee of the Whole meeting with information regarding the current situation on the use of the siphons at Chapman Lake and the requirement to remove the siphons based on the expiry of the BC Parks - Parks Use Permit on October 31, 2023.

029/23 cont.

Recommendation No. 128 *Regional Water Service [370] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 3 – Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 Construction), \$1,905,950 funded by Municipal Finance Authority Short Term Loan;

AND THAT a loan of up to \$1,905,950 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 Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 Construction).

Recommendation No. 129 *Regional Water Service [370] - 2023 R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 4 – Chapman Creek Water Treatment Plant Chlorine Gas Decommissioning, \$65,000 funded from User Fees;
- Budget Proposal 6 – Egmont Water Treatment Plan – Feasibility Study and Preliminary Development, \$275,000 funded \$75,000 funded from Operating Reserves and \$200,000 funded from Capital Reserves;
- Budget Proposal 7 – Chaster Well Upgrades – Well Protection Plan Phase 2 – Additional Funding, \$78,500 funded from Capital Reserves;
- Budget Proposal 8 – Church Road Well Field – Compliance Monitoring, \$200,000 funded from User Fees (base operating budget in 2024 of \$200,000);
- Budget Proposal 9 – Chapman Creek Water Treatment Plant Mechanical Equipment Upgrades, \$135,000 funded from Capital Reserves;
- Budget Proposal 10 – Exposed Watermain Rehabilitation Chapman Intake Line – New Project, \$220,000 funded from Capital Reserves;
- Budget Proposal 11 – Sechelt Nation Government District – Zone Metering, \$250,000 funded from Capital Reserves.

029/23 cont.

Recommendation No. 130 *Regional Water Service [370] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 5 – Dam Safety Upgrades to Chapman and Edwards Lakes – Construction Cost Increases, \$322,000 funded from Capital Reserves.

Recommendation No. 131 *Regional Water Service [370] - 2023
R1 Budget Proposal*

THAT the following budget proposal be referred to the 2023 Round 2 Budget with confirmation of the allocation of Canada Community Building Fund (Gas Tax) from the Electoral Areas and the contribution by the District of Sechelt:

- Budget Proposal 12 – Generators(s) Purchase for Various Sites, \$375,000 funded from Canada Community Building Fund (Gas Tax).

Recommendation No. 132 *Regional Water Service [370] - 2023
R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 13 – Eastbourne Groundwater Supply Expansion (Phase 2), \$1,200,000 funded \$753,000 from Canada Community Building Fund (Gas Tax) and \$447,000 funded from Capital Reserves.

Recommendation No. 133 *Water Service [365 / 366 / 370] and
Regional Solid Waste [350] - 2023 R1 Budget Proposal*

THAT the following budget proposal be deferred to the 2024 Budget:

- Budget Proposal 14 – Pneumatic Boring Tool, \$57,200 funded by Municipal Finance Authority Short Term Loan.

Recommendation No. 134 *Water Service [365 / 366 / 370] - 2023
R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for [365 / 366 / 370] Water Services and [350] Regional Solid Waste be received for information;

AND THAT the following budget proposal be referred to the 2023 Round 2 Budget with confirmation of funding sources between Water Services and Regional Solid Waste:

029/23 cont.

- Budget Proposal 1 – Capital Projects Implementation Coordinator (1.0 FTE), \$63,750 (9 months prorated in 2023) and full time ongoing \$85,000 funded from Users Fees with these allocations 70% from [370], 10% from [366], 5% from [365] and 15% from [350].

Recommendation No. 135 *Water Service [365 / 366 / 370] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 2 – Review of *Sunshine Coast Regional District Servicing Bylaw No. 320*, \$40,000 funded from User Fees with these allocations 85% from [370], 5% from [365] and 10% from [366];
- Budget Proposal 3 – Water Rate Structure Review – Phase 2, \$60,000 from User Fees with these allocations 85% from [370], 5% from [365] and 10% from [366].

Recommendation No. 136 *Wastewater Treatment Plants [381-395] - 2023 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 4 – Water Strategy Implementation – Develop Water System Action Plans, \$87,000 from User Fees with these allocations 85% from [370], 5% from [365] and 10% from [366].

