



# 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

### AMENDED 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

- 4a. **⇒ADD** Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation Nos. 1-25 of January 24, 2022

pp 39a - h

- 4b. **⇒ADD** Corporate and Administrative Services Committee recommendation Nos. 1 and 2 of January 27, 2022

p 39i

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

- 7a. **⇒ADD** Office of the CAO Monthly Report

Verbal

**COMMUNICATIONS**

- 7b. **⇒ADD** Darnelda Siegers, Mayor, District of Sechelt, dated January 24, 2022 p 46a  
 Regarding UBCM Poverty Reduction Strategy Phase 2 Grant Application

**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;  
**⇒ADD** AND FURTHER THAT the resignation of Bruce Thorpe 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**

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

**January 24, 2022**

RECOMMENDATIONS FROM THE SPRECIAL (ROUND 2 BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Town of Gibsons	B. Beamish
		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

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Corporate Officer	S. Reid
	G.M., Community Services	S. Gagnon (Part)
	G.M., Planning and Development	I. Hall (Part)
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Sr. Mgr., Human Resources	G. Parker (Part)
	Fire Chief (RCVFD)	P. Higgins (Part)
	Fire Chief (GDVFD)	R. Michael (Part)
	Fire Chief (HMBVFD)	R. Daley (Part)
	Manager, Asset Management	K. Doyle (Part)
	Manager, Solid Waste Services	R. Cooper (Part)
	Manager, Utility Services	S. Walkey (Part)
	Administrative Assistant / Recorder	T. Crosby
	Media	0
	Public	0

**CALL TO ORDER**                      9:32 a.m.

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

**REPORTS**

*The General Manager, Corporate Services / Chief Financial Officer provided an introduction of the 2022-2026 Financial Plan in a presentation titled Round 2 Budget Overview.*

**Recommendation No. 1**     *BC Assessment*

The Corporate and Administrative Services Committee recommended that BC Assessment be invited to present an overview of the methods used in the determination of assessments for all property classes other than the residential class;

AND THAT the presentation include an overview of the appeal process including timing, reporting back, and the role the SCRD may have in this process.

**Recommendation No. 2**     *2022 Property Assessment Impacts*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Property Assessment Impacts be received for information.

**Recommendation No. 3**     *2021 Service Deficits and Mitigation*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Service Deficits and Mitigation be received for information;

AND THAT the projected [313] Building Maintenance Services deficit of \$15,000 be funded from Operating Reserves;

AND THAT the projected [222] Sunshine Coast Emergency Planning deficit of \$40,000 be funded through 2022 Taxation;

AND FURTHER THAT the projected [320] Regional Street Lighting deficit of \$1,132 be funded through 2022 Taxation.

*Directors Toth, Beamish and Lee opposed.*

*The Committee recessed at 10:17 a.m. and reconvened at 10:26 a.m.*

**Recommendation No. 4**     *2021 Carryforwards and 2022 Proposed Initiatives Summary*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Carryforwards and 2022 Proposed Initiatives Summary be received for information.

**Recommendation No. 5**     *General Government [110] – 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for General Government [110] be received for information;

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

- Budget Proposal 1 – Executive Assistant (1.0 FTE), \$83,987 prorated to 0.833 FTE for 2022 funded through Taxation with 50% funded from [110] General Government and 50% from [130] UBCM / AVICC – Administration.

*Directors Hiltz, Toth and Lee opposed.*

**Recommendation No. 6**     *Budget Proposal for Snow and Ice Removal Contingency*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for Various Functions – Snow and Ice Removal Contingency be received for information;

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

- Budget Proposal 1 – Snow and Ice Removal Contingency total \$57,200, as follows:
  - [114] Field Road Administration Building     \$5,000     Support Services;
  - [315] Mason Road Works Yard     \$16,000     Support Services / Cost Share;
  - [350] Regional Solid Waste – Pender Harbour Transfer Station and Sechelt Landfill     \$8,000     Taxation
  - [615] Community Recreation Facilities     \$20,000     Taxation
  - [210] Gibsons and District Fire Protection     \$5,000     Operating Reserves
  - [212] Roberts Creek Fire Protection     \$3,200     Operating Reserves.

**Recommendation No. 7**     *Ports Services [345] – 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for Ports Services [345] be received for information;

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

- Budget Proposal 1 – Ports Repair and Maintenance Ongoing Budget Lift, 40,000 funded through Taxation.

**Recommendation No. 8**     *Gibsons and District Fire Protection [210] - 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 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 3 – Capital Renewal Plan Funding, 2-year phased increase of \$37,500 per year for 2022 and 2023 funded through Taxation and \$75,000 thereafter.

**Recommendation No. 9**     *Halfmoon Bay Fire Protection [216] - 2022 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

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

- 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. 10**     *Sunshine Coast Emergency Program [222] - 2022 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 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 Budget:

- Budget Proposal 3 – Establish Operating Reserve for Future Emergency Events, \$25,000 funded through Taxation.

