



# SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING  
TO BE HELD ELECTRONICALLY IN ACCORDANCE WITH  
MINISTERIAL ORDER M192 AND TRANSMITTED VIA  
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT  
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

**THURSDAY, FEBRUARY 25, 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 February 11, 2021

Annex A  
Pages 1 – 5

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

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Special Corporate and Administrative Services Committee –  
Round 1 Budget recommendation Nos. 1-74 of February 1, 2 and 5,  
2021  
Annex B  
pp 6 – 33
4. Infrastructure Services Committee recommendation Nos. 1-3, 5-7  
and 10-15 of February 11, 2021 (*recommendation Nos. 4, 8 and 9  
previously adopted*)  
Annex C  
pp 34 – 38
5. Planning and Community Development Committee recommendation  
Nos. 1-12 of February 18, 2021  
Annex D  
pp 39 – 42
6. Placement of Notice on Title – Chief Building Official  
Annex E  
pp 43 – 44
7. Chief Administrative Officer's Report of February 25, 2021  
Annex F  
pp 45 – 46

### **COMMUNICATIONS**

**MOTIONS**

8. THAT Alan Comfort be appointed to the Roberts Creek (Area D) Advisory Planning Commission for the remainder of the two-year term;

AND THAT the appointment of Dana Gregory to the Roberts Creek (Area D) Advisory Planning Commission be rescinded in accordance with section 7 (viii) of *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*, whereby a member of an APC “absent for three (3) or more consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the Board.”

**BYLAWS**

9. *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021* Annex G  
pp 47 - 49  
– **adoption**  
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)

**DIRECTORS' REPORTS**

Verbal

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

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (m) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “a matter that, under another enactment, is such that the public may be excluded from the meeting”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to March 6, 2021)

Planning and Community Development Committee	February 18 at 9:30 am
Agricultural Advisory Committee	February 23 at 3:30 pm
Advisory Planning Commission (Area B) - <b>CANCELLED</b>	<del>February 23 at 7:00 pm</del>
Advisory Planning Commission (Area F)	February 23 at 7:00 pm
Advisory Planning Commission (Area A)	February 24 at 7:00 pm
Advisory Planning Commission (Area E) - <b>CANCELLED</b>	<del>February 24 at 7:00 pm</del>
Parcel Tax Roll Review Panel	February 25 at 9:00 am
Corporate and Administrative Services Committee	February 25 at 9:30 am
Regular Board	February 25 at 2:00 pm
Water Supply Advisory Committee	March 1 at 3:30 pm
Special Corporate and Administrative Services Committee – Round 2 Budget	March 4 and 5 at 9:30 am

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

Local Government Show	March 4 at 4:00 pm
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**Please note:** Meeting dates are current as of print date (February 19, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

February 11, 2021

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT*:</b>	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		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
	Deputy Corporate Officer / Recorder		J. Hill
	Media		2
	Public		0

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

**CALL TO ORDER**    2:02 p.m.

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

038/21                THAT the agenda for the meeting be adopted as amended.

**CARRIED**

### MINUTES

Minutes              **It was moved and seconded**

039/21                THAT the Regular Board meeting minutes of January 28, 2021 be adopted.

**CARRIED**

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

*Staff responded to the Board's question in regards to the end date for the Dakota Ridge Road Maintenance contract.*

**REPORTS**

Corporate

**It was moved and seconded**

040/21

THAT Corporate and Administrative Services Committee recommendation Nos. 1, 2, 4-8 and 10 of January 28, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Electoral Areas' Grant-in-Aid Policy and Procedures*

THAT the report titled Electoral Areas' Grant-in-Aid Policy, Procedures and timeline be received;

AND THAT the Electoral Areas' Grant-in-Aid Policy and Procedures be approved as amended, as follows:

- Remove section 4.3 from the policy – Electoral Areas' Grant-in-Aid funding for the same project or event may be granted up to a maximum of 3 consecutive years;
- Separate to Annexed Section - Section 10 Program Guide and Section 11 Procedure from the Electoral Areas' Grant-in-Aid Policy;
- Move Clause 11.1 to section 4.1 of the policy – Each year, as part of the budget process, the SCRD will establish a maximum amount for Electoral Areas' Grant-in-Aid funding for the following year's budget.

**Recommendation No. 2**      *Electoral Areas' Grant-in-Aid Timeline*

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

- March 31, 2021 – Electoral Areas' Grant-in-Aid intake for applications deadline;
- April 7-9, 2021 - Electoral Area Directors will receive the Special In-Camera Corporate and Administrative Services (CAS) Committee Meeting agenda to review;
- May 6, 2021 - Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;

040/21 cont.

- May 20, 2021 – recommendations placed on May 27, 2021 CAS Committee Agenda;
- May 27, 2021 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption.

**Recommendation No. 4**      *Wide Area Network Connectivity Contract Renewal – Award*

THAT the report titled Award Report – Three Year Wide Area Network Connectivity Contract Renewal be received;

AND THAT the three year renewal for the wide area network connectivity contract for a total value of \$215,460 (excluding GST) be awarded to Eastlink as a sole source provider.

**Recommendation No. 5**      *Service Agreement with Town of Gibsons for Geographic Information Services*

THAT the report titled Service Agreement with Town of Gibsons for Geographic Information Services be received;

AND THAT the Sunshine Coast Regional District (SCRD) enter into an agreement with the Town of Gibsons for Geographic Information Services for up to 5 years;

AND FURTHER THAT the delegated authorities be authorized to execute the service agreement.

**Recommendation No. 6**      *Long Term Debt*

THAT the report titled Long Term Debt as at December 31, 2020 be received for information.

**Recommendation No. 7**      *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from October 1 to December 31, 2020 be received for information.

**Recommendation No. 8**      *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2020 be received for information.

**Recommendation No. 10**      *Corporate and Administrative Services – Semi-Annual Report*

THAT the report titled Corporate and Administrative Services – Semi Annual Report for July to December 2020 be received for information.

**CARRIED**

## Infrastructure

**It was moved and seconded**

041/21

THAT Infrastructure Services Committee recommendation Nos. 4, 8 and 9 of February 11, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 4**     *Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization*

THAT the report titled Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization be received;

AND THAT staff bring forward a schedule of operating hours for the Sechelt Landfill and Pender Harbour Transfer Station to 2021 Round 2 Budget deliberations, based on current staff levels and consideration of the forthcoming landfill disposal bans.

