



# 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, DECEMBER 9, 2021

### AGENDA

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

#### AGENDA

1. Adoption of agenda

#### MINUTES

2. Regular Board meeting minutes of November 25, 2021

Annex A  
Pages 1 – 21

#### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

#### PRESENTATIONS AND DELEGATIONS

#### REPORTS

3. Corporate and Administrative Services Committee recommendation  
Nos. 1-9 of November 25, 2021
4. 2022 Board Appointments – Deputy Corporate Officer
5. Emergency Response to Regional Flooding Events – Chief  
Administrative Officer

Annex B  
pp 22 - 25

Annex C  
pp 26 – 28

To come  
forward

#### COMMUNICATIONS

#### MOTIONS

#### BYLAWS

6. *Sunshine Coast Regional District Water Rates and Regulations  
Amendment Bylaw No. 422.39, 2021*  
– **first, second, third reading and adoption**  
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2,  
Sechelt-6)
7. *Sunshine Coast Regional District Sewage Treatment Facilities  
Service Unit Amendment Bylaw No. 428.23, 2021*  
– **first, second, third reading and adoption**  
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2)

Annex D  
pp 29 - 34

Annex E  
pp 35 - 37

8. *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.14, 2021*  
– **first, second, third reading and adoption**  
(Voting – All Directors – 1 vote each) Annex F  
pp 38 - 39
9. *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.26, 2021*  
– **first, second, third reading and adoption**  
(Voting – Participants – weighted vote: B-2, D-2, E-2, F-2) Annex G  
pp 40 - 41
10. *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.7, 2021*  
– **first, second, third reading and adoption**  
(Voting – All Directors – 1 vote each) Annex H  
pp 42 - 44
11. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.5, 2021*  
– **first, second, third reading and adoption**  
(Voting – All Directors – 1 vote each) Annex I  
pp 45 - 46
12. *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 731.2, 2021 – receipt of report*  
– **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) To come  
forward
13. *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021 – receipt of report*  
– **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) Annex J  
pp 47 - 50

**DIRECTORS' REPORTS**

Verbal

**NEW BUSINESS****IN CAMERA****ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to December 31, 2021)

Infrastructure Services Committee	December 9 at 9:30 am
Regular Board	December 9 at 2:00 pm
Special Corporate and Administrative Services Committee (Budget - Round 1)	December 13-15 at 9:30 am
<del>Natural Resources Advisory Committee - CANCELLED</del>	<del>December 15 at 3:30 pm</del>
Planning and Community Development Committee	December 16 at 9:30 am
Advisory Planning Commission (Area D)	December 20 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	December 21 at 11:00 am
Advisory Planning Commission (Area E)	December 22 at 7:00 pm
<del>Agricultural Advisory Committee - CANCELLED</del>	<del>December 28 at 3:30 pm</del>
<del>Advisory Planning Commission (Area B) – CANCELLED</del>	<del>December 28 at 7:00 pm</del>
<del>Advisory Planning Commission (Area F) – CANCELLED</del>	<del>December 28 at 7:00 pm</del>
<del>Advisory Planning Commission (Area A) - CANCELLED</del>	<del>December 29 at 7:00 pm</del>

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

N/A	
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**Please note:** Meeting dates are current as of print date (December 3, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

November 25, 2021

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

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	GM, Community Services		S. Gagnon
	Chief Building Official		A. Whittleton (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		0
	Public		2

*\*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**      2:00 p.m.

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

302/21                  THAT the agenda for the meeting be adopted as amended.

**CARRIED**

### MINUTES

Minutes              **It was moved and seconded**

303/21                  THAT the Regular Board meeting minutes of November 4, 2021 be adopted.

**CARRIED**

## PRESENTATIONS AND DELEGATIONS

*John Henderson and Gaetan Royer from the Sechelt & District Chamber of Commerce appeared before and provided a presentation that included the role of the Chamber, as well as recommendations with respect to water supply, workforce attraction, housing supply, taxation, infrastructure needs, and support from other levels of government.*

## REPORTS

Special Corporate      **It was moved and seconded**

304/21                      THAT Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-12 of November 1, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *2022 Budget Presentation*

THAT the presentation titled Sunshine Coast Regional District 2022 Pre-Budget Overview be received for information.

**Recommendation No. 2**      *2022 Budget – Community Check-In Survey*

THAT the presentation and report titled 2022 Budget – Community Check-In Survey be received for information.

**Recommendation No. 3**      *2022-2026 Financial Plan Outlook*

THAT the report titled 2022-2026 Financial Plan Outlook be received for information.

**Recommendation No. 4**      *2021 Carry-forward Projects and 2022 Proposed Initiatives*

THAT the report titled 2021 Carry-forward Projects and 2022 Proposed Initiatives be received for information;

AND THAT the funds taxed in 2014 for the purpose of exploring the feasibility of curbside recycling in Electoral Areas B [152] and D [153] in the amount of approximately \$28,000 for each area held in appropriated surplus be returned to the taxpayers in 2022;

AND THAT the feasibility funds for the purpose of exploring the establishment of a regional social services contribution service through Feasibility Studies – Regional [150] be deferred to 2023;

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

304/21 cont.

**Recommendation No. 5**     *Corporate and Administrative Services Projects*

THAT for 2022 Round 1 Budget, staff present budget proposals for the following Corporate and Administrative Services projects:

- [110] – Executive Assistant 1.0 FTE (including an option for a part-time position with implications for each, further information on the position role and providing an option for funding from Electoral Areas only);
- [110] – Information and Privacy Coordinator 1.0 FTE (including an option for a part-time position);
- [110] – Hybrid Meeting Solutions (with potential for using COVID-19 Restart Funds);
- [110] – Meeting Management Solutions;
- [117] – Let's Talk SCRD Annual Subscription;
- [114 and 312] – Electric Vehicle (EV) Charging Stations (Field Road and Mason Road) – Phase 2.

**Recommendation No. 6**     *Community Services Projects*

THAT the following Community Services' Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

- [310] – COVID-19 Expenses – Wages – 1.40 FTE, \$94,212 funded from COVID-19 Restart Funds in Reserves (Regulatory Compliance);
- [310] – COVID-19 Expenses – Material and Supplies, \$12,000 funded from COVID-19 Restart Funds in Reserves (Regulatory Compliance);
- [310] – Security System and CCTV, \$3,250 funded from Reserves (Health and Safety or Environmental Requirement);
- [310 / 312] – Pressure Washer Replacement, \$10,500 funded from Reserves (Imminent Asset Failure);
- [312] – Garage Hoist Replacement, \$131,250, funded through MFA 5-Year Equipment Loan or potential for cost-sharing from BC Transit (Regulatory Compliance);
- [312] – Security System and CCTV, \$3,250 funded from Reserves (Health and Safety or Environmental Requirement);
- [615] – Water Management Plan Implementation, \$26,500 funded through Taxation with a \$17,000 base budget increase starting 2023 (Regulatory Compliance);
- [615] – Health and Safety Requirements, \$105,000 funded through Taxation (Health and Safety or Environmental Requirement);

304/21 cont.

- [615] – Entandem Licensing Fees, \$4,250 funded through Taxation (Regulatory Compliance);
- [625] – Entandem Licensing Fees, \$750 funded through Taxation (Regulatory Compliance);
- [625] – Water Management Plan Implementation, \$1,750 funded through Taxation (Regulatory Compliance);
- [625] – Non-Annual Maintenance – Water Storage Solutions, \$10,000 funded from Reserves (Regulatory Compliance);

AND THAT a loan of up to \$131,250 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the garage hoist replacement;

AND FURTHER THAT for 2022 Round 1 Budget, staff present budget proposals for the following Community Services projects:

- [310] – Transit Superintendent – 1.0 FTE;
- [310] – Driver Orientation and Training;
- [310] – COVID-19 Backfill and Overtime;
- [310 / 312 / 370 / 650] – Mason Road Lease Renewal and Site Plan Implementation;
- [320-342] – Street Lighting – Services;
- [615] – Domestic Hot Water System;
- [615] – Non-Annual Maintenance;
- [615] – Accessibility Lifts;
- [625] – Storage Container;
- [625] – Accessibility Lift;
- [625] – Non-Annual Maintenance – Natatorium Ceiling Painting;
- [650] – Human Resources Lift for Recreation Services – 0.70 FTE;
- [650] – Parks Labourers – 0.62 FTE;
- [650] – Temporary Parks Backfill – 1.00 FTE;
- [650] – Archaeological and Environmental Studies;
- [650] – Katherine Lake and Lions Field Water Service Operations;
- [650] – Disposal of Invasive Species Pilot;
- [650] – Community Led Improvement Project Support.