Recommendation No. 137 *Wastewater Treatment Plants [381-395] - 2023 R1 Budget Proposal*

THAT the report titled 2023 Round 1 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information;

AND THAT the following budget proposal be referred to the 2023 Round 2 Budget pending confirmation of the grant:

- Budget Proposal 1 – [387] Square Bay Wastewater Treatment Plant – Square Bay Collection System – Planning for System Upgrade, \$15,000 funded \$10,000 from the Infrastructure Planning Grant Program and \$5,000 from Operating Reserves.

Recommendation No. 138 *Wastewater Treatment Plants [381-395] - 2023 R1 Budget Proposal*

THAT the following budget proposals be approved and incorporated into the 2023 Round 2 Budget:

029/23 cont.

- Budget Proposal 2 - [387] Square Bay Wastewater Treatment Plant – Square Bay Collection System – Infiltration Reduction (Phase 1 and 2), \$5,000 funded from User Fees;
- Budget Proposal 3 - [381-395] Wastewater Treatment Plants – Pumpout Costs, \$19,435 funded from User Fees;
- Budget Proposal 4 - [384 / 385] Secret Cove / Jolly Roger Wastewater Treatment Plant – Outfall Maintenance Phase 1, \$22,000 funded [384] Jolly Roger \$11,000 from Operating Reserves and [385] Secret Cove \$11,000 from Operating Reserves;
- Budget Proposal 5 - [383] Sunnyside Wastewater Treatment Plant – Feasibility and Planning Study, \$7,500 from Operating Reserves;
- Budget Proposal 6 - [384] Jolly Roger Wastewater Treatment Plant – Feasibility and Planning Study, \$12,500 from Operating Reserves;
- Budget Proposal 7 - [385] Secret Cove Wastewater Treatment Plant – Feasibility and Planning Study, \$12,500 from Operating Reserves.

Directors Henderson and White opposed

CARRIED

R1 Budget

It was moved and seconded

030/23

THAT Finance Committee (R1 Budget) recommendation No. 23 of January 23, 24 and 25, 2023 be received, adopted and acted upon as follows:

Recommendation No. 23 *Gibsons and District Public Library – 2023 Budget Request*

THAT the Gibsons and District Public Library - 2023 Budget Request be referred to 2023 Round 2 Budget requesting the Gibsons and District Public Library present a proposed annual plan for programs based on a 6% increase for 2023.

CARRIED

COW

It was moved and seconded

031/23

THAT Committee of the Whole recommendation Nos. 1, 2, 4-11 and 13-15 of January 26, 2023 be received, adopted and acted upon as follows:

031/23 cont.

Recommendation No. 1 *Public Transit Subsidy for Students*

THAT the presentation from the Gibsons Transportation and Accessibility Committee titled Free Public Transportation for Students be received for information.

Recommendation No. 2 *Communications – Free Public Transportation for Students*

THAT the following correspondence regarding Free Public Transportation for Students be received for information:

- January 16, 2023 from Colten Rockford and Cael Read of the Gibsons Transportation and Accessibility Committee;
- January 2, 2023 Letter of Support from Alun Wooliams, President of Transportation Choices;
- December 30, 2022 Letter of Support from Penny Brown, Co-founder of the Sunshine Coast Climate Action Network;
- January 13, 2023 Letter of Support from Alaya Boisvert, Gibsons Resident;
- January 26, 2023 Letter of Support from Amanda Amaral, Chair of the Board of Education for School District 46 – Sunshine Coast;
- January 23, 2023 Letter of Support from the SD46 District Student Leadership Team;
- January 25, 2023 Letter of Support from Dr. Moliehi Khaketla, Medical Health Officer of Vancouver Coastal Health.

Recommendation No. 4 *Grant Opportunities: Proposed Comprehensive Land Study Project*

THAT the report titled Grant Opportunities: Proposed Comprehensive Land Study Project be received for information;

AND THAT Sunshine Coast Regional District (SCRD) seek grant support for the proposed Comprehensive Lands Study project from:

- a. Real Estate Foundation of British Columbia “Built Environments” stream;
- b. Sunshine Coast Foundation: Responsive Community Grants program;

AND FURTHER THAT letters of support be requested from member municipalities, First Nations and the Housing Action Table.

031/23 cont.

Recommendation No. 5 *Planning and Development Department
2022 Q4 / Year End Report*

THAT the report titled Planning and Development Department 2022 Q4 / Year End Report be received for information.

Recommendation No. 6 *Corporate and Administrative Services –
Semi-Annual Report for July to December 2022*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for July to December 2022 be received for information.