**Recommendation No. 8**     *Sechelt Landfill Drop-Off Contract Update*

THAT the report titled Sechelt Landfill Drop-off Contract Update be received;

AND THAT that the contract with Salish Environmental Group Inc. for truck, driver and bin rental services at Sechelt Landfill be increased from \$95,000 up to \$171,000;

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

**Recommendation No. 9**     *Provincial Well Monitoring Network Agreement at Whispering Firs Park*

THAT the report titled Provincial Well Monitoring Network Agreement at Whispering Firs Park be received;

AND THAT the SCRD enter into an Agreement with the Province for the well observation network at Whispering Fir Park;

AND FURTHER THAT the Delegated Authorities be authorized to sign the Agreement.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:37 p.m.*

*The Board recessed at 2:37 p.m. and reconvened at 2:39 p.m.*

**IN CAMERA**

**It was moved and seconded**

042/21

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) of the *Community Charter* – “litigation or potential litigation affecting the municipality”.

**CARRIED**

*The Board moved out of In Camera at 2:41 p.m.*

**ADJOURNMENT**

**It was moved and seconded**

043/21

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:43 p.m.

Certified correct

\_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair



**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE  
2021-2025 Financial Plan**

**February 1, 2 and 5, 2021**

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RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE ROUND 1 BUDGET MEETINGS HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

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<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., Infrastructure Services		R. Rosenboom (Part)
	G.M., Planning and Community Development		I. Hall (Part)
	Sr. Manager, Human Resources		G. Parker (Part)
	Manager, IT and GIS		D. Nelson (Part)
	Manager, Protective Services		M. Treit (Part)
	GDVFD, Fire Chief		R. Michael (Part)
	HMBVFD, Fire Chief		R. Daley (Part)
	RCVFD, Fire Chief		P. Higgins (Part)
	Manager, Facility Services and Parks		K. Robinson (Part)
	Manager, Communications and Engagement		A. Buckley (Part)
	Manager, Recreation Services		G. Donn (Part)
	Assistant Manager, Recreation Services		A. O'Donohue (Part)
	Parks Superintendent		K. Clarkson (Part)
	Manager, Transit and Fleet		J. Walton (Part)
	Manager, Solid Waste Services		R. Cooper (Part)
	Manager, Utility Services		S. Walkey (Part)
	Manager, Capital Projects - Infrastructure		S. Misiurak (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		2
	Public		21

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

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**CALL TO ORDER** 9:38 a.m.

**AGENDA** The agenda was adopted as amended, as follows:

- Move Item 1 2021 Round 1 Budget Overview to before Item 21.

**PETITIONS AND DELEGATIONS**

*The General Manager, Corporate Services / Chief Financial Officer provided an Introduction to Community Partners and Stakeholders.*

**Recommendation No. 1** Community Partners and Stakeholders Summary

The Corporate and Administrative Services Committee recommended that the Community Partners and Stakeholders Summary be received for information.

*Pat Harvey, Board Chair and Leianne Emery, Director of the Sechelt Public Library addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 2** Sechelt Public Library - 2021 Budget Request

The Corporate and Administrative Services Committee recommended that the following information from the Sechelt Public Library be received:

- 2021 Budget Request;
- Sechelt Public Library Budget Presentation;
- 2020 Budget vs. Actuals;
- Sechelt Public Library 5 Year Budget Proposal Summary (2021-2025);

AND THAT the 2021 funding request of \$849,438 from the Sechelt Public Library be referred to the 2021 Round 2 Budget for further consideration and more information regarding the 5-Year Memorandum of Understanding.

*Heather Evans-Cullen, Library Director and Janet Hodgkinson, Board Chair, of the Gibsons and District Public Library addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 3** Gibsons and District Public Library – 2021 Budget Request

The Corporate and Administrative Services Committee recommended that the following information from the Gibsons and District Public Library be received:

- Correspondence dated October 12, 2020;
- 2021 Budget Request;
- Notes to 2021 Budget;
- Budget vs. Actuals 2020;
- Highlights of the Gibsons and District Public Library in 2020;
- 2020 Annual Report;

AND THAT the 2021 budget submission of \$668,901 from the Gibsons and District Public Library [640] and Roberts Creek Library Service [646] be approved and incorporated into the 2021 Round 2 Budget.

*Karen Dyck, Board Chair of the Pender Harbour Reading Centre addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 4**     *Pender Harbour Reading Centre – 2021 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour Reading Centre be received:

- Plan for Reopening the Pender Harbour Reading Centre;
- 2021 Budget with 2020 Budget vs. Actuals;

AND THAT the 2021 budget submission of \$2,000 be increased by \$700 to fund deficit for 2021 from the Pender Harbour Reading Centre be approved and incorporated into the 2021 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

*John L. Rathbone, Finance and Administration Manager and Susann Richter, Chief Operating Officer of the Pender Harbour Health Centre addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 5**     *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour Health Centre be received:

- Correspondence dated October 14, 2020;
- 2020-2021 Fiscal and Funding Projection;
- Pender Harbour Health Centre – Recommendation No. 5 Reply dated January 12, 2021;

AND THAT the 2021 budget submission of \$150,040 for the Pender Harbour Health Centre be approved and incorporated into the 2021 Round 2 Budget for Pender Harbour Health Clinic [410];

AND FURTHER THAT the 2021 Pender Harbour Health Centre Special Capital Project request for flooring replacement of \$20,000 be funded from Pender Harbour Health Clinic [410] Reserves.

*Mike Clement, Board President, Thor Olsen, Treasurer and Matthew Lovegrove, Curator of the Sunshine Coast Museum and Archives addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 6**     *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that the following information from the Sunshine Coast Museum and Archives be received:

- Effects of COVID-19 on Operations and Summary of 2021 Museum Programs and Services;

- 2020 Financial Position Budget vs. Actuals; and
- 2021 Budget Request with Plan to 2025;

AND THAT the 2021 budget submission of \$91,100 for Sunshine Coast Museum and Archives be approved and incorporated into the 2021 Round 2 Budget for Museum Services [648].

*The Committee recessed at 11:02 a.m. and reconvened at 11:11 a.m.*

*Lisa Weitendorf, Denise Woodley and Jolanda Kleisterlee, Youth Outreach Worker Program of the Sunshine Coast Community Services – Youth Outreach Worker Program addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 7**     *Sunshine Coast Community Services Society – 2021 Budget Request -Youth Outreach Worker Program*

The Corporate and Administrative Services Committee recommended that the following information from the Sunshine Coast Community Services Society be received:

- Presentation;
- Program Update; and
- 2021 Budget with Five Year Financial Plan;

AND THAT the 2021 budget submission of \$42,028 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2021 Round 2 Budget apportioned based on 50% assessed value and 50% population from Electoral Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]).