304/21 cont.

**Recommendation No. 7**      *Emergency Telephone 9-1-1*

THAT E-Comm 911 (E-Comm Emergency Communications for British Columbia) be invited to a future Committee to provide an update regarding the 9-1-1 dispatch service to the Community.

**Recommendation No. 8**      *Planning and Development Projects*

THAT the following Planning and Development Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

- [220] – Project Support – 911 Towers – 0.20 FTE, \$22,000 funded through Taxation (Imminent Asset Failure);
- [220] – Dispatch Levy, \$10,020 funded through Taxation (Health and Safety / Environmental Requirement);

AND THAT for 2022 Round 1 Budget, staff present budget proposals for the following Planning and Development projects:

- [135] – Green House Gas (GHG) Quantification;
- [135] – Carbon Neutral Design – Recreation Facilities;
- [136] – Community Climate Plan Development 0.33 FTE;
- [210] – Capital Plan Projects – Fire Truck Replacement;
- [210] – Capital Plan Projects – High Priority;
- [210] – Deputy Fire Chief -0.4 FTE;
- [210] – Wildfire Preparedness;
- [212] – Capital Plan Projects;
- [212] – Wildfire Preparedness;
- [216] – Fire Hall #2 Redevelopment Project;
- [216] – Capital Plan Projects;
- [222] – Evacuation Route Planning;
- [222] – Emergency Management Coordinator – 0.60 FTE;
- [504] – Planning Enhancement – 1.0 FTE;
- [520] – Building Clerk - 1.0 FTE.

**Recommendation No. 9**      *Staffing - Utilities Crew - Proposed*

THAT the Water Rate Structure Review staff report to November 2021 Infrastructure Committee meeting include rationale, job description and scope for the proposed 3.0 FTE water services - utility crew.



304/21 cont.

**Recommendation No. 10**    *Langdale – Remediation Project – Budget Proposal*

THAT a budget proposal be prepared for 2022 Round 1 Budget for the project [388] – Langdale – Remediation Project (Imminent Asset Failure) to provide more detailed scope information for the two phases of this project as well as other funding options.

**Recommendation No. 11**    *Infrastructure Services Projects*

THAT the following Infrastructure Services' Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

- [350] – Sechelt Landfill Cover Material Base Budget Increase, \$40,000 funded from Tipping Fees (User Fees) (Regulatory Compliance);
- [350] – Regulatory Reporting for Sechelt Landfill, \$89,165 funded through Taxation (Regulatory Compliance);
- [366] – McNeil Lake Dam Safety Improvements – Construction, \$525,000 funded from Reserves (Regulatory Compliance);
- [370] – Re-Chlorination Station Roof Upgrades - Trout Lake, \$100,000 funded from Reserves (Imminent Asset Failure);
- [370] – Valve Stems for Selma 2 Isolation, \$75,000 funded from Reserves (Imminent Asset Failure);
- [370] – Chapman Lake Dam Safety Improvements – Construction, \$783,000 funded from Reserves (Regulatory Compliance);
- [370] – Edwards Lake Dam Safety Improvements – Construction, \$625,000 funded from Reserves (Regulatory Compliance);
- [381] – Greaves Road – Septic Field Repairs, \$5,000 funded from Reserves (Imminent Asset Failure);
- [393] – Lillies Lake – System Repairs and Upgrades, \$35,000 funded from Reserves (Regulatory Compliance);
- [394] – Painted Boat – Flow Meter, \$7,500 funded from Reserves (Regulatory Compliance);

AND THAT that for 2022 Round 1 Budget, staff present budget proposals for the following Infrastructure Services projects:

- [350] – Pender Harbour Transfer Station Site Improvements – Phase I;
- [350] – Sechelt Landfill Closure / Post Closure Funding;
- [350] – Manager, Special Solid Waste Projects - 0.6 FTE;
- [350] – Home Composter Rebate;
- [350] – Islands Clean-up;

304/21 cont.

- [350] – Waste Reduction Initiatives Program;
- [350] – WildSafeBC – Base Budget Increase;
- [365] – North Pender Harbour Watermain Replacement;
- [366] – South Pender Harbour Watermain Replacement;
- [370] – Single Axle Dump Truck Replacement;
- [370] – Vehicle Purchases;
- [370] – Budget Increase – Materials and Supplies;
- [370] – Staffing – Water Sustainability Technician - 0.5 FTE;
- [365 / 366] – Public Participation Water Supply Plan Development;
- [365 / 366 / 370] – Utilities Engineering Coordinator - 1.0 FTE;
- [365 / 366 / 370] – Utility Crew - 3.0 FTE;
- [365 / 366 / 370] – Overtime Budget;
- [365 / 366 / 370] – Water Rate Structure Review.

**Recommendation No. 12**     *Addition to Hybrid Meeting Solutions*

THAT as part of the Proposed Initiative for the [110] General Government - Hybrid Meeting Solutions project Boardroom furniture reconfiguration be added for consideration.

**CARRIED**

Planning

**It was moved and seconded**

305/21

THAT Planning and Community Development Committee recommendation Nos. 1-12 of November 18, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Delegation Materials from FESBC and HCTF*

THAT the delegation materials from Steve Kozuki, Forest Enhancement Society of BC and Dan Buffett, The Habitat Conservation Trust Foundation regarding regional conservation projects be received for information.

**Recommendation No. 2**     *Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road)*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road) – Consideration of First Reading be received for information;

305/21 cont.

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021* be forwarded to the Board for first reading, to be followed by a Public Information Meeting and referral to agencies.

**Recommendation No. 3**     *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road) Consideration of Amended Second Reading*

THAT the report titled Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road) Consideration of Amended Second Reading be received for information;

AND THAT the revised *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be forwarded to the Board for amended second reading;

AND THAT a second Public Hearing to consider the revised *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be scheduled for Tuesday January 11, 2022 to be held in the Boardroom of the SCRD Administration Office at 1975 Field Road and conducted by electronic means via Zoom and live-streamed to the SCRD YouTube channel;

AND FURTHER THAT Director Toth be affirmed as the delegated Chair and Director Tize be affirmed as the delegated Alternate Chair to conduct the second Public Hearing.

**Recommendation No. 4**     *Community Emergency Preparedness Fund – Application for Evacuation Plan Grants*

THAT the report titled Community Emergency Preparedness Fund – Application for Evacuation Plan Grants be received for information;

AND THAT a grant application for Evacuation Route Planning be submitted on behalf of the Sunshine Coast Regional District.

**Recommendation No. 5**     *Water Lease Renewal for Keats Landing, Eastbourne and Vaucroft Docks*

THAT the report titled Water Lease Renewal for Keats Landing, Eastbourne and Vaucroft Docks be received for information;

AND THAT the SCRD apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a replacement tenure to the following leases:

- Lease No. 241681 File No. 0187728 for the Keats Landing Dock;
- Lease No. 243437 File No. 0135677 for the Eastbourne Dock;
- Lease No. 243730 File No. 0124896 for the Vaucroft Dock;

AND THAT the length of the lease terms be for 5 years;

305/21 cont.

AND FURTHER THAT the delegated authorities be authorized to sign the replacement tenures.

**Recommendation No. 6**     *Assignment of Street Lighting Inventory*

THAT the report titled Assignment of Street Lighting Inventory be received for information;

AND THAT staff bring forward a Budget Proposal to Round 1 of the 2022 Budget to include eighteen additional Street Lights into the Regional Street Light Service [320] and the Fircrest Road Street Light Service [332].

**Recommendation No. 7**     *Policing and Public Safety Committee Meeting Minutes of October 21, 2021*

THAT the Policing and Public Safety Committee meeting minutes of October 21, 2021 be received for information.

