



# SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, FEBRUARY 8, 2024

## AMENDED AGENDA

CALL TO ORDER 1:00 p.m.

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of January 25, 2024 Annex A  
pp 3 - 15

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

3. Sunshine Coast Chamber of Commerce Annex B  
Regarding: Introduction to the New Sunshine Coast Chamber  
of Commerce pp 16 - 17

### REPORTS

4. Committee of the Whole recommendation Nos. 1 - 9 of January  
25, 2024 Annex C  
pp 18 - 21
5. Finance Committee – Round 2 Budget recommendation  
Nos. 1 - 59 of February 5 and 6, 2024 **⇒INSERT**  
pp 21a – 21r
6. Water Systems Modelling Engineering Services Contract  
Amendment – *Assistant Manager, Utility Engineering; Utilities*  
*Business Coordinator* Annex D  
pp 22 - 24  
**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2,  
Sechelt -6, Gibsons-3, sNGD-1)**
7. GACC Chiller Replacement Pre-Order Award Report - *Manager,*  
*Facility Services* **⇒INSERT**  
pp 24a – 24b  
**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2,  
Sechelt -6, Gibsons-3, sNGD-1)**

- |    |   |                       |
|----|---|-----------------------|
| 8. | Request for Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. – <i>Acting Deputy Corporate Officer</i><br><b>(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)</b> | Annex E<br>pp 25 - 29 |
|----|---|-----------------------|

## COMMUNICATIONS

- |    |  |                       |
|----|--|-----------------------|
| 9. | <u>Vanessa Craig, Chair, Regional District of Nanaimo dated January 19, 2024</u><br>Regarding Legislative Reform Initiative Update | Annex F<br>pp 30 - 31 |
|----|--|-----------------------|

## NOTICE OF MOTION

## BYLAWS

## DIRECTORS' REPORTS

## NEW BUSINESS

## IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position. [...]”

## ADJOURNMENT

**SUNSHINE COAST REGIONAL DISTRICT  
FINANCE COMMITTEE (Round 2 Budget)**

**February 5 and 6, 2024**

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RECOMMENDATIONS FROM THE FINANCE COMMITTEE (ROUND 2 BUDGET) MEETING  
HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT  
1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	District of Sechelt	A. Toth
	Directors	Town of Gibsons	S. White
		Electoral Area A	L. Lee (Part)
		Electoral Area A (Alternate)	C. Alexander (Part)
		Electoral Area B	J. Gabias
		Electoral Area D	K Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
<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)
	Sr. Mgr., Human Resources		G. Parker (Part)
	G.M., Infrastructure Services		R. Rosenboom (Part)
	Manager, Solid Waste Services		M. Sole (Part)
	Manager, Utility Services		S. Walkey (Part)
	Acting Manager, Capital Projects		J. Waldorf (Part)
	Manager, Facilities Services		A. van Velzen (Part)
	Manager, Recreation Services		G. Donn (Part)
	Manager, Parks Services		J. Huntington (Part)
	Manager, Transit and Fleet Services		A. Kidwai (Part)
	Manager, Protective Services		M. Treit (Part)
	Fire Chief, GDVFD		R. Michael (Part)
	Asst. Fire Chief, HMBVFD		K. Raymond (Part)
	Emergency Management Coordinator		N. Hughes (Part)
	Asst. Manager, Planning and Development		K. Jones (Part)
	Manager, Financial Services		B. Wing (Part)
	Manager, Purchasing and Risk Management		V. Cropp (Part)
	Manager, Information Technology / GIS		D. Nelson (Part)
	Electoral Area A Alternate Director		C. Alexander
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		1

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

**CALL TO ORDER** 9:34 a.m.

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

*The Committee moved In-Camera at 9:35 a.m.*

## **IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (d), (f), (g) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of a municipality or another position appointed by the municipality”, “labour relations or other employee relations”, “the security of the property of the municipality”, “law enforcement, if the council considered that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment”, “litigation or potential litigation affecting the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

AND THAT Electoral Area A Alternate Director Alexander be authorized to attend the February 5, 2024 In Camera Finance Committee meeting.

*The Committee moved out of In-Camera at 12:14 p.m.*

*The Committee recessed at 12:15 p.m. and reconvened at 1:00 p.m.*

## **PRESENTATIONS and DELEGATIONS**

*Tina Perreault, General Manager, Corporate Services / Chief Financial Officer and Dean McKinley, Chief Administrative Officer provided an introduction to the 2024 Round 2 Budget.*

### **Recommendation No. 1** 2024-2028 Financial Plan Update at Round 2

The Finance Committee recommended that the presentation titled Sunshine Coast Regional District Round 2 Budget be received for information.