*Sue Lamb and Wendy White, Coordinators from the Halfmoon Bay – Chatelech Community School Association addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 8**     *Halfmoon Bay – Chatelech Community School Association*

The Corporate and Administrative Services Committee recommended that the following information from the Halfmoon Bay-Chatelech Community School Association be received:

- Correspondence dated October 15, 2020;
- 2021 Budget (July 1, 2020 to June 30, 2021); and
- Profit and Loss Statement (July 1, 2020 to September 30, 2020);

AND THAT the 2021 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2021 Round 2 Budget from Electoral Areas' Grant-in-Aid Community Schools [125];

AND FURTHER THAT the 2021 budget submission of \$2,700 for Halfmoon Bay Tween Night be approved and incorporated into the 2021 Round 2 Budget for Regional Recreation [670].

*Sheila Wilson, Coordinator for the Roberts Creek Community Schools Society addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 9**     *Roberts Creek Community School Society*

The Corporate and Administrative Services Committee recommended that the following information from the Roberts Creek Community School Society be received:

- Correspondence dated January 15, 2021;
- Nights Alive Youth Drop-In Program Report;
- 2021 Budget (July 1, 2020 to June 30, 2021); and
- 2021 Budget with Five-Year Plan;

AND THAT the 2021 budget submission from the Roberts Creek Community School Society of \$3,000 for Youth Programs be approved and incorporated into the 2021 Round 2 Budget for Regional Recreation [670].

*Ted Chisholm, Coordinator for Sechelt Community Schools Society addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 10**     *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the following information from the Sechelt Community Schools Society be received:

- Correspondence dated January 8, 2021 (Sechelt Youth Centre);
- 2020-2021 Budget for Sechelt Youth Centre;
- 2023-2024 Budget for Sechelt Youth Centre;
- Correspondence dated October 16, 2020 (Youth Programs);
- 2019-2020 Budget for Youth Programs; and
- 2021-2024 Budget for Youth Programs;

AND THAT the 2021 budget submission of \$10,000 for Youth Programs and the 2021 budget submission of \$12,600 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2021 Round 2 Budget for Regional Recreation [670].

*Francine Clohosey, Manager of the Pender Harbour Community School Society addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 11**     *Pender Harbour Community School Society – 2021 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour Community School Society be received:

- 2021 Budget Request for Community Recreation Program; and
- 2021 Budget Request for Youth Programs;

AND THAT the 2021 budget submission of \$15,000 for Youth Programs and the 2021 budget submission of \$41,100 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2021 Round 2 Budgets for Regional Recreation [670] - \$47,880 and for Electoral Areas' Grant-in-Aid [121] - \$8,220.

*The Committee recessed at 12:16 p.m. and reconvened at 1:00 p.m.*

*Paul Kamon, Executive Director, Sunshine Coast Tourism addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 12**    *Sunshine Coast Tourism – 2021 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from Sunshine Coast Tourism be received:

- Correspondence dated October 16, 2020; and
- Sunshine Coast Tourism Strategic Plan 2020-2024;

AND THAT the 2021 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2021 Round 2 Budget, by assessed value for each of Electoral Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

*Linda Williams, Director of the Coast Cultural Alliance addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 13**    *Coast Cultural Alliance – 2021 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Coast Cultural Alliance be received:

- Correspondence dated October 16, 2020;
- 2021 Budget Request;
- Budget vs. Actuals to December 31, 2020,
- 2020 Sunshine Coast Art Crawl Information; and
- Statistics for Art Crawl;

AND THAT the 2021 budget submission of \$7,500 for Sunshine Coast Art Crawl and the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2021 Round 2 Budget, funded evenly between Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

*Chris Nicholls, Executive Director and Deb Mowbray, President of the Gibsons and District Chamber of Commerce addressed the Committee regarding the 2021 Budget Request.*

**Recommendation No. 14**    *Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the following information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated October 21, 2020;

- 2021 Budget Request with 2020 Actuals;

AND THAT the Gibsons and District Chamber of Commerce 2021 budget request for a total of \$7,700 be approved and incorporated into the 2021 Round 2 Budget as follows:

- Visitor Services - Electoral Area E [534] \$1,667 and Electoral Area F [535] \$3,333;
- BC Ferries Travel Ambassador Program – Electoral Area A [531] \$540, Electoral Area B [532] \$540, Electoral Area D [533] \$540, Electoral Area E [534] \$540 and Electoral Area F [535] \$540.

## **COMMUNICATIONS**

### **Recommendation No. 15** *Roberts Creek Community Library*

The Corporate and Administrative Services Committee recommended that the following information from the Roberts Creek Community Library be received:

- 2021 Budget with 2020 Budget vs. Actuals;

AND THAT the 2021 budget submission of \$14,900 for the Roberts Creek Community Library be approved and incorporated into the 2021 Round 2 Budget for Roberts Creek Library Service [646].

*Ann Watson, Archivist of the Sechelt Community Archives addressed the Committee regarding the 2021 Budget Request.*

### **Recommendation No. 16** *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the following information from the Sechelt Community Archives be received:

- Interim Report for 2020;
- 2021 Budget including 5 Year Financial Plan;

ANT THAT the 2021 budget submission of \$18,000 from the Sechelt Community Archives be approved and incorporated into the 2021 Round 2 Budget for Museum Services [648].

### **Recommendation No. 17** *Skookumchuck Heritage Society / Egmont Heritage Centre – 2021 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- 2021 Budget (2020 Actuals);
- COVID-19 Report;

AND THAT the 2021 budget submission of \$35,000 from the Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2021 Round 2 Budget for Museum Services [648].

**Recommendation No. 18** *Gibsons Area Community Schools – 2021 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Gibsons Area Community Schools be received:

- Correspondence dated October 22, 2020;
- 2020 Budget for Youth Programs;
- Financial Plan for 2021-2025;

AND THAT the 2021 budget submission of \$10,000 from the Gibsons Area Community Schools for Youth Programs be approved and incorporated into the 2021 Budget for Regional Recreation [670].

**Recommendation No. 19** *Pender Harbour and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour and District Chamber of Commerce be received:

- Correspondence and Report dated October 21, 2020;
- 2021 Budget with 2020 Budget vs. Actuals;
- 2021-2025 Budget Plan;
- 2020 Budget vs. Actuals; and
- Balance Sheet;

AND THAT the 2021 budget submission of \$19,150 from the Pender Harbour and District Chamber of Commerce be approved and incorporated into the 2021 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- |                                                  |          |
|--------------------------------------------------|----------|
| • Tourism Sanitation Services (Portable Toilets) | \$2,650  |
| • Visitor Information Centre Washrooms           | \$6,000  |
| • Visitor Information Booths                     | \$8,000  |
| • Economic Development                           | \$2,500. |

**Recommendation No. 20** *Roberts Creek Library Service [646] Funding Contribution to Gibsons and District Public Library Service [640]*

The Corporate and Administrative Services Committee recommended that Roberts Creek Library Service [646] contribute \$75,662 total to the Gibsons and District Public Library Service [640] in support of the 2021 budget submission from the Gibsons and District Public Library.