**Recommendation No. 8**     *Policing and Public Safety Committee and TAC*

THAT thank you letters be sent to the members of Transportation Advisory Committee and Policing and Public Safety Committee advising of the decision to dissolve the committees.

**Recommendation No. 9**     *Gibsons & District Fire Protection Commission Meeting Minutes of November 4, 2021*

THAT the Gibsons & District Fire Protection Commission meeting minutes of November 4, 2021 be received for information.

**Recommendation No. 10**     *District of Sechelt COVID-19 Safe Restart Funds Contribution for Sechelt Aquatic Center Temporary Fire Protection System*

THAT the correspondence from Darnelda Siegers, Mayor, District of Sechelt, dated October 29, 2021 regarding COVID-19 Safe Restart Funds Contribution to SCRD for Sechelt Aquatic Center Temporary Fire Protection System be received for information.

**Recommendation No. 11**     *Correspondence from Nicholas Simons regarding District Lot 1313*

THAT the correspondence from Nicholas Simons, MLA, Powell River – Sunshine Coast, dated November 1, 2021 regarding District Lot 1313 be received for information;

AND THAT the correspondence from Nicholas Simons, MLA, Powell River – Sunshine Coast, dated November 1, 2021 regarding District Lot 1313 be referred to staff;

305/21 cont. AND THAT a report be provided to a future Committee regarding more information and preferred options as outlined in the letter:

- a. Sponsored Crown Grant for park (or other);
- b. Conditional Withdrawal designation (*Land Act*. Section 17) for conservation purposes;

AND FURTHER THAT SCRD staff consult with Town of Gibsons staff concerning DL1313.

**Recommendation No. 12**    *Correspondence from UBCM Regarding Short-Term Accommodations Industry*

THAT the correspondence from Union of BC Municipalities, dated November 3, 2021 regarding regulation urged for short term accommodations industry be received for information;

AND THAT the SCRD send a letter to Union of BC Municipalities in response to the short term accommodation regulation document, stating that the concerns of the Electoral Areas of the Sunshine Coast Regional District have not been addressed.

**CARRIED**

Infrastructure    **It was moved and seconded**

306/21    THAT Infrastructure Services Committee recommendation Nos. 1, 2, 4, 5 and 8-18 of November 18, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**    *2022 Refuse Collection [355] Fee Review*

THAT the report titled 2022 Refuse Collection [355] Fee Review be received for information;

AND THAT Schedule A of *Sunshine Coast Regional District Waste Collection Bylaw No. 431* be amended to increase waste collection fees by 0% for 2022 and 5% for 2023;

AND THAT the 2022 and 2023 projected operating shortfalls be funded by operating reserves (rate stabilization funds) in the amount of \$8,017 and \$33,536 respectively;

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

**Recommendation No. 2**    *Staffing Increase – Utility Crew (3.0 FTE) – Additional Information for Consideration*

THAT the report titled Staffing Increase – Utility Crew (3.0 FTE) – Additional Information for Consideration be received for information.

306/21 cont.

**Recommendation No. 4**     *South Pender Harbour Water Service Area  
2022 Rate Bylaw Amendment*

THAT the report titled South Pender Harbour Water Service Area 2022 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 10% and 10% to Parcel Taxes in 2022 for an overall rate increase of 10%;

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

**Recommendation No. 5**     *North Pender Harbour Water Service Area  
2022 Rate Bylaw Amendment*

THAT the report titled North Pender Harbour Water Service Area 2022 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 13.8% with a 4.4% increase to Parcel Taxes for an overall rate increase of 10.57%;

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

**Recommendation No. 8**     *Chapman Creek WTP On-Site Hypochlorite  
Generation Project - Contract Amendment No. 1*

THAT the report titled Chapman Creek WTP On-Site Hypochlorite Generation Project - Contract Amendment No. 1 be received for information;

AND THAT the project for the Chapman Creek WTP On-Site Hypochlorite Generation - Construction be increased to \$2,144,903 from \$1,644,903 and that the additional \$500,000 be funded from Regional Water capital reserves;

AND THAT the delegated authorities be authorized to execute the Contract Amendment No. 1 with CHB Services Ltd. in the amount of \$500,000 (excluding GST);

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

306/21 cont.

**Recommendation No. 9**     *Request for Proposal (RFP) 2137013  
Groundwater Investigation Round 2 Phase 3 – Langdale Wellfield Well  
Development*

THAT the report titled Request for Proposal (RFP) 2137013 Groundwater Investigation Round 2 Phase 3 – Langdale Wellfield Well Development be received for information;

AND THAT the contract for Langdale Wellfield Well Development be awarded to Kalwij Water Dynamics Inc. in the amount of \$650,000;

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

**Recommendation No. 10**     *Request for Quotation (RFQ) 2137015  
Contract Award for Pipes, Valves, Hydrants & Fittings*

THAT the report titled Request for Quotation (RFQ) 2137015 Contract Award for Pipes, Valves, Hydrants & Fittings be received for information;

AND THAT the contract for Pipes, Valves, Hydrants and Fittings be awarded to Iconix Waterworks for a three-year contract, with the option to extend for an additional two one-year periods, for a total upset value of \$768,438 including PST;

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

**Recommendation No. 11**     *Request for Proposal (RFP) 2135101  
Contract Award for Site Operations Services for the Pender Harbour  
Transfer Station*

THAT the report titled Request for Proposal (RFP) 2135101 Contract Award for Site Operations Services for the Pender Harbour Transfer Station be received for information;

AND THAT Contract Award for Site Operations Services for the Pender Harbour Transfer Station be awarded to Salish Environmental Group Inc. at a value of \$660,684 (excluding GST);

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

**Recommendation No. 12**     *Landfill Engineering Consulting Services  
Contract - Update*

THAT the report titled Landfill Engineering Consulting Services Contract - Update be received for information;

306/21 cont.

AND THAT the contract with XCG Consulting Limited for general landfill engineering services be increased by \$85,000 to \$292,880 (excluding GST);

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

**Recommendation No. 13**    *Mattress Recycling Program Contract Updates*

THAT the report titled Mattress Recycling Program Contract Updates be received for information;

AND THAT the contract with Canadian Mattress Recycler Inc. for mattress recycling services be extended for an additional one (1) year period;

AND THAT the contract with Canadian Mattress Recycler Inc. be increased by \$118,000 to \$177,105 (not including GST);

AND THAT the contract with Pacific Coast Distributor Inc. be increased by \$78,728 to \$207,000 (not including GST);

AND THAT the 2022 contract amendment for mattresses of \$40,365 be reflected in the 2022-2026 Financial Plan;

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

**Recommendation No. 14**    *Metal Container, Hauling and Recycling Services – Contract Extension*

THAT the report titled Metal Container, Hauling and Recycling Services – Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for metal container, hauling and recycling services be extended for an additional one (1) year period;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$216,920 to \$429,470 (not including GST);

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

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



306/21 cont.      **Recommendation No. 15**      *Infrastructure Services Department – 2021 Q3 Report*

THAT the report titled Infrastructure Services Department – 2021 Q3 Report be received for information.

**Recommendation No. 16**      *Transportation Advisory Committee Minutes – October 21, 2021*

THAT the Transportation Advisory Committee meeting minutes of October 21, 2021 be received for information.

**Recommendation No. 17**      *Water Supply Advisory Committee Minutes – November 8, 2021*

THAT the Water Supply Advisory Committee meeting minutes of November 8, 2021 be received for information;

AND THAT the following recommendation contained therein be acted upon as amended, as follows:

**Recommendation No. 1**      *Potential Use of Reclaimed Water*

The Water Supply Advisory Committee recommends that staff evaluate the benefits, costs and risks to the SCRD water supply system if a minimum of 2,000 m<sup>3</sup> /day of reclaimed water, meeting all applicable quality and regulatory standards, is delivered to lower Chapman Creek below the intake to the Water Treatment Plant for purposes of augmenting the Environmental Flow Needs (EFN).

**Recommendation No. 18**      *Correspondence Regarding Water Decisions Under the Water Sustainability Act*

THAT the correspondence from Honourable Minister Conroy of the Ministry of Forests, Lands and Natural Resource Operations and Rural Development dated November 2, 2021 regarding water decisions under the *Water Sustainability Act* be received for information.