## **REPORTS**

### **Recommendation No. 2** 2024 Preliminary Property Assessment Impacts

The Finance Committee recommended that the report titled 2024 Preliminary Property Assessment Impacts be received for information.

**Recommendation No. 3**      *Canada Community – Building Fund – Community Works and Growing Communities Funds Updates*

The Finance Committee recommended that the report titled Canada Community – Building Fund – Community Works and Growing Communities Funds Updates be received for information.

**Recommendation No. 4**      *Sunshine Coast Regional District Debt as at December 31, 2023*

The Finance Committee recommended that the report titled Sunshine Coast Regional District Debt as at December 31, 2023 be received for information.

**Recommendation No. 5**      *2023 Preliminary Surplus / Deficits*

The Finance Committee recommended that the report titled 2023 preliminary Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2023 surpluses be transferred to reserves as detailed in Attachment A of the report.;

AND THAT the following deficits be funded from Operating Reserves:

- [135] Corporate Sustainability Services - \$2,370;
- [210] Gibsons and District Fire Protection - \$77,861;
- [212] Roberts Creek Fire Protection - \$39,134;
- [216] Halfmoon Bay Fire Protection - \$22,747;
- [220] Emergency Telephone 911 - \$15,921;
- [312] Fleet Maintenance - \$13,211;
- [390] Merrill Crescent Waste Water Plant - \$2,464;
- [393] Lily Lake Waste Water Plant - \$2,454;
- [640] Gibsons and Area Library - \$9,976;
- [650] Community Parks - \$114,702;

AND FURTHER THAT the [222] Sunshine Coast Emergency Planning deficit of \$37,087 be funded from 2024 Taxation.

*The Committee recessed at 1:43 p.m. and reconvened at 1:52 p.m.*

**Recommendation No. 6**      *Final 2023 Project Carry-Forwards*

The Finance Committee recommended that the report titled Final 2023 Project Carry-Forwards be received for information;

AND THAT the final year of the 3-year pilot (0.25 FTE) for Facility Operator Trainee be cancelled;

AND THAT the Mount Elphinstone Watershed Strategy project be cancelled, and the funds be returned to the Regional Planning [500] Operating Reserve;

AND THAT the Langdale Waste Water Treatment Plant Building Repairs be cancelled, and the funds returned to the Langdale Waste Water Plant [388] Operating Reserve;

AND THAT the Regional Water / South Pender Harbour / North Pender Harbour Feasibility Study Long-Term Surface Water Source projects be abandoned;

AND THAT the funds from the South Pender Harbour [366] and North Pender Harbour [365] Feasibility Study Long-Term Surface Water Source projects be returned to their respective Operating Reserves;

AND THAT \$75,355 from the Regional Water Feasibility Study Long-Term Surface Water Sources project be reallocated to the Feasibility Study Long-Term Ground Water Supply Sources project;

AND THAT staff prepare a budget proposal for a new Feasibility Study Long-Term Surface Water Source project as part of the 2025 Budget process;

AND FURTHER THAT any remaining ongoing 2023 projects and associated funding be included in the 2024-2028 Financial Plan as presented.

**Recommendation No. 7**     *Supporting Documents to Budget Process*

The Finance Committee recommended that the 2023 Carry-Forwards and 2024 Proposed Initiatives Summary – Updated to Round 2 Budget be received for information.

**Recommendation No. 8**     *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Solid Waste Services [350, 351, 352] be received for information;

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

- Budget Proposal 1 – Vertical Expansion Sechelt Landfill – Design Phase (0.13 FTE), \$165,000 funded \$100,000 from Operating Reserves and \$65,000 from Growing Communities Fund (\$15,000 being used for wage allocation).

*Director Alexander opposed.*

**Recommendation No. 9**     *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 2 – Sechelt Landfill Contact Water Pond Relocation – Construction (0.17 FTE), \$520,000 funded from Taxation (\$20,000 being used for wage allocation).

**Recommendation No. 10**     *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposals be approved and incorporated into the 2024 Budget:

- Budget Proposal 3 – Site Improvements for Sechelt Landfill, \$70,000 for 2024 funded through Taxation and \$56,000 for 2025 which includes a base budget increase of \$11,000 for testing and maintenance.