Recommendation No. 7 *Board Constituency Expenses Policy
Amendments*

THAT the report titled Board Constituency Expenses Policy Amendments be received for information;

AND THAT the Board Constituency Expenses Policy be adopted as amended.

Recommendation No. 8 *Director Constituency and Travel Expenses
for Period Ending December 31, 2022*

THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2022 be received for information.

Recommendation No. 9 *Sunshine Coast Regional District Debt as at
December 31, 2022*

THAT the report titled Sunshine Coast Regional District Debt as at December 31, 2022 be received for information.

Recommendation No. 10 *Contracts Between \$50,00 and \$100,000
from October 1, 2022 to December 31, 2022*

THAT the report titled Contracts Between \$50,000 and \$100,000 from October 1, 2022 to December 31, 2022 be received for information.

Recommendation No. 11 *Parcel Tax Roll Review Panel*

THAT the report titled Parcel Tax Roll Review Panel be received for information;

AND THAT:

- Director Gabias, Director Lee and Director Backs be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 23, 2023 at 9:00 a.m. to be held in the SCRD Boardroom; and,
- The Chief Financial Officer be appointed Collection for the SCRD.

031/23 cont.

Recommendation No. 13 *Contract No. 2231301-1 Amendment – Revenue Loss Compensation for Katherine Lake Campground*

THAT the report titled Contract No. 2261301-1 Amendment – Revenue Loss Compensation for Katherine Lake Campground during the 2022 Operating Season be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) authorize a total contract amendment value of \$4,428.60 to contract No. 2261301-1, in order to compensate the contracted service provider for unanticipated revenue losses, as a result of 2021 flooding impacts and multiple campsite closures for the 2022 operating season.

Recommendation No. 14 *2022 Drought Response Plan Summary*

THAT 2022 Drought Response Plan Summary be received for information.

Recommendation No. 15 *Water Summit Debrief*

THAT the Correspondence from District of Sechelt Mayor Henderson titled Water – The Time is now! and the presentation titled Water Now – A Solution be received for information.

CARRIED

COW

It was moved and seconded

032/23

THAT Committee of the Whole recommendation No. 2 of February 9, 2023 be received, adopted and acted upon as follows:

Recommendation No. 2 *Hillside Business Planning (Proposal for R2 2023 Budget Process)*

THAT the report titled Hillside Business Planning (Proposal for R2 2023 Budget Process) be received for information;

AND THAT staff prepare a proposal for the 2023 budget process that would reinvigorate the project, seeking leadership from SCREDO.

CARRIED

MOTIONS**DIRECTORS' REPORTS**

Directors provided a verbal report of their activities.

NEW BUSINESS

Round 2 Budget **It was moved and seconded**

033/23 THAT the Finance Committee (Round 2 Budget) meeting be rescheduled from February 21 and 22, 2023 to Thursday, March 2, 2023 at 9:30 am;

AND THAT staff bring the previously adopted capital plans forward to the Round 2 Budget meeting.

CARRIED

The Board moved In Camera at 2:35 p.m.

IN CAMERA It was moved and seconded

034/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f), (g), (i), (k), (m), and (2) (b) of the *Community Charter* – “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...”, “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages...”, “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 or the federal government...”.

CARRIED

The Board moved out of In Camera at 3:10 p.m.

ADJOURNMENT

035/23 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:10 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE**

February 9, 2023

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		Town of Gibsons	S. White
		District of Sechelt	J. Henderson
		shíshálh Nation Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid (part)
	General Manager, Community Services		S. Gagnon (part)
	General Manager, Corporate Services		T. Perreault
	Manager, Sustainable Development		R. Shay (part)
	Manager, Protective Services		M. Treit (part)
	Manager, Utility Services		S. Walkey (part)
	Manager, Capital Projects		B. Shoji (part)
	Manager, Solid Waste Services		M. Sole (part)
	Manager, Strategic Initiatives		M. Edbrooke (part)
	Manager, Parks Services		K. Clarkson (part)
	Manager, Planning and Development		J. Jackson (part)
	Recording Secretary		L. Mosimann
	Media		0
	Public		8 (part)

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Corporate Carbon Neutrality Plan*

The Committee of the Whole recommended that the report titled Corporate Carbon Neutrality Plan be received for information;

AND THAT the Corporate Carbon Neutrality Plan be adopted.