**Recommendation No. 11**     *Sunshine Coast Emergency Program [222] - 2022 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be deferred pending receipt of the grant:

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

*The Committee recessed at 11:54 a.m. and reconvened at 12:59 p.m.*

**Recommendation No. 12**     *Pender Harbour Transfer Station Food Waste Drop-Off Program Backgrounder*

The Corporate and Administrative Services Committee recommended that the report titled Pender Harbour Transfer Station Food Waste Drop-Off Program Backgrounder be received for information.

**Recommendation No. 13**     *Regional Solid Waste [350] - 2022 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for Regional Solid Waste [350] be received for information;

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

- Budget Proposal 8 – Pender Harbour Transfer Station Food Waste Drop-off, \$27,000 funded 50% from Eco-Fee Reserves and 50% from Tipping Fees for Pender Harbour Transfer Station.

**Recommendation No. 14** *Regional Solid Waste [350] - 2022 R2 Budget Proposals*

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

- Budget Proposal 9 – Gypsum Testing and Abatement, \$125,000 funded through Taxation (\$30,000 from Pender Harbour Transfer Station and \$95,000 from the Sechelt Landfill).

*Directors Beamish and Toth opposed.*

**Recommendation No. 15** *Regional Water Service [370] - 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for Regional Water Service [370] be received for information;

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

- Budget Proposal 9 – Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources, \$375,000 funded from Operating Reserves.

**Recommendation No. 16** *South Pender Harbour Water Service [366] - 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for South Pender Harbour Water Service [366] be received for information.

**Recommendation No. 17** *North Pender Harbour Water Service [365] - 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 Budget Proposal for North Pender Harbour Water Service [365] be received for information.

**Recommendation No. 18** *Wastewater Treatment Plants [381-395] - 2022 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Round 2 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 Budget:

- Budget Proposal 2 – Wastewater Treatment Plant Public Participation 2022, \$31,000 funded through Operating Reserves as follows:
  - [381] Greaves Wastewater Treatment Plant \$1,900
  - [382] Woodcreek Wastewater Treatment Plant \$2,600
  - [383] Sunnyside Wastewater Treatment Plant \$1,900

○ [384] Jolly Roger Wastewater Treatment Plant	\$1,900
○ [385] Secret Cove Wastewater Treatment Plant	\$1,900
○ [386] Lee Bay Wastewater Treatment Plant	\$2,600
○ [387] Square Bay Wastewater Treatment Plant	\$2,600
○ [388] Langdale Wastewater Treatment Plant	\$1,900
○ [389] Canoe Wastewater Treatment Plant	\$1,900
○ [390] Merrill Crescent Wastewater Treatment Plant	\$1,900
○ [391] Curran Road Wastewater Treatment Plant	\$2,600
○ [392] Roberts Creek Wastewater Treatment Plant	\$1,900
○ [393] Lily Lake Wastewater Treatment Plant	\$1,900
○ [394] Painted Boat Wastewater Treatment Plant	\$1,900
○ [395] Sakinaw Ridge Wastewater Treatment Plant	\$1,900

**Recommendation No. 19**     *Sechelt Landfill Remediation Deficit and Solid Waste Revenue Requirements*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Landfill Remediation Deficit and Solid Waste Revenue Requirements be received for information;

AND THAT the contract with Summit Earthworks Inc. for the Sechelt Landfill Drop-off Remediation be increased in the amount of \$226,032 up to \$1,469,296 (plus GST);

AND THAT the contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of the Sechelt Landfill Public Drop-off Area be increased in the amount of \$21,408 up to \$184,565 (plus GST);

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

AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$218,336 to \$2,132,214 (\$153,916 from short-term debt for capital expenditures with the remainder of \$64,420 from 2021 operating surplus) for the remediation/construction phase of the project;

AND THAT the Sunshine Coast Regional District authorize up to \$1,616,316 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;

AND THAT the loan be repaid within five years with no rights of renewal;

AND THAT the principle (\$297,440) and interest (\$20,399) repayment be amended to reflect the revised loan amount starting in 2022;

AND THAT metal recycling revenue of \$160,000 be included in the base budget starting in 2022 and revised annually;



AND THAT \$195,546 of 2021 surplus (operating reserves) due to the deferral of the short-term debt payments for the Remediation Project be transferred to the 2022 Budget;

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

**Recommendation No. 20** *Electoral Areas' Grant-in-Aid and Economic Development Updates*

The Corporate and Administrative Services Committee recommended that the report titled Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2022 be received for information;

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2022 Budget as follows:

- Electoral Area A [121] \$21,982;  
(use 2021 surplus of \$2,982 to increase 2022 discretionary);
- Electoral Area B [122] \$20,741;  
(use 2021 surplus of \$2,114 to increase 2022 discretionary)
- Electoral Areas E and F [123] \$4,416;  
(use 2021 surplus of \$416 to increase 2022 discretionary)
- Community Schools \$10,000;  
(reduce 2022 taxation by 2021 surplus of \$548)
- Greater Gibsons Community Participation [126] \$10,958;  
(use 2021 surplus of \$958 to increase 2022 discretionary)
- Electoral Area D [127] \$25,000;  
(reduce taxation by \$3,000 from 2021 surplus)
- Electoral Area E [128] \$18,612;  
(use 2021 surplus of \$3,612 to increase 2022 discretionary)
- Electoral Area F [129] \$20,000;  
(use 2021 surplus of \$5,000 to increase discretionary and reduce 2022 taxation by \$3,945).