*The Committee recessed at 2:12 p.m. and reconvened at 2:23 p.m.*

**REPORTS**

*The Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer provided a 2021 Round 1 Budget Overview presentation.*



**Recommendation No. 21**    *2021 Round 1 Budget Overview Presentation*

The Corporate and Administrative Services Committee recommended that the 2021 Round 1 Budget Overview Presentation be received for information.

**Recommendation No. 22**    *2021-2025 Financial Plan Overview and Update*

The Corporate and Administrative Services Committee recommended that the report titled 2021-2025 Financial Plan Overview and Update at Round 1 be received for information.

**Recommendation No. 23**    *2021 Property Assessment Impacts*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Property Assessment Impacts be received for information.

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

The Corporate and Administrative Services Committee recommended that the report titled Divisional Service Plans – Lite Version be received for information.

*The Committee recessed at 3:13 p.m. on February 1, 2021 and reconvened at 9:30 a.m. on February 2, 2021.*

**Recommendation No. 25**    *General Government [110] – 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposal for [110] General Government be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – 0.5 FTE Casual Support for Administration and Legislative Services, \$35,000 funded through Taxation for 2021 and 2022.

**Recommendation No. 26**    *Financial Services [113] and Asset Management [111] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [113] Financial Services and [111] Asset Management be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – New Public Sector Accounting Standards (PSAS) for Asset Retirement Obligations, \$100,000 total – allocated \$50,000 to [111] Asset Management and \$50,000 to [113] Financial Services funded from Operating Reserves;
- Budget Proposal 2 – Senior Accountant, 0.5 FTE, funded \$28,500 from [113] Financial Services Support Services for 2021 (\$25,812 wages and benefits and \$2,688 overhead costs), and future base budget increase to approximately \$46,938.

**Recommendation No. 27**     *Various Functions – Field Road and Mason Road - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for Various Functions – Field Road and Mason Road be received:

- Health and Safety Program;
- Electric Vehicle (EV) Charging Station;
- Addition to Corporate Space Planning Project;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Health and Safety Programs (Field Road and Mason Road), \$20,000 funded from Support Services;
- Budget Proposal 2 – Addition to Field Road Space Planning Carryforward Project [114], \$100,000 funded by a Federal / Provincial COVID-19 Restart Grant;
- Budget Proposal 3 –EV Charging Stations (Field Road and Mason Road) \$40,000, funded through Climate Action Revenue Incentive Program (CARIP) though Field Road [114] and Mason Road.

**Recommendation No. 28**     *Human Resources [115] - 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposal for [115] Human Resources be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Employer Paid Leave (Base Budget), \$15,000 funded from Support Services.

**Recommendation No. 29**     *Elections / Electoral Area Services [131] - 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposal for [131] Elections / Electoral Area Services be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Ballot Tabulators, \$30,000 funded from Operating Reserves.

**Recommendation No. 30**     *Information Technology [117] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [117] Information Technology be received;

AND THAT that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Electronic Document and Records Management System (EDRMS) Functionality Enhancements, \$75,000 funded by moving \$75,000 from annual capital funding to operations for net \$0 impact;
- Budget Proposal 2 – Information Technology One-Time Staff Overtime Budget Expansion for 2021, \$15,000 funded by a Federal / Provincial COVID-19 Restart Grant;
- Budget Proposal 3 – Expansion of SCRD digital, virtual, online collaboration software assets and related hardware, two year project with \$105,000 for 2021 and \$180,000 for 2022, funded by a Federal / Provincial COVID-19 Restart Grant which includes an internal resource 1.0 FTE prorated 7 months in 2021 and 12 months for 2022;
- Budget Proposal 4 – Cyber Security Culture 2021, \$5,000 funded from Operating Reserves.

**Recommendation No. 31**     *Geographic Information Services [506] and Civic Addressing [510]  
- 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [506] Geographic Information Services (GIS) and [510] Civic Addressing be received;

AND THAT that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Mapping Ortho Photo Imagery Refresh 2021, \$75,000 total project – funded \$60,000 from [506] Geographic Information Services Operating Reserves and \$15,000 from [510] Civic Addressing Operating Reserves;
- Budget Proposal 2 – Revenue Increase Resulting from 5-Year Service Agreement with SCRD and Town of Gibsons for Geographic Information Services, \$20,000 increase to User Fees, decrease to Support Services and contribution from Reserves.

*The Committee recessed at 11:08 a.m. and reconvened at 11:20 a.m.*

**Recommendation No. 32**     *Bylaw Enforcement [200] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [200] Bylaw Enforcement be received;

AND THAT that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Bylaw Vehicle, \$50,000 funded through Capital Reserves;
- Budget Proposal 2 – Senior Bylaw Officer, 1.0 FTE, prorated to 2021 Q2 - 0.80 FTE funded \$66,000 through Taxation (\$64,000 wages and benefits and \$2,000 overhead costs), and future base budget increase to \$80,000 starting in 2022.

**Recommendation No. 33**     *Gibsons and District Fire Protection [210] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [210] Gibsons and District Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Fire Department Facility Sanitization, \$12,000 funded through Taxation;
- Budget Proposal 2 – Emergency Generator, \$150,000 funded from Capital Reserves.

**Recommendation No. 34**     *Gibsons and District Fire Protection [210] - 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget

- Budget Proposal 3 – 0.6 FTE Exempt Deputy Fire Chief, \$58,801 in 2021 (0.4 FTE prorated in 2021 to 0.6 FTE in 2022 and to be combined with 0.4 FTE vacant Corporate Safety Officer for 1.0 FTE) funded through Taxation;

AND THAT staff be authorized to proceed with recruitment prior to 2021-2025 Financial Plan adoption.

**Recommendation No. 35**     *Gibsons and District Fire Protection [210] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 4 – Hazardous Materials Response Trailer, \$25,000 funded from Capital Reserves;
- Budget Proposal 5 – Rescue Truck Upgrade, \$100,000 funded from Capital Reserves;
- Budget Proposal 6 – Benefits for Volunteer Firefighters, \$70,000 funded through Taxation.

**Recommendation No. 36**     *Roberts Creek Fire Protection [212] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [212] Roberts Creek Fire Protection be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget confirming available Capital Reserves and providing options for other funding sources:

- Budget Proposal 1 – Self Contained Breathing Apparatus and Fill Station, \$220,000 funded from Capital Reserves;

**Recommendation No. 37**    *Roberts Creek Fire Protection [212] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Assistant Chief Community Safety and Training 0.5 FTE, prorated to 0.25 FTE in 2021 funded \$17,500 through Taxation, and future base budget increase to \$35,000;
- Budget Proposal 3 – Training Structure, \$75,000 funded from Operating Reserves;
- Budget Proposal 4 – Benefits for Volunteer Firefighters, \$32,792 funded through Taxation.