**Recommendation No. 11** *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be abandoned:

- Budget Proposal 4 – Solid Waste Contracts [350, 351, 352] Base Budget Increase, \$389,403 funded through Taxation for 2024, \$412,685 for 2025 and \$524,879 for 2026;

AND THAT the current practice of amending the 2024-2028 Financial Plan as required when Solid Waste Contracts awards are presented to the Board be maintained.

*Director Lee opposed.*

*The Committee recessed at 2:35 p.m. and reconvened at 2:36 p.m.*

*A recommendation to approve and incorporate into the 2024 Budget, Budget Proposal 5 – Solid Waste Operations Technician (1.0 FTE), \$65,233 (prorated at 0.66 FTE for 2024) funded through Taxation, and to review the position after two years was defeated by the Committee.*

*A recommendation to approve and incorporate into the 2024 Budget, Budget Proposal 5 – Solid Waste Operations Technician (1.0 FTE), \$65,233 (prorated at 0.66 FTE for 2024) funded through Taxation, for a two-year term to be re-evaluated in 2026 was defeated by the Committee.*

**Recommendation No. 12** *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 5 – Solid Waste Operations Technician (1.0 FTE), \$65,233 (prorated at 0.66 FTE for 2024) funded through Taxation.

*Directors White, Inkster and Toth opposed.*

**Recommendation No. 13** *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 6 – Sechelt Landfill Internet Connectivity Improvements, \$25,000 funded from Operating Reserves.

*Directors Gabias and White opposed.*

*The Committee recessed at 2:54 p.m. and reconvened at 3:06 p.m.*

**Recommendation No. 14** *Water Supply Plan Feasibility Study Long-Term Groundwater Supply Sources (Groundwater Investigation Phase 5)*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Water Supply Plan Feasibility Study Long-term Groundwater Supply Sources (Groundwater Investigation Phase 5) be received for information;

AND THAT the contract awarded to Kalwij Water Dynamics Inc. (KWD) be amended for a value not to exceed \$548,355;

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

**Recommendation No. 15** *Langdale Wellfield Development Project – Financial and Legislative Implications*

The Finance Committee recommended that the report titled Langdale Wellfield Development Project – Financial and Legislative Implications be received for information.

**Recommendation No. 16** *Regional Water Service [370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Regional Water Service [370] be received for information;

AND THAT the following budget proposal be deferred until 2025:

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

**Recommendation No. 17** *Regional Water Service [370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be deferred until 2025:

- Budget Proposal 2 – Langdale Well Field Construction, \$22,750,000 funded predominately by Long-Term Debt and supported by Canada Community – Building Fund - Community Works Funds and Growing Communities Funds and other potential contributions.

*Director Backs opposed.*

**Recommendation No. 18** *Regional Water Service [370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 3 – Aquifer 560 Watershed Agreement, \$30,550 funded from Operating Reserves;

AND THAT \$100,000 be allocated from Electoral Area E Canada Community – Building Fund – Community Works Funds toward the future construction phase.

**Recommendation No. 19** *Regional Water Service [370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 7 – Development and Implementation of Chapman Creek Environmental Monitoring Plan, \$150,000 funded from Operating Reserves with

additional monitoring to meet regulatory requirements in an amount of \$200,000 for 2025 and \$150,000 for 2026.

**Recommendation No. 20**     *Water Services [365 / 366 / 370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Water Services [365 / 366 / 370] be received for information;

AND THAT the following budget proposal be deferred until 2025:

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

*The Committee recessed at 4:20 p.m. and reconvened at 4:31 p.m.*

*The Committee recessed at 4:32 p.m. on Monday, February 5, 2024 and reconvened at 9:32 a.m. Tuesday, February 6, 2024.*

*The Chair appointed Director McMahon Vice Chair for the Tuesday, February 6, 2024 Finance Committee Meeting.*

**Recommendation No. 21**     *Water Services [365 / 366 / 370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 5 – Senior Utility Technician (1.0 FTE), \$80,225 (prorated at 0.59 FTE for 2024), funded \$51,529 through Parcel Taxes and \$28,696 from User Fees (5% to [365], 10% to [366], 85% to [370]).

*Director Toth opposed.*

*A recommendation to defer Budget Proposal 6 – Senior Capital Projects Coordinator (2.0 FTE), \$155,662 (prorated at 1.18 FTE for 2024), funded \$103,420 through Parcel Taxes and \$52,252 from User Fees (5% to [365], 10% to [366], 85% to [370]) to 2025 was defeated by the Committee.*

**Recommendation No. 22**     *Water Services [365 / 366 / 370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 6 – Senior Capital Projects Coordinator (1.0 FTE on a 3-year term), \$58,018 (prorated at 0.59 FTE for 2024), funded \$41,193 through Parcel Taxes and \$16,825 from User Fees (5% to [365], 10% to [366], 85% to [370]).