AND THAT Electoral Areas' Economic Development Functions [531-535] Discretionary Balances remain at the Base Budget amount of \$3,000 and 2021 surplus for each function be used to reduce 2022 taxation as follows:

- Electoral Area A [531] \$1,887;
- Electoral Area B [122] \$1,317;
- Electoral Area D [127] \$2,902;
- Electoral Area E [128] \$1,787;
- Electoral Area F [129] \$1,885.

**Recommendation No. 21** *Gibsons and District Public Library – 2022 Revised Budget Submission*

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

AND THAT the 2022 budget submission of \$688,666 from the Gibsons and District Public Library [640] and Roberts Creek Library Service [646] be approved and incorporated into the 2022 Budget;

AND FURTHER THAT the Roberts Creek Library Service [646] portion be increased by the overall 2.95% for total contribution of \$62,063.

**Recommendation No. 22** *Pender Harbour and District Chamber of Commerce - 2022 Special Project Funding Request Options*

The Corporate and Administrative Services Committee recommended that the report titled Pender Harbour and District Chamber of Commerce – 2022 Special Project Funding Request Options be received for information.

AND THAT the 2022 Special Project Funding Request be abandoned due to the Pender Harbour and District Chamber of Commerce securing community funds for the project.

**Recommendation No. 23** *Update to 2022 Municipal Insurance Association and Reed Stenhouse Inc. Premiums*

The Corporate and Administrative Services Committee recommended that the report titled Update to 2022 Municipal Insurance Association (MIA) and Reed Stenhouse Inc. (AON) Premiums be received for information;

AND THAT the liability insurance premium of \$10,069 be authorized to MIA;

AND THAT the property insurance premium of up to \$310,838 be authorized to AON;

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

**Recommendation No. 24** *Finance [113] Update – 2021 Surplus*

The Corporate and Administrative Services Committee recommended that \$70,000 of 2021 operating surplus from the Finance [113], derived from staffing shortfalls be used to reduce the 2022 support service allocation.

**Recommendation No. 25** *Minutes to January 24, 2022 Board Meeting*

The Corporate and Administrative Services Committee recommended that the Special Corporate and Administrative Service Committee – Round 2 Budget minutes of January 24, 2022 be forwarded as a late item to the January 27, 2022 Regular Board meeting.

**ADJOURNMENT** 2:51 p.m.

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Committee Chair

**Recommendation No. 1**    *Electoral Areas' Grant-in-Aid Timeline*

THAT the report titled 2022 Electoral Areas' Grant-in-Aid Timelines be received for information;

AND THAT the 2021 Electoral Areas' Grant-in-Aid process timelines be approved as follows:

- February – March – Public Advertisement;
- March 31, 2022 – Electoral Areas' Grant-in-Aid intake for applications deadline;
- Week of April 11, 2022 - Electoral Area Directors will receive the Special In-Camera Corporate and Administrative Services (CAS) Committee Meeting agenda to review;
- May 5, 2022 - Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 19, 2022 – recommendations placed on May 26, 2022 CAS Committee Agenda;
- May 26, 2022 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption;

AND FURTHER THAT this recommendation be forwarded to the January 27, 2022 Regular Board meeting.

**Recommendation No. 2**    *Parcel Tax Roll Review Panel*

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

AND THAT:

- Directors Beamish, Pratt and Hiltz be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 24, 2022 at 9:00 a.m. to be held electronically and transmitted from the Sunshine Coast Regional District (SCRD) Boardroom, and;
- The Chief Financial Officer be appointed Collector for the SCRD;

AND FURTHER THAT this recommendation be forwarded to the January 27, 2022 Regular Board meeting.

January 24, 2022

File No: 0530

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

**RE: UBCM Poverty Reduction Strategy Phase 2 grant application**

At the January 19, 2022, Regular Council meeting, the following resolution was carried with a unanimous vote of Council:

The District of Sechelt agrees to be the lead partner in the regional application to Union of BC Municipalities' Poverty Reduction Strategy Phase 2 grant, and will provide support for the proposed activities and the overall grant management; and

That Council request the Sunshine Coast Regional District, Town of Gibsons and Sechelt Indian Government District provide a resolution that clearly indicates support for the District of Sechelt to receive and manage the grant funding on their behalf.

We ask for your support as we continue to move the Poverty Reduction Strategy forward. The deadline for the grant is February 11, 2022. We may submit resolutions after the deadline if needed.

Sincerely,



Darnelda Siegers  
Mayor