**Recommendation No. 38**    *Halfmoon Bay Fire Protection [216] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [216] Halfmoon Bay Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Firehall #2 Redevelopment Assessment, \$45,000 funded through Taxation;
- Budget Proposal 2 – New Deputy Fire Chief 0.5 FTE, prorated to 0.25 FTE in 2021 funded \$17,500 through Taxation, and future base budget increase to \$35,000;
- Budget Proposal 3 – Benefits for Volunteer Firefighters, \$52,930 funded through Taxation.

**Recommendation No. 39**    *Egmont and District Fire Protection [218] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [218] Egmont and District Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Egmont Fire Chief, \$40,000 funded through Taxation;
- Budget Proposal 2 – Benefits for Volunteer Firefighters, \$31,200 funded through Taxation.

**Recommendation No. 40**     *Sunshine Coast Emergency Planning [222] - 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposal for [222] Sunshine Coast Emergency Planning be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Removal of Sunshine Coast Emergency Planning Trailer (Mason Road), \$17,000 funded from Operating Reserves.

*The Committee recessed at 12:25 p.m. and reconvened at 1:11 p.m.*

**Recommendation No. 41**     *Ports [345] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [345] Ports be received;

AND THAT that the following budget proposal be referred to 2021 Round 2 Budget for further rationale, funding required and funding sources:

- Budget Proposal 1 – New Brighton Dock Study;

AND FURTHER THAT that the following budget proposal be abandoned for collaboration with the Sunshine Coast Regional Economic Development Organization (SCREDO):

- Budget Proposal 2 – Economic and Design Study of Boat Ramps.

**Recommendation No. 42**     *Community Recreation Facilities [615] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [615] Community Recreation Facilities be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Fire Safety Systems Annual Maintenance Cost Increase (Base Budget), \$5,000 funded through Taxation;
- Budget Proposal 2 –Fall Protection Systems Upgrades Phase One, \$60,000 funded through Taxation;
- Budget Proposal 3 – Building Water Systems Management Plan, \$4,000 funded through Taxation;
- Budget Proposal 6 – Scheduling Software (Base Budget), \$6,000 funded through Taxation;

AND THAT that the following budget proposal be deferred to 2022 to allow for further analysis of the impact on energy efficiency, facility emissions and development of a detailed business case for replacement:

- Budget Proposal 5 – Sechelt Aquatic Centre (SAC) (Failed) Heat Pump Placement,

AND THAT the following budget proposal be referred to the 2021 Round 2 Budget pending further consultation with the Chinook Swim Club on replacement options and funding available:

- Budget Proposal 4 – Sechelt Aquatic Centre (SAC) Starting Platforms Retrofit or Replacement;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget with further options for funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 7 – Programming Review.

**Recommendation No. 43**     *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget providing options for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 1 – One Time Base Budget Adjustment to Address Impacts of COVID-19, \$37,940 increase to Taxation base on \$10,660 reduction to overall operating expenditures.

**Recommendation No. 44**     *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Building Water Systems Management Plan, \$1,000 funded from Operating Reserves;
- Budget Proposal 4 – Scheduling Software (Base Budget Increase), \$400 funded through Taxation;

AND THAT that the following budget proposal be referred to the 2021 Round 2 Budget with a report back providing options for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 7 – Programming Review.

**Recommendation No. 45**     *Community Parks [650] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [650] Community Parks be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – New Cab Tractor (Sports Fields), \$70,000 funded through MFA 5-Year Vehicle and Equipment Loan;

AND FURTHER THAT a loan of up to \$70,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a New Cab Tractor.

**Recommendation No. 46**     *Community Parks [650] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Priority Repairs to Community Halls, \$26,700 funded from Operating Reserves;
- Budget Proposal 3 – Asset Management Summer Youth Staffing support (up to 0.6 FTE increase), \$10,000 with potential hours if grant approved, funded through Taxation;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget with confirmation of available Operating Reserves and alternatives for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 4 – Sprockids – Bike Park / Pump Track Community Initiative – Design and Management Plan Stage 1, \$40,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget pending report to the February 18, 2021 Planning and Community Development Committee on outcomes from the Community Engagement session to review the project scope:

- Budget Proposal 5 – Coopers Green Hall Replacement.

**Recommendation No. 47**     *Dakota Ridge Recreation Service Area [680] – 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposal for [680] Dakota Ridge Recreation Service Area be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Increase User Free / Reduce Tax Subsidy, \$12,000 Increase to User Fees and (\$12,000) decrease to Taxation.



**Recommendation No. 48**     *Feasibility (Regional) [150] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [150] Feasibility (Regional) be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 3 – Feasibility of Establishment of Community Social Service, \$20,000 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to 2021 Round 2 Budget pending funding announcements for grants;

- Budget Proposal 1 – Regional Watershed Management Plan, \$25,463 funded by potential grant funding;
- Budget Proposal 2 – Senior Coordinator, Strategic Initiatives 1.0 FTE, funded \$74,652.75 in 2021 and \$24,884.25 in 2022 by potential grant funding.

**Recommendation No. 49**     *Public Transit [310] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [310] Public Transit be received;

AND THAT the following budget proposals be referred to the 2021 Round 2 Budget pending report to the February 11, 2021 Infrastructure Services Committee on the draft 2021 BC Transit Annual Operating Agreement results:

- Budget Proposal 1 – COVID-19 Expenses – Materials and Supplies, \$24,000 total project, funded \$12,794 from Operating Reserves and \$11,206 by BC Transit;
- Budget Proposal 2 – COVID-19 Expenses – Wages (1.4 FTE) for 2021 only, \$110,888 total – funded \$59,114 from Operating Reserves / COVID-19 Restart Fund and \$54,773 by BC Transit;

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 3 – Building Improvements – Increased Safety \$6,000 (\$12,000 total project split with [312] Maintenance Facility (Fleet)) funded from Operating Reserves;
- Budget Proposal 4 – Increase Funding for Free Transit Ticket Program (Base Budget), \$6,000 funded through Taxation.
- Budget Proposal 5 – Annual Training Safety and Customer Service (0.19 FTE) (Base Budget Increase), \$20,416 funded through Taxation.