Recommendation No. 2 *Hillside Business Planning (Proposal for R2 2023 Budget Process)*

The Committee of the Whole recommended that the report titled Hillside Business Planning (Proposal for R2 2023 Budget Process) be received for information;

AND THAT staff prepare a proposal for the 2023 budget process that would reinvigorate the project, seeking leadership from SCREDO;

AND FURTHER THAT recommendations be forwarded to the Regular Board meeting of February 9, 2023.

Recommendation No. 3 *SCRD Partnership Agreement with Coast Mountain Bike Trails Association (CMBTA) for Sprockids Park*

The Committee of the Whole recommended that the report titled SCRD Partnership Agreement with Coast Mountain Bike Trails Association (CMBTA) for Sprockids Park be received;

AND THAT the delegated authorities be authorized to renew the SCRD Partnership Agreement with Coast Mountain Bike Trail Association (CMBTA) for another two years, to support the stewardship, operations and maintenance of Sprockids Park.

Recommendation No. 4 *Emergency Flood Recovery – Parks Projects Update*

The Committee of the Whole recommended that the report titled Emergency Flood Recovery – Parks Projects Update be received for information.

Recommendation No. 5 *School District No. 46 Request for Sunshine Coast Regional District Support-in-Principle of a Long-Term Park Land Lease*

The Committee of the Whole recommended that the report titled School District No. 46 Request for Sunshine Coast Regional District Support-in-Principle of a Long-Term Park Land Lease be received for information;

AND THAT the SCRD supports-in-principle the proposal for the development of a new childcare facility in a portion of SCRD's Maryanne West Park;

AND THAT the SCRD supports-in-principle a long-term land lease agreement with the School District No. 46 for occupancy of a portion of Maryanne West Park;

AND FURTHER THAT SCRD authorizes staff to explore Official Community Plan boundary adjustments to accommodate required zoning designation, as well as provide support to the required planning for the long-term lease considerations.

Recommendation No. 6 *Chapman Water System - Siphons Update*

The Committee of the Whole recommended that the report titled Chapman Water System - Siphons Update be received for information;

AND THAT a letter of support be requested from the shíshálh Nation in support of the Sunshine Coast Regional District's application for an extension to the Park Use Permit and Use Approval to continue using the siphon systems in Chapman and Edwards Lake for 2023 and 2024;

AND THAT a letter be sent to the appropriate ministerial officials at the province advocating for the expedited approval of the Sunshine Coast Regional District's application for an extension to the Park Use Permit and Use Approval to continue using siphon systems in Chapman and Edwards Lake for 2023 and 2024;

AND FURTHER THAT staff update the Board on the status of permit amendment applications related to the Chapman and Edwards Lake siphon systems in Q2 2023.

Recommendation No. 7

The Committee of the Whole recommended that staff produce a water demand model that demonstrates various scenarios related to potential drought situations for 2023.

Directors McMahon, Lee, and Backs opposed

The Committee recessed at 10:59 a.m. and reconvened at 11:14 a.m. (Director White, not in attendance).

Recommendation No. 8 *Water Sampling Services - Contract Term Extension*

The Committee of the Whole recommended that the report titled Water Sampling Services - Contract Term Extension be received for information;

AND THAT the contract with Elements Materials Technology Group Limited for water sampling services be extended for an additional one (1) year period in the amount of \$45,937 (plus GST) with an amended contract value of \$200,841;

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

Recommendation No. 9 *Supply and Delivery of Brass Water Service Fittings Contract Term Extension*

The Committee of the Whole recommended that the report titled Supply and Delivery of Brass Water Service Fittings Contract Term Extension be received for information;

AND THAT the SCRD 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 \$73,902 (plus GST), which will result in an amended contract value of \$228,709;

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

Director White returned to the meeting at 11:24 a.m.

Recommendation No. 10 *Request for Proposal 2237019 Contract Award for Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services*

The Committee of the Whole recommended that the report titled Request for Proposal 2237019 Contract Award for Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services be received for information;

AND THAT a contract for engineering services be awarded to Integrated Sustainability Consultants Ltd., in the amount up to \$118,000 (excluding GST);

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

Recommendation No. 11 *Infrastructure Services Department – 2022 Q4 Report*

The Committee of the Whole recommended that the report titled Infrastructure Services Department – 2022 Q4 Report be received for information.