**CARRIED**

Infrastructure      **It was moved and seconded**

307/21      THAT Infrastructure Services Committee recommendation No. 3 of November 18, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 3**      *Regional Water Service Area 2022 Rate Bylaw Amendment*

THAT the report titled Regional Water Service Area 2022 Rate Bylaw Amendment be received for information;

307/21 cont. AND THAT the Water Rates and Regulations Bylaw 422, Schedule B be amended to increase the Regional Water Service Area User Fees and Metered Usage Fees by 12.5% and Parcel Taxes by 5% for an overall rate increase of 9.63%;

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

*Directors Toth and McMahon opposed*

**CARRIED**

Infrastructure

**It was moved and seconded**

308/21

THAT Infrastructure Services Committee recommendation Nos. 6-7 of November 18, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 6**      *Wastewater 2022 User Fee Reviews*

THAT the report titled Wastewater 2022 User Fee Reviews be received for information;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2022 User Fee rates for residential properties as follows:

<b>Service</b>	<b>2022</b>
<i>Greaves</i>	<i>\$487.81</i>
<i>Woodcreek</i>	<i>\$658.28</i>
<i>Sunnyside</i>	<i>\$745.23</i>
<i>Lee Bay</i>	<i>\$487.67</i>
<i>Langdale</i>	<i>\$1,126.43</i>
<i>Canoe</i>	<i>\$985.31</i>
<i>Merrill Crescent</i>	<i>\$1,948.25</i>
<i>Roberts Creek</i>	<i>\$865.67</i>
<i>Lily Lake</i>	<i>\$711.89</i>
<i>Painted Boat</i>	<i>\$586.13</i>
<i>Sakinaw Ridge</i>	<i>\$1,323.63</i>

AND THAT that the 2022 User Fee rates for residential properties for the Jolly Roger, Secret Cove, Square Bay and Curran Road wastewater services remain at the 2021 User Fee rates;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2023 and 2024 User Fee rates for residential properties as follows:

308/21 cont.

<b>Service</b>	<b>2023</b>	<b>2024</b>
<i>Woodcreek</i>	\$678.03	\$698.37
<i>Sunnyside</i>	\$767.59	\$790.62
<i>Langdale</i>	\$1,160.22	\$1,195.03
<i>Roberts Creek</i>	\$891.64	\$918.39

AND THAT the respective wastewater utility rate bylaw be amended to reflect the proposed 2022 User Fee rates for commercial properties as follows:

<b>Commercial User</b>	<b>2022</b>
<i>Painted Boat Spa</i>	\$1,226.78
<i>Painted Boat Restaurant</i>	\$2,494.46

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

*Director Pratt opposed*

**Recommendation No. 7**      *Wastewater 2022 Frontage Fee Reviews*

THAT the report titled Wastewater 2022 Frontage Fee Reviews be received for information;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2022 Frontage Fees as follows:

<b>Service</b>	<b>2022</b>
<i>Greaves</i>	\$400.00
<i>Woodcreek</i>	\$400.00
<i>Sunnyside</i>	\$302.00
<i>Lee Bay</i>	\$202.00
<i>Langdale</i>	\$400.00
<i>Canoe</i>	\$424.30
<i>Merrill Crescent</i>	\$400.00
<i>Roberts Creek</i>	\$400.00
<i>Lily Lake</i>	\$204.00
<i>Painted Boat</i>	\$302.00
<i>Sakinaw Ridge</i>	\$845.27

AND THAT that the 2022 Frontage Fees for the Jolly Roger, Secret Cove, Square Bay and Curran Road wastewater services remain at the 2021 Frontage Fee rates;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2023 and 2024 Frontage Fees as follows:

308/21 cont.

<b>Service</b>	<b>2023</b>	<b>2024</b>
<i>Langdale</i>	<i>\$408.00</i>	<i>\$416.16</i>
<i>Roberts Creek</i>	<i>\$408.00</i>	<i>\$416.16</i>

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

*Director Pratt opposed*

**CARRIED**

Appointments

**It was moved and seconded**

309/21

THAT the report titled 2022 Chair Appointments be received for information;

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

Corporate & Administrative Services  
Committee

Chair Darnelda Siegers  
Vice Chair Bill Beamish

Community Services Committee

Chair Andreas Tize  
Vice Chair Leonard Lee

Infrastructure Services Committee

Chair Donna McMahon  
Vice Chair Mark Hiltz

Planning and Development  
Committee

Chair Alton Toth  
Vice Chair Andreas Tize

**CARRIED**

Notice on Title

**It was moved and seconded**

310/21

THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 123, District Lot 3923, Plan BCP15556, PID 026-169-291, Folio 746.06165.450.

**CARRIED**

**CAO Report                      It was moved and seconded**

311/21                      THAT the November 25, 2021 Office of the CAO Monthly Report be received for information.

**CARRIED**

**COMMUNICATIONS****Recycling and  
Drywall Disposal                      It was moved and seconded**

312/21                      THAT the correspondence from George Heyman, Minister of Environment and Climate Change Strategy, dated November 18, 2021 regarding the SCRD meeting with the Minister at the 2021 UBCM Convention on the collection of residential recycling and disposal of drywall containing asbestos be received for information;

AND THAT a letter be sent back to George Heyman, Minister of Environment and Climate Change Strategy seeking further clarification about private operators being authorized to collect and deliver residential recycling materials to Recycle BC contracted depots, and the affordability of abatement and disposal of drywall containing asbestos.

**CARRIED**

**MOTIONS****APC Resignation                      It was moved and seconded**

313/21                      THAT the resignation of Dieter Greiner from the Halfmoon Bay Advisory Planning Commission (Area B) be received for information.

**CARRIED**

**ICET Appointment                      It was moved and seconded**

314/21                      WHEREAS appointments to the Island Coastal Economic Trust (ICET) Board are typically reserved for Regional District Board Chairs;

AND WHEREAS the Sunshine Coast Regional District (SCRD) Board Chair already holds a seat on the ICET Board in her capacity as Mayor representing the District of Sechelt;

AND WHEREAS the SCRD wishes to ensure regional representation for the Sunshine Coast on the Board of ICET;

THEREFORE BE IT RESOLVED THAT a letter be sent to Line Robert, CEO, ICET requesting that SCRD be authorized to appoint Vice Chair, Donna McMahon, as SCRD representative to the ICET Board considering the current Chair for the SCRD already has a seat on the ICET Board in her role as Mayor representing the District of Sechelt.

**CARRIED**

**BYLAWS**

Bylaw 310.192      **It was moved and seconded**

315/21      THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be read a second time as amended.

**CARRIED**

Bylaw 641.13      **It was moved and seconded**

316/21      THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021* be read a first time.

**CARRIED**

Bylaw 717.2      **It was moved and seconded**

317/21      THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.2, 2021* be read a first time.

**CARRIED**

Bylaw 717.2      **It was moved and seconded**

318/21      THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.2, 2021* be read a second time.

**CARRIED**

Bylaw 717.2      **It was moved and seconded**

319/21      THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.2, 2021* be read a third time.

**CARRIED**

Bylaw 717.2      **It was moved and seconded**

320/21      THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.2, 2021* be adopted.

**CARRIED**

Bylaw 633.1      **It was moved and seconded**

321/21      THAT *Sunshine Coast Regional District Exempt Employment Amendment Bylaw No. 633.1, 2021* be read a first time.

**CARRIED**

Bylaw 633.1                    **It was moved and seconded**

322/21                    THAT *Sunshine Coast Regional District Exempt Employment Amendment Bylaw No. 633.1, 2021* be read a second time.

**CARRIED**

Bylaw 633.1                    **It was moved and seconded**

323/21                    THAT *Sunshine Coast Regional District Exempt Employment Amendment Bylaw No. 633.1, 2021* be read a third time.

**CARRIED**

Bylaw 633.1                    **It was moved and seconded**

324/21                    THAT *Sunshine Coast Regional District Exempt Employment Amendment Bylaw No. 633.1, 2021* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 3:38 p.m.*

**IN CAMERA                    It was moved and seconded**

325/21                    THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g), (k), (m) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “litigation or potential litigation affecting the municipality”, “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...”.