- Budget Proposal 2 – Sechelt Landfill Stage H+ Closure, \$2,500,000 funded through Landfill Closure Reserve Fund;
- Budget Proposal 3 – Sechelt Landfill Monitoring Well Installation, \$67,900 (\$65,000 One-Time funded through Taxation and \$2,900 Base Budget funded through User Fees (Tipping));
- Budget Proposal 4 – Sechelt Landfill Semi-Annual Surveying (Base Budget) \$5,000 funded from User Fees (Tipping);
- Budget Proposal 6 – Future Solid Waste Disposal Options Study – Phase 2, \$150,000 funded through Taxation;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 budget for confirmation of the funding required:

- Budget Proposal 5 – Re-Diversion of Waste from Sechelt Landfill.

**Recommendation No. 53**    *Regional Solid Waste [350] – 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 7 – Forklift for Sechelt Landfill, \$29,500 (\$25,000 One-Time through MFA 5-Year Equipment Finance Loan and \$4,500 Base Budget Increase through User Fees (Tipping)),

AND FURTHER THAT a loan of up to \$25,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a Forklift for the Sechelt Landfill.

**Recommendation No. 54**    *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 9 – Increase to Green Waste Program Funding (One-Time with a Review of the Program Funding in 2022), \$100,000 funded through Taxation;
- Budget Proposal 12 – Recycling Depot Funding (One-Time), \$30,000 funded through Taxation;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending staff report to a February 2021 Committee Meeting regarding whether a reduction in tipping fees should be offset by an increase to taxation or through Municipal Solid Waste tipping fees:

- Budget Proposal 8 – Increase to Landfill Operations Funding (Base Budget), \$97,500 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to 2021 Round 2 Budget pending staff report to a February 2021 Committee Meeting regarding an update to the Eco-Fee Reserves:

- Budget Proposal 10 – Waste Composition Study (including options pertaining to the scope of the study (e.g. Commercial versus Residential service) and frequency of the data collection;
- Budget Proposal 11 – Solid Waste Management Plan Update, \$150,000 funded through Taxation.

*The Committee recessed at 11:04 a.m. and reconvened at 11:16 a.m.*

**Recommendation No. 55**    *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 13 – Pender Harbour Transfer Station Site Assessment, \$8,000 funded through Taxation.

**Recommendation No. 56**    *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 14 – Road Maintenance Budget Increase for Pender Harbour Transfer Station (One Time with future staff report regarding Road Maintenance Next Steps to a future Committee), \$8,000 funded from User Fees (Tipping).

*Director Toth opposed.*

**Recommendation No. 57**    *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2021 Round 2 Budget pending staff report to February 2021 Infrastructure Services Committee reviewing the opening hours of both sites:

- Budget Proposal 15 – Site Attendant, 0.9 FTE, funded \$52,570 from User Fees (Tipping) for 2021 (\$51,320 wages and benefits and \$1,250 overhead costs), and future base budget increase to approximately \$68,430;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back at 2021 Round 2 Budget investigating the use of Eco-Fee Reserves or other sources of funding available:

- Budget Proposal 16 – Audit of South Coast Green Waste Drop-off Depot (Base Budget Increase), \$6,200 funded through Taxation;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending further information to be presented at the February 2021 Infrastructure Services Committee meeting regarding the results of the 2020 Biocover Feasibility Study:

- Budget Proposal 17 – Biocover Feasibility Study – Phase 2, \$150,000 funded through Taxation;

AND FURTHER THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 18 – Traffic Control Lights for Pender Harbour Transfer Station, \$10,000 funded through Taxation.

**Recommendation No. 58**    *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 19 – WildSafeBC Program, \$15,000 funded through Taxation.

*Director Toth opposed.*

**Recommendation No. 59**    *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2021 Round 2 Budget pending confirmation that funding required would be sufficient for the program in these locations and providing options available for book recycling services:

- Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget), \$10,000 funded through Taxation.

*Director Toth left the meeting at 12:00 p.m. and returned to the meeting at 12:05 p.m.*

*Director Beamish left the meeting at 12:00 p.m. and returned to the meeting at 12:11 p.m.*

**Recommendation No. 60**    *North Pender Harbour Water Service [365] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Garden Bay Pump Station – Treatment Improvements - Phase 1, \$20,000 funded through Operating Reserves;
- Budget Proposal 2 – Water Metering Program: Leak Correlator, \$2,000 (\$40,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves (with potential for Grant Funding);

- Budget Proposal 3 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot), \$7,500 (\$30,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves;
- Budget Proposal 4 – Water Metering Program: Neptune 360 Software and Hardware, \$1,650 (\$33,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through User Fees (2022 - \$15,000 and 2023 – 24,000);
- Budget Proposal 5 – Water Metering Program: Development of Customer Relationship Management Tool, \$2,500 (\$50,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring this project and timing consideration:

- Budget Proposal 6 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources, \$5,000 (\$225,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves.

**Recommendation No. 61**    *North Pender Harbour Water Service [365] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 7 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE funded \$103,024 through User Fees (\$100,524 wages and benefits and \$2,500 overhead costs), and future base budget increase to \$134,866 and of the \$103,024 for 2021 - \$5,151 to be funded from [365] North Pender Harbour Water Services and the remained to be split with [366] South Pender Harbour Water Service and [370] Regional Water Service).

*Director Toth opposed.*

**Recommendation No. 62**    *North Pender Harbour Water Service [365] – 2020 Carry-Forward Project Funding Amendment*

The Corporate and Administrative Services Committee recommended that the following budget proposal 8 presenting an amendment to a 2020 Carryforward Project be approved and incorporated into the 2021 Round 2 Budget:

- 2020 Carryforward Project Funding Amendment – Emergency Generator, \$125,000 funding source to be changed from short term MFA loan to Electoral Area A - Federal Gas Tax- Community Works Fund;

AND THAT the 2021-2025 Financial Plan be amended as required.

*The Committee recessed at 12:44 p.m. and reconvened at 1:32 p.m.*

**Recommendation No. 63**     *South Pender Harbour Water Service [366] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Dogwood Reservoir – Engineering and Construction, \$108,000 funded through Electoral Area A - Federal Gas Tax Community Works Fund;
- Budget Proposal 2 – McNeil Lake Dam Upgrades-Phase 1, \$149,500 funded through Electoral Area A – Federal Gas Tax Community Works Fund;
- Budget Proposal 3 – Dam Inspections and Emergency Response, \$14,150 (\$56,650 total project split with [370] Regional Water Service) funded from User Fees;
- Budget Proposal 4 – South Pender Harbour Water Treatment Plant – Upgrades – Phase Two, \$50,000 funded through Electoral Area A - Federal Gas Tax Community Works Fund.

**Recommendation No. 64**     *South Pender Harbour Water Service [366] – 2021 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 5 – Vehicle Purchases, \$80,000 funded through MFA 5-Year Equipment Finance Loan (with potential for Grant Funding),

AND THAT a loan of up to \$80,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a Vehicle for South Pender Harbour Water Service.