*Directors Backs, Stamford and Gabias opposed.*

*A recommendation to approve and incorporate into the 2024 Budget, Budget Proposal 7 – Capital Project Engineer (1.0 FTE), \$85,925 (prorated at 0.59 FTE for 2024), funded \$69,930*

*through Parcel Taxes and \$21,995 from User Fees (5% to [365], 10% to [366], 85% to [370]), was defeated by the Committee.*

**Recommendation No. 23**    *Water Services [365 / 366 / 370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be deferred to 2025:

- Budget Proposal 7 – Capital Project Engineer (1.0 FTE), \$85,925 (prorated at 0.59 FTE for 2024), funded \$69,930 through Parcel Taxes and \$21,995 from User Fees (5% to [365], 10% to [366], 85% to [370]).

*Directors McMahon, Stamford and Gabias opposed.*

**Recommendation No. 24**    *Water Services [365 / 366 / 370] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposals be approved and incorporated into the 2024 Budget:

- Budget Proposal 9 – Fire Flow Action Plan, \$250,000 funded from Operating Reserves (20% to [365], 26% to [366], 54% to [370]);
- Budget Proposal 10 – Utility Services Engineer (1.0 FTE), \$77,607 (prorated at 0.67 FTE for 2024), funded \$77,607 from User Fees (5% to [365], 10% to [366], 85% to [370]).

**Recommendation No. 25**    *Various Services – Environmental Technician*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Environmental Technician [351 / 352 / 365 / 366 / 370 / 381-395] be received for information;

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

- Budget Proposal 1 – Environmental Technician (1.0 FTE), \$56,452 (prorated at 0.60 FTE for 2024), funded \$10,276 from Capital Reserves and \$46,176 from User Fees/Tipping Fees (5% to [351], 15% to [352], 5% to [365], 10% to [366], 55% to [370], 10% to [381-395]).

**Recommendation No. 26**    *Wastewater Treatment Plants [381-395] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 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 2024 Budget:

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

*The Committee recessed at 10:03 a.m. and reconvened at 10:13 a.m.*

**Recommendation No. 27**    *Public Transit [310] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Public Transit [310] be received for information;

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

- Budget Proposal 2 – 2024 Transit Expansion Priorities (1.56 FTE), \$32,403 (prorated at 0.12 FTE for 2024 due to timing) funded \$300 through Revenues, \$12,346 through Taxation, \$19,757 BC Transit Share.

**Recommendation No. 28**    *Public Transit [310] – 2024 R2 Budget Proposal*

The Finance Committee recommended the following budget proposal be approved and incorporated into the 2024 Budget as amended, as follows:

- Budget Proposal 3 – Transit Operations and Driver Support – Additional FTE Request (Superintendent and Dispatch, 1.96 FTE, inclusive of backfill) \$218,600 (prorated at 1.56 FTE for 2024) funded through Taxation and \$281,200 for 2025.

*Director White opposed.*

**Recommendation No. 29**    *Public Transit [310] – 2024 R2 Budget Proposal*

The Finance Committee recommended the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Free Transit for Youth, \$28,850 prorated start of September 2024 funded from Operating Reserves for 2024 and that the information collected be reviewed after 2024.

*Director McMahon opposed.*

**Recommendation No. 30**    *Ports Services [345] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Ports Services [345] be received for information;

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

- Budget Proposal 2 – Major Capital Projects, \$219,500 funded from Canada Community – Building Fund – Community Works Funds allocated based on the Ports Bylaw service apportionment percentages as follows:
  - Community Works Funds –Electoral Area B (21%) \$46,095, Electoral Area D (17%) \$37,315, Electoral Area E (12%) \$26,340, and Electoral Area F (50%) \$109,750.

*The Committee recessed at 11:04 a.m. and reconvened at 11:15 a.m.*

**Recommendation No. 31**    *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Community Recreation Facilities [615] be received for information;

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

- Budget Proposal 2 – Ice Operations Budget Alignment, \$127,900 (includes 0.65 FTE not prorated for 2024 - \$66,300) funded \$46,500 through Taxation and \$80,500 from User Fees.