**CARRIED**

*The Board recessed at 3:38 p.m. and reconvened at 3:45 p.m.*

*The Board moved out of In Camera at 4:24 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

Stormwater  
Management

**It was moved and seconded**

326/21

THAT SCRD staff continue to participate in discussions with the Town of Gibsons, the Ministry of Transportation and Infrastructure, and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding stormwater impacts occurring in areas bordering the Town of Gibsons boundary with Area E – Elphinstone.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

327/21

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:24 p.m.

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

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

\_\_\_\_\_  
Chair



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

**November 25, 2021**

RECOMMENDATIONS FROM THE 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	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish
		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)
	Manager, Asset Management		K. Doyle (Part)
	Manager, Protective Services		M. Treit (Part)
	Manager, Purchasing and Risk Management		V. Cropp (Part)
	Manager, Financial Services		B. Wing (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		2

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

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

*Director Lee was appointed Vice-Chair for the meeting.*

**PRESENTATIONS AND DELEGATIONS**

*Cory Vanderhorst, Regional Assurance Partner, MNP LLP Auditors addressed the Committee regarding the 2021 Audit Services Plan Report to the Board of Directors for Year Ending December 31, 2021*

## REPORTS

### **Recommendation No. 1**     *2021 Audit Service Plan*

The Corporate and Administrative Services Committee recommended that the report titled MNP LLP – 2021 Audit Service Plan be received for information;

AND THAT the Audit Service Plan from MMP LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2021 be approved as presented.

### **Recommendation No. 2**     *Directors' Roles and Responsibilities*

The Corporate and Administrative Services Committee recommended that the report titled Directors' Roles and Responsibilities be received for information;

AND THAT Directors McMahon, Toth and Pratt be appointed to an ad hoc committee to review the Directors' Roles and Responsibilities;

AND FURTHER THAT a revised version of the Directors' Roles and Responsibilities be brought back to a future committee in January 2022.

### **Recommendation No. 3**     *2022 Resolutions to AVICC*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received for information;

AND THAT topics for resolutions be identified for staff to draft and present for consideration at a January 20, 2022 Standing Committee meeting.

### **Recommendation No. 4**     *2022 Budget Review*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Budget Review be received for information.

### **Recommendation No. 5**     *Allocation of Remaining COVID-19 Safe Restart Grant Funds*

The Corporate and Administrative Services Committee recommended that the report titled Allocation of Remaining COVID-19 Safe Restart Grant Funds be received for information;

AND THAT the following 2022 proposals be amended to be funded from unallocated COVID-19 Safe Restart Grant funds:

- Hybrid Meeting Solutions and Board Room Modifications (\$125,000);
- Meeting Management Solutions (\$25,000);
- Water Management Plan Implementation for Community Recreation Facilities [615] (\$26,500) and Pender Harbour Fitness and Aquatic Centre [625] (\$1,750);
- Temporary Backfill for Community Parks [650] (\$91,266);

AND FURTHER THAT a new budget proposal be brought forward to the 2022 Round 1 Budget deliberations for Reception Centre Modifications within the Administration Building [114] (\$40,143) funded through COVID-19 Safe Restart Grant funds.

*The Committee recessed at 10:25 a.m. and reconvened at 10:37 a.m.*

**Recommendation No. 6**      *Fire Department 20-Year Capital Funding Plans*

The Corporate and Administrative Services Committee recommended that the report titled Fire Department 20-Year Capital Funding Plans be received for information;

AND THAT funding commitment considerations for Gibsons and District Fire Protection [210] and Halfmoon Bay Fire Protection [216] be referred to 2022 Round 1 Budget for more detail on the impact to the fire service and to allow an opportunity for the Gibsons and District Fire Commission to review;

AND THAT the annual funding commitment toward capital renewal for Roberts Creek Fire Protection [212] be increased to \$157,000 from \$150,000 starting in 2022;

AND THAT the capital renewal funding plan for the Egmont and District Fire Protection [218] be presented once the service's tax rate bylaw has been approved;

AND THAT the 2022-2026 financial plan be amended accordingly;

AND FURTHER THAT a subsequent report be brought forward to the Planning and Development Committee in Q2 2022 outlining the planning process for the alternative approval process for 2023 in contemplation of borrowing for future capital replacement needs for the fire services.

**Recommendation No. 7**      *Fire Department Funding Plan Information*

The Corporate and Administrative Services Committee recommended that a Gibsons and District Fire Commission Meeting be convened in early January 2022;

AND THAT the November 25, 2021 Staff Report - Fire Department 20-Year Capital Funding Plans, including any budget reports pertaining to the Fire Departments' Capital Plans, information on the Alternative Approval Process, an update and plan for existing Fire Protection Service capital and operating reserves, and current debt servicing update be forwarded to the Gibsons and District Fire Commission to be included on the January 2022 meeting agenda;

AND THAT the Town of Gibsons Director of Finance be invited to the Gibsons and District Fire Commission meeting;

AND FURTHER THAT similar information with respect to Fire Department capital funding plans and operations for the Egmont and Halfmoon Bay fire services be provided to the Electoral Area Directors for Areas A and B for the purpose of presentation to their respective communities.

**Recommendation No. 8**      *Insurance Invoices Over \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Insurance Invoices Over \$100,000: 2022 Municipal Insurance Association (MIA), Aon Reed Stenhouse Inc. (Aon) and Insurance Corporation of British Columbia (ICBC) be received for information;

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

AND THAT payment of up to \$300,300 be authorized for property insurance to Aon;

AND THAT payment of up to \$170,000 be authorized for fleet insurance to ICBC;

AND FURTHER THAT the 2022-2026 Financial Plan be amended to reflect the changes in premiums.

**Recommendation No. 9**      *2022-2023 BC Transit Annual Operating Agreement Draft Budget*

The Corporate and Administrative Services Committee recommended that the report titled 2022-2023 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT the 2022-2026 Financial Plan be updated to reflect the draft Annual Operating Agreement budget values, \$133,401 for 2022 and \$62,217 for 2023, while utilizing operating reserve funding to mitigate tax increases.

**ADJOURNMENT**                      11:46 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – December 9, 2021

**AUTHOR:** Jennifer Hill, Deputy Corporate Officer

**SUBJECT:** 2022 BOARD APPOINTMENTS

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### RECOMMENDATIONS

**THAT** the report titled 2022 Board Appointments be received for information;

**AND THAT** the following list of Board appointments be reviewed, amended if necessary, and adopted by the Board.

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### BACKGROUND

Each year, the SCRD Board appoints Directors to various committees and organizations.

### DISCUSSION

A draft list of Board appointments from 2021 is attached for the Board's consideration (Attachment A).

The Board appointments presented for approval are those required as specified by the applicable legislation, terms of reference, or invitation. For example:

- The *Municipal Finance Authority Act* requires that “the regional board of each regional district must appoint from among its directors the required number of persons as members of the authority for that year or until a successor is appointed.”

### STRATEGIC PLAN AND RELATED POLICIES

N/A

### CONCLUSION

Staff recommend the proposed Board appointments appended in Attachment A be reviewed, amended if necessary, and adopted.