Recommendation No. 12 *Water Advisory Committee (WASAC) Meeting Minutes of January 9, 2023*

The Committee of the Whole recommended that the Water Advisory Committee (WASAC) Meeting Minutes of January 9, 2023, be received for information.

COMMUNICATIONS

Recommendation No. 13 *2022 WildSafeBC Annual Report – Sunshine Coast*

The Committee of the Whole recommended that the WildSafeBC Provincial Remote Support Annual Report 2022 be received for information.

IN CAMERA

The Committee moved In-Camera at 11:43 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (i) of the *Community Charter* - “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”; and “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.”

AND THAT Area A Alternate Director Alexander be authorized to attend the February 9, 2023 In Camera Committee of the Whole meeting.

The Committee moved out of In Camera at 11:56 a.m.

ADJOURNMENT 11:56 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 23, 2023

AUTHOR: Shane Walkey, Manager, Utility Services
Bobby Rebner, Utilities Business Coordinator

SUBJECT: RFP 2237020 CONTRACT AWARD - EASTBOURNE WATER SYSTEM OPERATIONS AND MAINTENANCE

RECOMMENDATION(S)

- (1) THAT the report titled RFP 2237020 Contract Award - Eastbourne Water System Operations and Maintenance be received for information;**
 - (2) AND THAT the contract for Eastbourne Water System Operations and Maintenance be awarded to Keats Island Construction and Services Ltd. in the amount of \$260,634, including extra fees for additional services as required, for a three-year term beginning March 1, 2023;**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) oversees the Eastbourne Water System (EWS) which provides potable water to the Eastbourne community consisting of approximately 170 lots. This small coastal neighbourhood is located on the east side of Keats Island.

The operations and maintenance of the EWS have historically been contracted due to accessibility to Keats Island and associated response time. The responsibilities of operating and maintaining the EWS include water treatment, distribution maintenance, and installing water service connections.

On February 15, 2018, the SCRD entered into a contract agreement with Keats Island Construction and Services Ltd. (KICS) to provide operations and maintenance services for the EWS for a three-year term between March 1, 2018, and February 28, 2021. The SCRD chose to extend the existing contract with KICS in 2021 for one additional two-year term which will expire on February 28, 2023.

A Request for Proposal (RFP) for the EWS Operations and Maintenance was issued on December 12, 2022, and closed on January 20, 2023. The RFP was issued to review submissions from qualified contractors to operate and maintain the EWS for a three-year period with an option to extend for an additional two years. The RFP required a fee structure for the installation of new water service connections, unscheduled repairs, and transportation to Keats Island for SCRD staff.

The purpose of this report is to review the RFP submission received, discuss the financial implications of the proposal, and to make a recommendation on the award of the contract.

DISCUSSION

KICS has provided the SCRD with operations and maintenance services of the EWS since 2007. The existing contract with KICS, March 1, 2018 – February 28, 2023, is approaching completion. Contracting the operations and maintenance services of the EWS has allowed the SCRD to maintain efficient and reliable water service levels to Keats Island residents.

Options and Analysis

One compliant proposal for the services outlined in the RFP was submitted by Keats Island Construction and Services Ltd. The proposal was reviewed and evaluated by SCRD staff based on the requirements of the RFP and on bid price.

KICS bid prices for operations and maintenance and additional fees are outlined in Table 1.

Table 1: Annual Operations and Maintenance Bid Values - KICS

Item		Mar 1, 2023 – Feb 28, 2024	Mar 1, 2024 – Feb 28, 2025	Mar 1, 2025 – Feb 28, 2026
Annual Operations and Maintenance		\$51,747	\$54,335	\$57,051
As required	Water Service Connection (each)	\$3,152	\$3,309	\$3,475
As required	Transportation for SCRD Staff (per trip)	\$125	\$131	\$137
As required	Parts & supplies for emergency repairs (% , cost plus)	20.00%	20.00%	20.00%
As required	Labour for emergency repairs (per hour)	\$82	\$86	\$91

Staff have been satisfied with the level of service and quality of reports and communication from KICS in the current contract. KICS employs qualified water technical staff, many who are residents of Keats Island, and due to their proximity to the water system can offer reliable and prompt service and competitive pricing. KICS has a high level of familiarity with the EWS, a well-stocked work yard, and a fleet of vehicles and machinery/equipment stationed on Keats Island.