**Recommendation No. 32**    *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 3 – Gibsons and Area Community Centre (GACC) Facility Upgrades (Junior Hockey) Sunshine Coast Regional District Project Leadership \$63,515 (includes 0.38 FTE one-time not prorated for 2024 - \$41,815) funded through Taxation;

*Director Backs opposed.*

*A recommendation that Budget Proposal 4 – Sunshine Coast Arena (SCA) Water Well Investigation, \$63,000 funded through Taxation be deferred to 2026 Budget pending the Recreation Facility Needs Assessment confirming the future of the Sunshine Coast Arena was defeated by the Committee.*

**Recommendation No. 33**    *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Sunshine Coast Arena (SCA) Water Well Investigation, \$63,000 funded from the Growing Communities Fund.

AND THAT the District of Sechelt be approached for a potential cost share opportunity.

**Recommendation No. 34**    *Various Services – Recreation Software Implementation*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Recreation Software Implementation [614 / 625 / 650 / 680] be received for information;

AND THAT the following budget proposal be deferred to 2027:

- Budget Proposal 1 – Recreation Software Implementation, \$174,525 (total 0.65 FTE over two years 0.57 FTE for 2024 and 0.08 FTE for 2025) funded through Taxation ([615] Recreation Facilities Services 93% - \$162,309, [625] Pender Harbour Aquatic and Fitness Centre 4% - \$6,981, [650] Community Parks 2% - \$3,490, and [680] Dakota Ridge Service Area 1% - \$1,745).

*Director Inkster left the meeting at 11:47 a.m.*

**Recommendation No. 35**    *Community Parks [650] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Community Parks [650] be received for information;

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

- Budget Proposal 3 – Parks Facilities Booking Technician (0.70 FTE), \$21,700 (prorated at 0.23 FTE for 2024) funded through Taxation.

*Director Backs opposed.*

**Recommendation No. 36**    *Community Parks [650] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be deferred to 2025:

- Budget Proposal 4 – Parks Service Review, \$35,000 funded through Taxation.

**Recommendation No. 37**    *Community Parks [650] – 2024 R2 Budget Proposal*

The Finance Committee recommended that the Budget Proposal 2 – Cliff Gilker Sports Field Irrigation System (0.04 FTE), \$195,000 approved and incorporated at 2024 Round 1 Budget to be funded through the Canada Community - Building Funds – Community Works funds be apportioned as follows:

- Electoral Area A – 12.5% - \$24,375;
- Electoral Area B – 12.5% - \$24,375;
- Electoral Area D – 50% - \$97,500;
- Electoral Area E – 12.5% - \$24,375;
- Electoral Area F – 12.5% - \$24,375.

*Director White left the meeting at 11:55 p.m.*

**Recommendation No. 38**    *Gibsons and District Fire Protection [210] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Gibsons and District Fire Protection [210] be received for information;

AND THAT the following budget proposal be deferred to 2025:

- Budget Proposal 1 – Gibsons and District Volunteer Fire Department Assistant Fire Chief - Prevention and Safety (1.0 FTE), \$72,056 (prorated at 0.50 FTE for 2024) funded through Taxation (proposed for one year pending results of a resourcing study of three Sunshine Coast Regional District fire departments).

**Recommendation No. 39** *Gibsons and District Fire Protection [210] - 2024 R2 Budget Proposal*

The Finance Committee recommended that a temporary (12-month) amendment to the firefighter compensation model of \$35,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT cost-shared funding of \$5,000 from Operating Reserves be provided to support this action plan.

**Recommendation No. 40** *Roberts Creek Fire Protection [212] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Roberts Creek Fire Protection [212] be received for information;

AND THAT the following budget proposal be deferred to 2025:

- Budget Proposal 1 – Roberts Creek Volunteer Fire Department Assistant Fire Chief – Prevention, Training and Safety (0.5 FTE), \$29,395 (prorated at 0.25 FTE for 2024) funded through Taxation.

**Recommendation No. 41** *Roberts Creek Fire Protection [212] - 2024 R2 Budget Proposal*

The Finance Committee recommended that a temporary (12-month) amendment to the firefighter compensation model of \$20,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT cost-shared funding of \$5,000 funded from Operating Reserves be provided to support this action plan.

**Recommendation No. 42** *Halfmoon Bay Fire Protection [216] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

AND THAT the following budget proposal be deferred to 2025:

- Budget Proposal 1 – Halfmoon Bay Volunteer Fire Department Assistant Fire Chief – Prevention, Training and Safety (0.5 FTE), \$28,801 (prorated at 0.25 FTE for 2024) funded through Taxation.