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

## Attachment A

### **Board Liaison Appointments to SCRD Advisory Committees**

<b>Agricultural Advisory Committee (AAC)</b> (non-voting)	Board Liaison Alternate	Mark Hiltz Donna McMahon
<b>Natural Resources Advisory Committee (NRAC)</b> (non-voting)	Board Liaison Alternate	Andreas Tize Mark Hiltz
<b>Solid Waste Management Plan Monitoring Advisory Committee (PMAC)</b> (non-voting)	Board Liaison Alternate	Donna McMahon Leonard Lee
<b>Ports Monitors Committee (POMO)</b> (non-voting)	Board Liaison Alternate	Mark Hiltz Lori Pratt
<b>Water Supply Advisory Committee (WASAC)</b> (non-voting)	Board Liaison Alternate	Andreas Tize Mark Hiltz

### **Director Appointments to SCRD Sub-Committees**

<b>Joint Use of Schools Subcommittee</b> (2 appointees)	SCRD Appointees Alternate	Leonard Lee Andreas Tize Lori Pratt
<b>Joint Watershed Management Advisory Committee</b> (4 appointees and up to 3 alternates)	SCRD Appointees Alternate	Mark Hiltz Andreas Tize Donna McMahon Darnelda Siegers Lori Pratt
<b>Heritage Protocol Committee</b> (all Directors per Committee Terms of Reference)	SCRD	All Directors

### **Commissions**

<b>Gibsons &amp; District Fire Commission</b> (Area E and F appointees as per Bylaw No. 448)	Area F Appointee Area E Appointee	Mark Hiltz Donna McMahon
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### **Appointments to Other Committees and Boards**

<b>Gibsons &amp; District Library</b> <i>Library Act – Director from one of the participating areas</i>	SCRD Appointee Alternate	Mark Hiltz Donna McMahon
<b>Sechelt Public Library</b> <i>Library Act</i>	SCRD Appointee Alternate	Leonard Lee Lori Pratt

**Municipal Finance Authority**  
*Municipal Finance Authority Act*

SCRD Appointee Lori Pratt  
Alternate Mark Hiltz

**Municipal Insurance Association**

SCRD Appointee Lori Pratt  
Alternate Andreas Tize

**Metro Vancouver Aboriginal Relations Committee**  
*(one non-voting observer appointee)*

SCRD Appointee Andreas Tize

**Island Coastal Economic Trust (ICET)**

Board Chair Lori Pratt

**AVICC Special Committee on Solid Waste Management** *(one appointee)*

SCRD Appointee Leonard Lee  
Alternate Donna McMahon

**Sunshine Coast Youth Action and Awareness Committee** *(one appointee)*

SCRD Appointee Andreas Tize

**District of Sechelt Liquid Waste Management Plan - Steering Committee and Technical Advisory Committee**

SCRD Appointee Andreas Tize

**Gibsons & District Chamber of Commerce**  
*(one liaison)*

Board Liaison Donna McMahon

**Sunshine Coast Seniors Planning Table**

Board Liaison Leonard Lee

**Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee**

SCRD Appointee Donna McMahon  
Alternate Andreas Tize

**Southern Sunshine Coast Ferry Advisory Committee**  
(SCRD nominated and appointed by BC Ferries – term expires at the end of 2022)

SCRD Appointee Lori Pratt

**Sunshine Coast Economic Development Organization (SCREDO)**

SCRD Appointee Donna McMahon  
Alternate Lori Pratt

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 422.39

A bylaw to amend Sunshine Coast Regional District  
Revised Water Rates and Regulations Bylaw No. 422, 1995

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.39, 2021*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
  - a) Delete section 24.4 in its entirety and re-number the remaining subsections accordingly.
  - b) Delete Schedules “B”, “D”, and “E” in their entirety and replace with the revised Schedules “B”, “D”, and “E” attached hereto.
3. This Bylaw comes into force and effect on January 1, 2022.

READ A FIRST TIME	this	9 <sup>th</sup>	day of	December, 2021
READ A SECOND TIME	this	9 <sup>th</sup>	day of	December, 2021
READ A THIRD TIME	this	9 <sup>th</sup>	day of	December, 2021
ADOPTED	this	9 <sup>th</sup>	day of	December, 2021

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

\_\_\_\_\_  
CHAIR



**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 422**

**SCHEDULE "B"**

***This Schedule does not apply to the North Pender Harbour Water Service Area  
as established under Bylaw No. 1070 (see Schedule "D")***

**OR**

***The South Pender Harbour Water Service Area  
as established under Bylaw No. 1074 (see Schedule "E")***

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**ANNUAL WATER SERVICE RATES AND CHARGES**

<b>1.</b>	<b><u>Land Charges – billed annually</u></b>	<b><u>Annual</u></b>
(1)	Up to and including one acre in area	\$ 305.33
(2)	Greater than one acre, up to and including two acres	\$ 325.00
(3)	Greater than two acres, up to and including three acres	\$ 366.45
(4)	Greater than three acres, up to and including four acres	\$ 415.45
(5)	Greater than four acres, up to and including five acres	\$ 437.40
(6)	Greater than five acres, \$21.54 for each additional acre or part of an acre, up to and including ten acres	
(7)	Greater than ten acres, \$12.10 for each additional acre or part of an acre, up to and including twenty acres	
(8)	Greater than twenty acres, \$8.20 for each additional acre or part of an acre	
<b>2.</b>	<b><u>User Fees – billed annually</u></b>	<b><u>Annual</u></b>
(1)	For each dwelling unit (a dwelling unit being a single suite in a dwelling, a single strata lot, or any building or structure customarily used as a self-contained living unit)	\$ 526.92
(2)	Motels – per unit	\$ 278.43
(3)	Apartments	\$ 424.20
(4)	Mobile Homes - per occupied pad	\$ 424.20
(5)	Hospital and Intermediate Care Facilities - per bed	\$ 278.43
(6)	All other users not herein provided for - per user	\$ 526.92
<b>3.</b>	<b><u>Meter Rates – billed quarterly</u></b>	<b><u>Per Quarter</u></b>
	Per cubic metre	\$ 1.56
	Minimum charge per quarter (meter rental extra)	\$131.73

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 422**

**Schedule "B" continued**

- 
- | 4.  | <u>Meter Rentals – billed quarterly</u> | <u>Per Quarter</u> | <u>Annual</u> |
|-----|---|--------------------|---------------|
| (1) | Up to and including 3/4"                | \$ 9.00            | \$ 36.00      |
| (2) | Over 3/4", up to and including 1"       | \$ 12.00           | \$ 48.00      |
| (3) | Over 1", up to and including 1 ½"       | \$ 30.00           | \$ 120.00     |
| (4) | Over 1 ½", up to and including 2"       | \$ 36.00           | \$ 144.00     |
| (5) | Over 2", up to and including 4"         | \$ 45.00           | \$ 180.00     |
| (6) | Over 4", up to and including 6"         | \$ 60.00           | \$ 240.00     |
5. Manual Water Meter Readings
- Per reading \$25.00 (up to a maximum of \$300 per annum)
6. Connection Charges
- |     |                   |             |
|-----|-------------------|-------------|
| (1) | 3/4" Connection   | \$ 1,200.00 |
| (2) | 1" Connection     | \$ 1,800.00 |
| (3) | Over 1" (minimum) | \$ 2,000.00 |
- (Plus additional costs incurred for fittings and installation)
7. Turning Off/On Fees
- Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.
8. Hydrant Rental
- An annual charge of TWENTY DOLLARS (\$20.00) shall be levied for each hydrant operating from the Utility. The charge will be payable by the Fire Improvement Districts and Fire Protection Districts served by the Regional District Water Authority.
9. Temporary Lawn Watering Permit
- The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 422**

**SCHEDULE "D"**

***This Schedule applies only to the North Pender Harbour Water  
Service Area as established under Bylaw No. 1070***

**ANNUAL WATER SERVICE RATES AND CHARGES**

1. Land Charges – billed annually Annual
  - (1) Residential \$ 341.00
  - (2) Institutional \$ 341.00
  - (3) Commercial \$ 774.17
  
2. User Fees – billed annually Annual
  - (1) For each parcel containing 1 dwelling unit  
(a dwelling unit being a single dwelling, a  
single strata lot, or any building or structure  
customarily used as a self-contained living unit) \$ 711.16
  - (2) Multiple Family Dwellings (where more than  
One dwelling exists on a parcel) \$ 1,279.39
  - (3) Institutional Building \$ 653.17
  - (4) All other users not herein provided for - per user \$ 711.16
  
3. Meter Rates – billed quarterly Per Quarter

First 227 m <sup>3</sup> (cubic meters) used per quarter	\$267.23
Per cubic meter (or part thereof) used over 227 m <sup>3</sup> /quarter	\$3.02
  
4. Manual Water Meter Readings

Per reading \$25.00 (up to a maximum of \$300 per annum)
  
5. Connection Charges
  - (1) 3/4" Connection \$ 1,200.00
  - (2) 1" Connection \$ 1,800.00
  - (3) Over 1" (minimum) \$ 2,000.00  
(Plus additional costs incurred for fittings and installation)
  
6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of  
\$50.00 payable at the time of application.
  
7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of  
application.