**Recommendation No. 65**     *South Pender Harbour Water Service [366] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 6 – Water Metering Program: Leak Correlator, \$4,000 (\$40,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves (with potential for Grant Funding);
- Budget Proposal 7 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot), \$7,500 (\$30,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded from Operating Reserves;

- Budget Proposal 8 – Water Metering Program: Neptune 360 Software and Hardware, \$3,300 (\$33,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through User Fees (2022 - \$15,000 and 2023 – 24,000);
- Budget Proposal 9 – Water Metering Program: Development of Customer Relationship Management Tool, \$5,000 (\$50,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring this project and timing consideration:

- Budget Proposal 10 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$10,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves;

**Recommendation No. 66** *South Pender Harbour Water Service [366] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 11 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE funded \$103,024 through User Fees (\$100,524 wages and benefits and \$2,500 overhead costs), and future base budget increase to \$134,866 and of the \$103,024 for 2021 - \$10,302 to be funded from [366] South Pender Harbour Water Services and the remainder to be split with [365] North Pender Harbour Water Service and [370] Regional Water Service).

*Director Toth opposed.*

**Recommendation No. 67** *Regional Water Service [370] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – Dam Inspections and Emergency Response, \$42,500 (\$56,650 total project split with [366] South Pender Harbour Water Service) funded from User Fees;
- Budget Proposal 2 – Chapman and Edwards Dam Improvements, \$240,500 funded from Capital Reserves;
- Budget Proposal 3 – Chapman Creek Water Treatment Plant Chlorine Upgrades, \$1,000,000 funded from Capital Reserves;



- Budget Proposal 4 – Regional Water Minor Capital (Base Budget), \$50,000 funded through Parcel Taxes;
- Budget Proposal 5 – Reed Road Pump Station Zone 4 Improvements, \$70,000 funded from Capital Reserves;
- Budget Proposal 6 – Chapman and Edwards Lake Communication System Upgrade, \$74,125 funded from Capital Reserves.

**Recommendation No. 68**    *Regional Water Service [370] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 7 – Vehicle Purchases, \$210,000 funded through MFA 5-Year Equipment Finance Loan (with potential for Grant Funding),

AND THAT a loan of up to \$210,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a Vehicle for Regional Water Service.

**Recommendation No. 69**    *Regional Water Service [370] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 8 – SCADA Technician Staffing Increase 0.3 FTE, prorated to 2021 Q2 – funded \$20,219 through User Fees, and future base budget increase to \$26,958;
- Budget Proposal 11 – Eastbourne Groundwater Development, \$350,000 funded from Capital Reserves (\$107,406), Electoral Area F – Federal Gas Tax Community Works Funding (\$44,594) and Development Cost Charges (\$198,000);

AND THAT the following budget proposals be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for input into scoping of the projects:

- Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2, \$1,377,600 funded from Capital Reserves (\$931,100), Operating Reserves (\$100,000) and Development Cost Charges (\$346,500);
- Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek, \$125,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be abandoned as the 2020 Raw Water Reservoir project is ongoing and staff will be providing progress reporting:

- Budget Proposal 12 – Raw Water Reservoir – Development Phase 1.

*Director Beamish left the meeting at 2:36 p.m.*

*Director Lee left the meeting at 2:36 p.m.*

*The Committee Recessed at 2:36 p.m. and reconvened at 2:46 p.m.*

**Recommendation No. 70** *Regional Water Service [370] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 13 – Metering Program: Meters Installation Phase 3 – District of Sechelt and Sechelt Indian Government District (Additional Funding), \$250,000 funded through Long-Term Loan;
- Budget Proposal 14 – Metering Program: Electoral Approval Process Meters Installation Phase 3, \$113,500 funded from Operating Reserves;
- Budget Proposal 15 – Water Metering Program: Leak Correlator, \$34,000 (\$40,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded from Operating Reserves (with potential for Grant Funding);
- Budget Proposal 16 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot), \$15,000 (\$30,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded from Operating Reserves;
- Budget Proposal 17 – Water Metering Program: Neptune 360 Software and Hardware, \$28,050 (\$33,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through User Fees (2022 - \$15,000 and 2023 – 24,000);
- Budget Proposal 18 – Water Metering Program: Development of Customer Relationship Management Tool, \$42,500 (\$50,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through Operating Reserves;

*Director Lee returned to the meeting at 3:00 p.m.*

**Recommendation No. 71** *Regional Water Service [370] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring these projects and timing considerations:

- Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System, \$20,000 funded from Operating Reserves;
- Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis, \$214,000 funded from Operating Reserves;

- Budget Proposal 21 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$210,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through Operating Reserves.

**Recommendation No. 72**    *Regional Water Service [370] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 22 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE funded \$103,024 through User Fees (\$100,524 wages and benefits and \$2,500 overhead costs), and future base budget increase to \$134,866 and of the \$103,024 for 2021 - \$87,571 to be funded from [370] Regional Water Service and the remainder to be split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Services.

*Director Toth opposed.*

**Recommendation No. 73**    *Square Bay Wastewater Treatment Plant Update*

The Corporate and Administrative Services Committee recommended that the report titled Square Bay Wastewater Treatment Plant Update be received for information.

**Recommendation No. 74**    *Wastewater Treatment Services [381-395] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 1 – [382] Woodcreek Park Wastewater Treatment Plant – Collection System Designs, \$20,000 funded \$10,000 from Operating Reserves and \$10,000 Electoral Area E - Federal Gas Tax Fund;
- Budget Proposal 2 – [384-385] Jolly Roger / Secret Cover – Wastewater Treatment Plants – Headworks, \$18,000 funded \$4,500 from [384] Capital Reserves and \$4,500 from [385] Capital Reserves and \$9,000 Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 3 – [391] Curran Road Wastewater Treatment Plant – Ocean Outfall Anchor Replacement – Phase 2, \$26,814 funded \$13,407 from Capital Reserves and \$13,407 from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 4 – [383, 384, 385, 387, 388 and 393] Outstanding Rights of Way \$30,000 funded from Operating Reserves as follows:
  - [383] Sunnyside: \$5,000
  - [384] Jolly Roger \$5,000