AND THAT a temporary (12-month) amendment to the firefighter compensation model of \$22,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT cost-shared funding of \$5,000 funded from Operating Reserves be provided to support this action plan.

**Recommendation No. 43**    *Egmont and District Fire Protection [218] - 2024 R2 Budget Proposal*

The Finance Committee recommended that a temporary (12-month) amendment to the firefighter compensation model of \$1,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT Egmont and District Volunteer Fire Department be considered as part of the action plan.

*The Committee recessed at 12:07 p.m. and reconvened at 12:52 p.m.*

*Director Inkster returned to the meeting at 12:52 p.m.*

**Recommendation No. 44**    *Emergency Telephone 911 [220] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Emergency Telephone 911 [220] be received for information;

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

- Budget Proposal 2 – Next Generation 911, \$45,000 UBCM grant funded.

**Recommendation No. 45**    *Sunshine Coast Emergency Program [222] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Sunshine Coast Emergency Program [222] be received for information;

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

- Budget Proposal 1 – Community Evacuation Planning Support – Contracted Support, \$62,500 for a 3-year contract funded through Taxation with possible grant funding available;
- Budget Proposal 3 – Emergency Support Services (ESS) Director Staffing Increase, (0.1 FTE), \$7,937 funded through Taxation;
- Budget Proposal 4 – Emergency Management Technician (1.0 FTE), \$46,239 (prorated at 0.5 FTE for 2024) funded through Taxation;
- Budget Proposal 5 – Sunshine Coast Emergency Program (SCEP) – After Hours Program Contact, \$20,000 funded through Taxation;
- Budget Proposal 6 – Emergency and Disaster Management Act – Indigenous Engagement Requirements, \$48,000 funded with Provincial Capacity Funding contribution.

*Director Stamford left the meeting at 1:15 p.m. and returned to the meeting at 1:20 p.m.*

**Recommendation No. 46**    *Rural Planning [504] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Rural Planning [504] be received for information;

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

- Budget Proposal 1 – Planning Services Technical Review Baseline Staff Position (1.0 FTE) and Contract Planning Support, \$111,626 (prorated for Planning Technician 3 – 0.75 FTE for 2024 - \$74,126) funded from User Fees and Service Charges and Contracted Environmental Planning Support \$50,000 (prorated for 2024 \$37,500) funded through Taxation.

**Recommendation No. 47**    *Rural Planning [504] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 2 – Planning Enhancement Project 2 Staff Position (1.0 FTE), \$67,852 (prorated for GIS Technician 1 – 0.75 FTE for 2024) funded in 2024 \$25,000 from the Local Government Housing Initiatives Program Capacity Funding and \$42,852 through Taxation and in 2025 funded through Taxation.

*Director Backs opposed.*

**Recommendation No. 48** Rural Planning [504] - 2024 R2 Budget Proposal

The Finance Committee recommended that the following budget proposals be approved and incorporated into 2024 Budget:

- Budget Proposal 3 –Development Approvals Process Review (DAPR) Implementation, \$75,000 funded through Taxation in Year 1 - \$50,000 for Change Management Resource and \$25,000 for Software Support Resources (2-year contract values \$100,000 for Change Management Resource and \$50,000 for Software Support Resources);
- Budget Proposal 4 – Housing Needs Assessment, \$55,000 funded from the Local Government Housing Initiatives Program Capacity Funding;
- Budget Proposal 5 – Regional Land Evaluation - Housing Potential, \$35,000 funded by Grant generated by Municipal Regional Destination Tax through Sunshine Coast Tourism to the Sunshine Coast Regional District \$27,656 and Taxation \$7,344.

*The Committee recessed at 1:33 p.m. and reconvened at 1:45 p.m.*

**Recommendation No. 49** General Government [110] - 2024 R2 Budget Proposal

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for General Government [110] be received for information;

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

- Budget Proposal 1 – Legislative Coordinator (1.0 FTE), \$95,199 (prorated at 0.80 FTE for 2024) funded through Taxation;
- Budget Proposal 4 – Organization Review – Phase II Implementation, \$30,000 funded from Operating Reserves.

**Recommendation No. 50** Finance [112 / 113] - 2024 R2 Budget Proposal

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Finance [112 / 113] be received for information;

AND THAT the following budget proposal be approved and incorporated as amended into 2024 Budget:

- Budget Proposal 1 – Utility Billing Program Resourcing (1.3 FTE over 2 years), \$72,500 (2024 - 1 FTE increase prorated to 0.8 FTE ) funded from Support Services, Utility Fees (for billing portion) and Operating Reserves.