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 422**

**SCHEDULE "E"**

***This Schedule applies only to the South Pender Harbour Water  
Service Area as established under Bylaw No. 1074***

**ANNUAL WATER SERVICE RATES AND CHARGES**

<b>1.</b>	<b><u>Land Charges – billed annually</u></b>	<b><u>Annual</u></b>
(1)	Up to and including two acres in area	\$ 382.15
(2)	Greater than two acres, up to and including ten acres	\$ 522.93
(3)	Greater than ten acres	\$ 663.72
<b>2.</b>	<b><u>User Fees – billed annually</u></b>	<b><u>Annual</u></b>
(1)	For each dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self-contained living unit)	\$ 675.18
(2)	For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 675.18
(3)	For each office or place of business wherein is employed not more than one person	\$ 675.18
(4)	For each office or place of business wherein is employed more than one person	\$ 964.50
(5)	All other users not herein provided for - per user	\$ 675.18
(6)	For each clubhouse or hall	\$ 964.50
<b>3.</b>	<b><u>Meter Rates – billed quarterly</u></b>	<b><u>Per Quarter</u></b>
	First 45 m <sup>3</sup> (cubic meters) used per quarter	\$ 241.13
	Per cubic meter (or part thereof) used over 45 m <sup>3</sup> /quarter	\$ 2.49
<b>4.</b>	<b><u>Manual Water Meter Readings</u></b>	
	Per reading	\$25.00 (up to a maximum of \$300 per annum)
<b>5.</b>	<b><u>Connection Charges</u></b>	
(1)	3/4" Connection	\$ 1,200.00
(2)	1" Connection	\$ 1,800.00
(3)	Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	

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**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 422**

**Schedule “E” continued**

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6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 428.23

A bylaw to amend *Sunshine Coast Regional District  
Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996*

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The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.23, 2021*.
2. *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996* is hereby amended as follows:
  - a) Strike out section 5.4 in its entirety.
  - b) Delete schedule “B” in its entirety and replace with the revised Schedule “B” attached hereto.
  - c) Delete schedule “C” in its entirety and replace with the revised Schedule “C” attached hereto.
3. This bylaw comes into force and effect on January 1, 2022.

READ A FIRST TIME                      this    9<sup>th</sup>       day of       December, 2021

READ A SECOND TIME                      this    9<sup>th</sup>       day of       December, 2021

READ A THIRD TIME                      this    9<sup>th</sup>       day of       December, 2021

ADOPTED                                      this    9<sup>th</sup>       day of       December, 2021

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

\_\_\_\_\_  
CHAIR

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 428**

**SCHEDULE "B"**

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**FRONTAGE AND CONNECTION CHARGES**

1.	<u>Frontage Charges</u>	<u>Per Annum</u>
	Sewage Treatment Facilities	
a.	Greaves Road (Bowsprit)	\$400.00
b.	Canoe Road	\$424.30
c.	Curran Road (Hydaway)	\$253.00
d.	Langdale	\$400.00
e.	Lee Bay	\$202.00
f.	Jolly Roger	\$152.00
g.	Merrill Crescent	\$400.00
h.	Secret Cove	\$152.00
i.	Square Bay	\$217.42
j.	Sunnyside	\$302.00
k.	Roberts Creek Co-Housing	\$400.00
l.	Lillies Lake Village	\$204.00

2. Connection Charges

Deposit of \$1,500.00 shall be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred shall be borne by the property owner.

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 428**

**SCHEDULE "C"**

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<u>USER CHARGES</u>	<u>ANNUAL</u>
1. For each Single Detached Family Residence or each multiplex residential or apartment unit (including residence auxiliary to principal use)	
a. Greaves Road (Bowsprit)	\$487.81
b. Canoe Road	\$985.31
c. Curran Road	\$618.70
d. Langdale	\$1,126.43
e. Lee Bay	\$487.67
f. Jolly Roger	\$832.54
g. Merrill Crescent	\$1,948.25
h. Secret Cove	\$712.57
i. Square Bay	\$636.02
j. Sunnyside	\$745.23
k. Roberts Creek Co-Housing	\$865.67
l. Lillies Lake Village	\$711.89
2. Restaurant, Cafeteria, Coffee Shop, Licensed Lounge or Pub.	\$1,035.00
3. For a marina operating within the specified area.	\$727.50
4. For all other users not herein provided for.	\$457.50
5. Credit to be applied to user charges for Secret Cove Treatment Plant users Providing SCRD approved pre-treatment of their waste water prior to treatment by the SCRD equipment	25%



## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 430.14

A bylaw to amend *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996*

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The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.14, 2021*.
2. *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996* is hereby amended as follows:
  - a) Strike out section 4 in its entirety.
  - b) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.
3. This bylaw comes into force and effect on January 1, 2022.

READ A FIRST TIME            this    9<sup>th</sup>    day of            December, 2021

READ A SECOND TIME        this    9<sup>th</sup>    day of            December, 2021

READ A THIRD TIME         this    9<sup>th</sup>    day of            December, 2021

ADOPTED                        this    9<sup>th</sup>    day of            December, 2021

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

\_\_\_\_\_  
CHAIR

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 430**

**SCHEDULE "A"**

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**USER CHARGES**

For each Single Detached Family Residence

Annual Rate  
\$658.28

**FRONTAGE CHARGES**

Per Annum  
\$400.00

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 431.26

*A bylaw to amend Sunshine Coast Regional District  
Waste Collection Bylaw No. 431, 1996*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.26, 2021*.
2. *Sunshine Coast Regional District Waste Collection Bylaw No. 431, 1996* is hereby amended as follows:
  - a) Delete Schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.
3. This bylaw comes into force and effect on January 1, 2022.

READ A FIRST TIME                      this    9<sup>th</sup>    day of                      December, 2021

READ A SECOND TIME                      this    9<sup>th</sup>    day of                      December, 2021

READ A THIRD TIME                      this    9<sup>th</sup>    day of                      December, 2021

ADOPTED                                      this    9<sup>th</sup>    day of                      December, 2021

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

\_\_\_\_\_  
CHAIR

## SUNSHINE COAST REGIONAL DISTRICT BYLAW NO. 431

### “SCHEDULE A”

#### 1.0 Fees

- 1.1 Residential Premises Owners Rate for Garbage and Food Waste Collection:  
(Allows for setting out one ‘garbage can’ on any garbage collection day and one ‘food waste can’ on any food waste collection day)

	Rate Per Annum	Effective January 1, 2022	Effective January 1, 2023
a)	For each ‘ <b>Single Family Dwelling Unit</b> ’	\$191.68	\$201.26
b)	For each ‘ <b>Mobile Home in Mobile Home Park</b> ’	\$161.59	\$169.67

- 1.2 Tag for disposal of extra garbage: \$ 2.50 per tag  
allows for setting out one additional  
‘garbage can’ per tag over and above  
those permitted under section 1.1
- 1.3 Purchase of replacement Food Waste Can (45 litre) for disposal of not more  
than 20 kg gross weight when filled with  
collectible food waste \$ 40.00 per food waste can

#### 2.0 Fee Reduction for Eligible Properties

- 2.1 For the purpose of this section:
- a) “eligible property” means property that is:
    - i) liable to property taxation; and
    - ii) owned by a person eligible to receive the Home Owner Grant as a senior, veteran or person with a disability in respect of that property.
  - b) “eligible property reduction” means an amount equal to the portion of the Home Owner Grant that an owner of an eligible property was unable to claim during the year for which the charge under section 1.0 is payable to a maximum fee as indicated in section 1.1(a) of this Schedule in respect of any property.
- 2.2 Despite section 1.0 of this Schedule, the fee for an eligible property shall be the fee set out in section 1.1(a) or 1.1(b), as applicable, less the amount of the eligible property reduction.
- 2.3 A person who owns and occupies an eligible property must apply for the fee reduction each year on or before the bill due date. Failure to apply on or before the bill due date results in forfeiture of the eligible property reduction for the current year.