Financial Implications

Staff have reviewed KICS pricing submission and have determined it is satisfactory and represents fair market pricing. The overall annual percentage increase over the three-year contract (5%), and the price increase from the previous contract period (9%), is reasonable given the historical and current inflationary pressures on material costs and other inflationary factors.

Based on the fee structure provided in the RFP response for additional services (see 'As required' amounts in Table 1 above), staff have estimated duties or tasks not specifically identified as part of normal operations and maintenance, as outlined in the Eastbourne Water Treatment and Water Distribution Operations and Maintenance Manual. Additional services such as new water service or meter installations, emergency water line repairs, nonstandard water sampling or sample reporting, on average have totaled approximately \$20,000 - \$25,000 per year in previous years. For this reason, staff recommend that additional services be incorporated into the contract as identified in Table 2 below.

Table 2: Contract Term Values

	Annual Cost
Contract Term – Year 1 (March 1, 2023 – Feb 29, 2024)	
Annual O&M (\$4,312 @ 12 months)	\$51,747
Additional Services and/or Extras (12 months)	\$30,000
Contact Term – Year 1 Total	\$81,747
Contract Term – Year 2 (March 1, 2024 – Feb 28, 2025)	
Annual O&M (\$4,527 @ 12 months)	\$54,335
Additional Services and/or Extras (12 months)	\$32,500
Contact Term – Year 2 Total	\$86,835
Contract Term – Year 3 (March 1, 2025 – Feb 28, 2026)	
Annual O&M (\$4,754 @ 12 months)	\$57,051
Additional Services and/or Extras (12 months)	\$35,000
Contact Term – Year 3 Total	\$92,051
Total Contract Value	\$260,633

Timeline for next steps or estimated completion date

The existing contract with KICS for the annual operations and maintenance of the EWS expires on February 28, 2023. To maintain the provision of services for the Eastbourne Water System, the recommendation to award this contract requires resolution at the February 23, 2023 Regular Board meeting.

STRATEGIC PLAN AND RELATED POLICIES

This report and recommendation are consistent with the Board's Purchasing Policy and social procurement.

CONCLUSION

The SCRD entered a three-year contract in 2018 with Keats Island Construction and Services Ltd. for the operations and maintenance services of the Eastbourne Water System. This contract was extended in 2021 for an additional two-years and is scheduled to expire on February 28, 2023.

The SCRD issued an RFP for a three-year term for the annual Operations and Maintenance of the EWS on December 12, 2022; one compliant proposal was received from Keats Island Construction and Services Ltd.

Staff have reviewed the proposal submitted by Keats Island Construction and Services Ltd. and recommend the award of the contract for a three-year term beginning March 1, 2023, based on the scope of work outlined in the RFP, and the terms and pricing in the contract documentation.

Reviewed by:			
Manager		CFO/Finance	X - T. Perrault
GM	X - M. Edbrooke	Legislative	
CAO		Purchasing	X - V. Cropp

Rep. Leonard Lee (Chair)
Mr. Dean McKinley (Chief Administrative Officer)
Rep. Kate-Louise Stamford
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8

February 10, 2023

Dear SCRD Board,

The Gambier Island Community Association (GICA), of which I am a Board Member, has recently submitted a grant application through a new Provincial funding program called the [Rural Economic Diversification and Infrastructure Program \(REDIP\)](#). Our application to the REDIP program is for a project titled *Developing a resident and business attraction and retention plan for Gambier Island*, with the following project summary:

Due to unique geography and accessibility, Gambier Island has struggled to develop the infrastructure and other resources necessary for even basic economic activity on the Island. In support of the Gambier Island Official Community Plan developed by the Islands Trust, the Sunshine Coast Regional District's Strategic Plan, and the StrongerBC Economic Plan, our project will work with the Gambier Island community to provide the Gambier Island Community Association (GICA) with a strong understanding of the barriers to attracting and retaining residents and businesses to the island, and a plan for mitigating each identified barrier.

The GICA board feels strongly that this application will help us better identify and define the barriers keeping people and business activity away from Gambier Island, while also providing very important tangible benefits to the existing community.

While we recognize that our application has already been submitted, we have been advised by the program office for REDIP that additional letters of support can be submitted subsequent to submission. As such, on behalf of the Gambier Island Community Association, I'd like to request a letter of support from the SCRD for the project outlined in the attached document.

Please don't hesitate to reach out if you have any questions whatsoever about this request or our project itself.

Kind regards,



Scott Finestone
Board Member, Gambier Island Community Association