**Recommendation No. 51** *Finance [112 / 113] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 2 – Budget Software, \$250,000 funded from Operating Reserves (with 0.15 FTE Temporary Lift in 2024 to implement the project and estimated base budget increase of up to \$50,000 for software costs).

**Recommendation No. 52** *Human Resources [115] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for Human Resources [115] be received for information;

AND THAT the following budget proposal be deferred to 2025 pending implementation of the 2024 Organizational Review:

- Budget Proposal 1 – Human Resources Capacity (0.60 FTE), \$48,000 (prorated at 0.40 FTE for 2024) funded from Support Services.

**Recommendation No. 53** *Geographic Information Services [506] and Civic Addressing [510] - 2024 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2024 Round 2 Budget Proposal for [506] Geographic Information Services and [510] Civic Addressing be received for information;

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

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

AND FURTHER THAT the annual reserve contribution of \$15,000 be deferred for 2024, 2025, and 2026 and re-instated in the 2027-2031 Financial Plan.

**Recommendation No. 54** *Various Services – Corporate Security Assessment and Implementation*

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

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

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

- 222 Contract Services CCTV \$7,000
- 315 Contract Services CCTV \$4,000
- 351 Contract Services CCTV \$1,500
- 352 Contract Services CCTV \$1,500
- 366 Contract Services CCTV \$1,500
- 370 Contract Services CCTV \$4,000
- 615 Contract Services CCTV \$7,000.

**Recommendation No. 55**    *Community Partners Decisions – 2024 Budget Requests*

The Finance Committee recommended that the report titled Community Partners Decisions – 2024 Budget Requests be received for information;

AND THAT the 2024 budget submission from Halfmoon Bay-Chatelech Community School be approved and incorporated as \$10,000 for Restorative Justice Practices funded from Electoral Area Grant-in-Aid Community Schools [125] and \$2,700 for Tween Nights funded from Regional Recreation [670];

AND THAT the 2024 budget submission from Roberts Creek Community School be approved and incorporated as \$10,100 for Nights Alive Youth Program funded from Regional Recreation [670];

AND THAT the 2024 budget submission from Gibsons Area Community School be approved and incorporated as \$10,000 for Youth Program funded from Regional Recreation [670];

AND THAT the 2024 budget submission from Sechelt Community Schools be approved and incorporated as \$10,000 for Youth Programs both funded from Regional Recreation [670];

AND THAT the 2024 budget submissions from Sunshine Coast Community Services be approved and incorporated as \$55,259 for the Youth Outreach Worker Program funded by 50% Population and 50% Assessment for each Electoral Area Grant-in-Aid [121, 122, 127, 128, 129];

AND THAT the Sunshine Coast Regional Economic Development Organization (SCREDO) be funded \$190,145 for 2024 from Electoral Areas' Economic Development (Area A [531] - \$45,940, Area B [532] - \$41,482, Area D [533] - \$37,561, Area E [534] - \$24,722, and Area F [535] - \$40,440);

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

**Recommendation No. 56**    *Community Partners Decisions – 2024 Budget Requests*

The Finance Committee recommended that the 2024 budget submission from Sechelt Community Schools be approved and incorporated as \$52,000 for the Sechelt Youth Centre funded from Regional Recreation [670];

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

*Directors Gabias, Backs and Alexander opposed.*

**Recommendation No. 57** *Community Partners Decisions – 2024 Budget Requests*

The Finance Committee recommended that the 2024 budget submissions from Pender Harbour Community School be approved and incorporated as \$16,000 for the Youth Programs funded from Regional Recreation [670] and \$46,000 for Recreation Programs funded from Regional Recreation [670] for \$36,800 and Electoral Area A Grant-in-Aid [121] for \$9,200;

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

**Recommendation No. 58** *Sechelt Public Library*

The Finance Committee recommended that the report from the Sechelt Public Library regarding 2024 Budget, Updates and Programs be received for information.