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 644.7

A bylaw to amend *Painted Boat Community Sewage Treatment Fees and Charges Bylaw No. 644, 2012*

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The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.7, 2021*.
2. *Painted Boat Sewage Treatment Facilities Fees and Charges Bylaw No. 644, 2012* is hereby amended as follows:
  - a) Add a new definition in section 1 as follows:
 

“Frontage Charge” means a tax levied in each year on each parcel of land capable of being connected to a sewage treatment facility.
  - b) Renumber sections 4.2 through to 4.6 to 4.3 through to 4.7 respectively.
  - c) Insert a new section 4.2 as follows:
 

4.2 There is hereby imposed and levied a sewer frontage charge against the owners of land or real property whose property is capable of being connected to the sewage treatment facility and the Regional District will classify each consumer in accordance with the categories set out in Schedule “A”, attached to this Bylaw.
  - d) Delete section 4.3 (c) in its entirety and re-number the remaining subsections accordingly.
  - e) Delete Schedule “A” in its entirety and replace with the revised Schedule “A” attached hereto.
3. This bylaw comes into force and effect on January 1, 2022.

READ A FIRST TIME                      this                      9<sup>th</sup>                      day of                      December, 2021

READ A SECOND TIME                      this                      9<sup>th</sup>                      day of                      December, 2021

READ A THIRD TIME                      this                      9<sup>th</sup>                      day of                      December, 2021

ADOPTED                                      this                      9<sup>th</sup>                      day of                      December, 2021

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CORPORATE OFFICER

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CHAIR

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 644**

**SCHEDULE "A"**

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USER CHARGES

ANNUAL

- |    |   |            |
|----|---|------------|
| 1. | For each Strata Unit                                | \$586.13   |
| 2. | For a Restaurant operating within the service area. | \$2,494.46 |
| 3. | For a Spa operating within the service area.        | \$1,226.78 |
| 4. | For all other users not herein provided for.        | \$586.13   |

FRONTAGE FEE

ANNUAL

- |    |                 |                          |
|----|-----------------|--------------------------|
| 5. | For each Parcel | \$302.00 per Strata Unit |
|----|-----------------|--------------------------|

CONNECTION CHARGES

- |    |  |
|----|--|
| 6. | Deposit of \$1,500.00 shall be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred shall be borne by the property owner. |
|----|--|

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 714.5

A bylaw to amend *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.5, 2021*.
2. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018* is hereby amended as follows:
  - a) Delete section 5.3 (d) in its entirety.
  - b) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.
3. This bylaw comes into force and effect on January 1, 2022.

READ A FIRST TIME                      this                      9<sup>th</sup>                      day of December, 2021

READ A SECOND TIME                      this                      9<sup>th</sup>                      day of December, 2021

READ A THIRD TIME                      this                      9<sup>th</sup>                      day of December, 2021

ADOPTED                                      this                      9<sup>th</sup>                      day of December, 2021

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

\_\_\_\_\_  
CHAIR



**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW No. 714**

**SCHEDULE "A"**

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1. FRONTAGE CHARGES

ANNUAL

For each parcel of land capable of being connected  
to the sewage treatment facility.

\$845.27

2. USER CHARGES

For each residential or apartment unit  
(including residence auxiliary to principal use)

\$1,323.63

3. CONNECTION CHARGES

A deposit of \$2,500.00 will be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred must be borne by the property owner.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – December 9, 2021

**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** 2022 REVENUE ANTICIPATION BORROWING BYLAW

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### RECOMMENDATION(S)

**THAT the report titled 2022 Revenue Anticipation Borrowing Bylaw be received for information;**

**AND THAT Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021 be given three readings and be adopted.**

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### BACKGROUND

The 2022 Pre-Budget Financial Plan anticipates revenue from property taxes in excess of \$24,000,000. These revenues are requisitioned from and collected by the Provincial Surveyor of Taxes and Member Municipalities and must be remitted to the Regional District on or before August 1<sup>st</sup> in each year.

Property tax revenue is the main source of funding for operating expenditures incurred during the Financial Plan period which begins on January 1. As a result, short term borrowing is required to fund operating expenditures between January 1 and August 1 2021.

Under section 404 of the *Local Government Act* (Revenue anticipation borrowing), a Board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received. Money borrowed for this purpose must be repaid when the anticipated revenue with respect to which the borrowing was authorized is received.

### DISCUSSION

The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw, annually, to provide for short term borrowing to fund a portion of operating expenditures included in the financial plan until such time as tax requisition funds have been received.

The maximum amount that may be authorized by bylaw is 75% of all property taxes imposed in the preceding year. The 2021 Revenue Anticipation Bylaw authorized borrowing of up to \$12,500,000 which was deemed sufficient.

In 2021, \$5,750,000 of \$12,500,000 in revenue anticipation funding was drawn. As the organization grows, the amount of funds required to fund operations grows simultaneously; however, staff note that the current rates being offered on investments are low and therefore use of investment funds is an option to supplement these costs.

Nevertheless, for 2022, staff recommend increasing the current authorized borrowing amount to \$15,000,000 in recognition of increased taxation revenue and to maintain sufficient flexibility with respect to operating cash flow management.

The table below summarizes the maximum borrowing as a percentage of the prior year's ad valorem taxation over the past three years as well as the proposed amount for 2022. The proposed increase for 2022 results in a borrowing percentage that is consistent with 2020 and 2021 range of between 59% and 62%.

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Maximum Revenue Anticipation Borrowing	\$8,000,000	\$12,500,000	\$12,500,000	\$15,000,000
Amount Used	\$6,500,000	\$4,500,000	\$5,750,000	TBD
Prior Year Ad Valorem Property Taxation	\$18,990,745	\$20,218,598	\$21,168,367	\$24,449,191
Borrowing Percentage	42.1%	61.8%	59.1%	61.4%

Funds are borrowed through the Municipal Finance Authority (MFA) and are repaid as soon as possible after receipt of the tax revenue. Interest expenses incurred on short term borrowing are offset by revenue from the investment of tax requisition funds in the latter half of the year. These amounts are included in the annual financial plan under General Government.

#### *Financial Implications*

Short term borrowing through the MFA incurs interest based on a floating daily rate. The current interest rate as of December 1 was 0.96%.

Actual interest expenses incurred is dependent on the amount and duration of borrowing as well as the interest rate in effect at the time. The interest expense is offset by income earned on the investment of tax requisition funds in the latter half of the year.

There are no fees to setup the loan and funds can be accessed as required on a non-reciprocal basis. Repayment can be made at any time without notice or penalty.

#### *Timeline for next steps or estimated completion date*

Subject to adoption of the Bylaw, a loan application will be submitted to the Municipal Finance Authority in the first quarter of 2022. Final approval of the loan is contingent on a loan agreement and promissory note being signed by the appropriate signing authorities.

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

n/a

## CONCLUSION

Under section 404 of the *Local Government Act*, a Board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received.

Annual property tax revenue used to fund operating expenditures is not received until August 1<sup>st</sup> in each year. The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw to provide for short term borrowing to fund a portion of operating expenditures incurred between January 1 and August 1.

Funds borrowed are required to be repaid upon receipt of the revenue in question. Interest expenses are offset by investment income earned on the investment of tax funds in the latter half of the year.

Staff recommend proceeding with the bylaw to authorize borrowing that may be necessary to meet current lawful expenditures.

Reviewed by:			
Manager		Finance	X – B. Wing
GM		Legislative	X – S.Reid
CAO		Other	

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 733

A bylaw to provide for the borrowing of money in anticipation of revenue

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WHEREAS it may be necessary for the Sunshine Coast Regional District to borrow money from time to time to meet current lawful expenditures;

AND WHEREAS it is provided by Section 404 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS there are no liabilities outstanding under Section 404;

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

1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District 2022 Revenue Anticipation Borrowing Bylaw No. 733, 2021*.
2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Sunshine Coast Regional District an amount or amounts not exceeding the sum of FIFTEEN MILLION DOLLARS (\$15,000,000.00).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the Corporate Seal of the Regional District and signed by the Chair and the Chief Financial Officer.
4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME                                      this    9<sup>th</sup>       day of                      December, 2021

READ A SECOND TIME                                      this    9<sup>th</sup>       day of                      December, 2021

READ A THIRD TIME                                      this    9<sup>th</sup>       day of                      December, 2021

ADOPTED    this    9<sup>th</sup>       day of                      December, 2021

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CORPORATE OFFICER

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CHAIR