**Recommendation No. 59** *Electoral Areas' Grant-in-Aid Discretionary*

The Corporate and Administrative Services Committee recommended that the report titled Electoral Areas' Grant-in-Aid Discretionary Balances for 2024 be received for information;

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2024 Budget as follows:

- Electoral Area A [121] \$21,000  
(use \$261 surplus and \$1,739 through Taxation to increase discretionary);
- Electoral Area B [122] \$19,664  
(use \$1,037 surplus to increase discretionary);
- Electoral Areas E and F [123] \$6,428  
(use \$2,428 surplus to increase discretionary);
- Community Schools \$10,000  
(use \$610 surplus to reduce taxation);
- Greater Gibsons Community Participation [126] \$11,132  
(use \$1,132 surplus to increase discretionary);
- Electoral Area D [127] \$25,000  
(use \$260 surplus to reduce taxation);
- Electoral Area E [128] \$17,209  
(use \$2,209 surplus to increase discretionary);
- Electoral Area F [129] \$17,006  
(use \$2,006 surplus to increase discretionary);

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

The Committee recessed at 3:01 p.m. and reconvened at 3:15 p.m.

**ADJOURNMENT** 3:15 p.m. on Tuesday, February 6, 2024

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – February 8, 2024

**AUTHOR:** Allen van Velzen, Manager Facility Services

**SUBJECT:** GACC CHILLER REPLACEMENT PRE-ORDER AWARD REPORT

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### RECOMMENDATION(S)

- (1) THAT the report titled GACC Chiller Replacement Pre-Order Award Report be received for information;
  - (2) AND THAT a Letter of Intent to Pre-Order the replacement chiller for the GACC be issued to Alfa Laval Inc (Canada) in the amount of up to \$134,357 (excluding GST);
  - (3) AND FURTHER THAT the delegated authorities be authorized to execute the Letter of Intent.
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### BACKGROUND

The current ammonia brine chiller at the Gibsons and Area Community Center (GACC) is reaching the end of its service life and requires replacement. The replacement of the chiller presents opportunities to gain system efficiency and reduce the system ammonia charge. A design consultant has been retained by the Regional District to provide the project design and was given the forementioned objectives to be implemented through the replacement project. In order to achieve the project objectives, the design consultant has specified a plate and frame chiller with a U-turn surge drum. The U-turn surge drum in combination with a plate and frame chiller presents the best returns for reduction of the system ammonia charge. Alfa Laval Inc is the only known supplier of plate and frame chillers with U-turn surge drums. To further support the direct award to Alfa Laval Inc (Canada) a Notice of Intent was issued.

Alfa Laval is indicating the current production and delivery lead time for the chiller to be 18 – 20 weeks. Based on the indicated chiller lead time, to meet project timelines of completion prior to the start of the 2024 – 2025 ice season, the design consultant has recommended pre-ordering the chiller in advance of the posting and award of the construction contract. This is a similar process to what was undertaken for the 2019 chiller replacement at the Sunshine Coast Arena. Upon award of the construction contract, the successful contractor will be required to assume all responsibility for the chiller order including financial, logistics and warranty support.

The reason for this report is that Board Delegation Policy requires Board approval for expenditures over \$100,000. Further, the report is coming straight to Board due to the extremely tight timelines to ready this project for completion during the annual maintenance shutdown this spring.

### DISCUSSION

#### *Notice of Intend Process and Results*

NOI 2461303 Chiller Replacement Pre-Order was issued on BCBid on January 22, 2024, and closed on January 29, 2024.

No objections were received for NOI 2461303. Based on the absence of any objections, staff have recommended that a Letter of Intent to pre-order the chiller in the amount not to exceed \$134,357 (excluding GST) be issued to Alfa Laval Inc (Canada)

*Financial Implications*

This project is funded through the approved Recreation Capital plan. There are no financial implications.

*Timeline for next steps or estimated completion date*

Following Board decision, the Letter of Intent will be issued. It is anticipated that the construction contract tender will be posted prior to the end of February 2024 to position the project for completion at the upcoming spring annual maintenance shutdown.

**STRATEGIC PLAN AND RELATED POLICIES**

This project has been planned considering the Climate Resilience & Environment as well as the Service Delivery Excellence Lenses in the Board's 2023 – 2027 Strategic Plan.

**CONCLUSION**

In accordance with the SCRD's Procurement Policy, NOI 2461303 was issued for Direct Award of the Pre-Order for Supply and Delivery of a plate frame chiller with U-turn surge drum. No objections were received. Staff recommend that the SCRD issue a Letter of Intent with Alfa Laval Inc (Canada) with a value of up to \$134,357 excluding GST, and that the delegated authorities be authorized to execute the Letter of Intent.

Reviewed by:			
Manager		Finance	X - T. Perreault
GM	X - S. Gagnon	Legislative	
CAO	X - D. McKinley	Other	X - V. Cropp