- [385] Secret Cove \$5,000
  - [387] Square Bay \$5,000
  - [388] Langdale \$5,000
  - [393] Lilies Lake \$5,000
- Budget Proposal 6 – [387] Square Bay Wastewater Treatment Plant – Infiltration Reduction, \$25,000 funded from Operating Reserves;
- Budget Proposal 7 - [387] Square Bay Wastewater Treatment Plant – Collection System Upgrade Planning, \$15,000 funded \$7,500 from Capital Reserves and \$7,500 from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 8 – [381-388 and 390-395] Wastewater Treatment Plants – Treatment Facilities Pumping Expenses (Base Budget), \$44,620 funded from User Fees as follows:
  - [381] Greaves Road \$230
  - [382] Woodcreek Park \$5,520
  - [383] Sunnyside \$230
  - [384] Jolly Roger \$3,680
  - [385] Secret Cove \$3,680
  - [386] Lee Bay \$7,360
  - [387] Square Bay \$7,360
  - [388] Langdale \$5,520
  - [390] Merrill Crescent \$920
  - [391] Curran Road \$3,680
  - [392] Roberts Creek \$3,680
  - [393] Lilies Lake \$920
  - [394] Painted Boat \$920
  - [395] Sakinaw Ridge \$920

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget pending consultation with Roberts Creek Co-Housing:

- Budget Proposal 5 – [392] Roberts Creek Co-Housing Wastewater Treatment Plant – Treatment System and Regulatory Enhancements, \$30,000 funded \$22,101 from Operating Reserves and \$7,899 from Electoral Area D - Federal Gas Tax Community Works Fund.

**ADJOURNMENT**

3:41 a.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**February 11, 2021**

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RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING  
HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND  
TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F Electoral Area A Electoral Area B Electoral Area D Town of Gibsons District of Sechelt District of Sechelt	M. Hiltz L. Lee L. Pratt A. Tize B. Beamish A. Toth D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	Manager, Solid Waste Services		R. Cooper (part)
	Manager, Transit and Fleet		J. Walton (part)
	Manager, Financial Services		B. Wing (part)
	Manager, Utility Services		S. Walkey (part)
	Water Sustainability Coordinator		R. Shay (part)
	Recording Secretary		T. Ohlson
	Media		2
	Public		1

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

**AGENDA** The agenda was adopted as amended by removing the following report:

- Item 9. Eco-Fee Reserves.

**PRESENTATIONS and DELEGATIONS**

*Rob Ringma and Frank Arellano, BC Transit addressed the Committee regarding Terms of Reference Transit Future Action Plan.*

## REPORTS

### **Recommendation No. 1**      *Terms of Reference Sunshine Coast Transit Future Action Plan*

The Infrastructure Services Committee recommended that the report titled Terms of Reference Sunshine Coast Transit Future Action Plan be received for information;

AND THAT BC Ferries, City of Powell River, qathet Regional District and Tla'amin Nation be added as stakeholders to the Transit Future Action Plan project working group;

AND FURTHER THAT the Terms of Reference for the Sunshine Coast Transit Future Action Plan be approved as amended.

### **Recommendation No. 2**      *Custom Transit Service (handyDART) Review*

The Infrastructure Services Committee recommended that a working group be established to review the Custom Transit Service (handyDART) concurrently with the Transit Future Action Plan to make recommendations for service improvements to better serve the community.

### **Recommendation No. 3**      *2021-22 BC Transit Annual Operating Agreement Draft Budget*

The Infrastructure Services Committee recommended that the report titled 2021-22 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT staff work with BC Transit to continue the current conventional transit schedule based on approximately 80% of the pre-pandemic budgeted amount of service hours until late-June 2021;

AND THAT staff work with BC Transit to implement the conventional transit schedule based on approximately 100% of the pre-pandemic budgeted amount of service hours from late-June 2021 onwards;

AND THAT the 2021-2025 Financial Plan be updated to reflect the draft Annual Operating Agreement budget values while utilizing COVID-19 Safe Restart funding to mitigate tax increases;

AND FURTHER THAT staff bring forward budget proposals to the 2021 Round 2 budget meeting associated with anticipated additional overtime and a driver recruitment campaign.

*The Infrastructure Services Committee recessed at 10:57 a.m. and reconvened at 11:10 a.m.*

### **Recommendation No. 4**      *Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization*

The Infrastructure Services Committee recommended that the report titled Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization be received for information;

AND THAT staff bring forward a schedule of operating hours for the Sechelt Landfill and Pender Harbour Transfer Station to 2021 Round 2 Budget deliberations, based on current staff levels and consideration of the forthcoming landfill disposal bans;

AND FURTHER THAT this recommendation be forwarded to the February 11, 2021 Board Meeting.

**Recommendation No. 5**      *Results of Sechelt Landfill Biocover Feasibility Study Phase 1*

The Infrastructure Services Committee recommended that the report titled Results of Sechelt Landfill Biocover Feasibility Study Phase 1 be received for information.

**Recommendation No. 6**      *Landfill Re-Diversion of Waste Funding Options*

The Infrastructure Services Committee recommended that the report titled Landfill Re-Diversion of Waste Funding Options be received for information;

AND THAT staff report back to the 2021 Round 2 Budget meeting with the regulatory process to initiate a re-diversion of waste program for the following waste streams: Boats, Carpet, Concrete/Rubble, Flooring (non-wood and not containing asbestos), Furniture (non-wood), Recreation Vehicles, Roofing, Styrofoam;

AND THAT subject to the implementation of a re-diversion program, the re-diversion of materials may be initiated when 80% of annual authorized tonnage limit at the Sechelt Landfill is reached;

AND FURTHER THAT should the re-diversion program be implemented, it be funded from a new \$5 per tonne surcharge for all materials landfilled.

**Recommendation No. 7**      *Pender Harbour Transfer Station Food Waste Drop-off Program*

The Infrastructure Services Committee recommended that the report titled Pender Harbour Transfer Station Food Waste Drop-off Program be received for information;

AND THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from taxation collected through [350] Solid Waste Operations.

**Recommendation No. 8**      *Sechelt Landfill Drop-off Contract Update*

The Infrastructure Services Committee recommended that the report titled Sechelt Landfill Drop-off Contract Update be received for information;

AND THAT that the contract with Salish Environmental Group Inc. for truck, driver and bin rental services at Sechelt Landfill be increased from \$95,000 up to \$171,000;

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

AND FURTHER THAT this recommendation be forwarded to the February 11, 2021 Board Meeting.

**Recommendation No. 9**      *Provincial Well Monitoring Network Agreement at Whispering Firs Park*

The Infrastructure Services Committee recommended that the report titled Provincial Well Monitoring Network Agreement at Whispering Firs Park be received for information;

AND THAT the SCRD enter into an Agreement with the Province for the well observation network at Whispering Fir Park;

AND THAT the Delegated Authorities be authorized to sign the Agreement;

AND FURTHER THAT this recommendation be forwarded to the February 11, 2021 Board Meeting.

**Recommendation No. 10**     *Water Sampling Services - Contract Term Extension*

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

AND THAT the contract with Elements Materials Technology Group Limited for Water Sampling Service be extended for an additional one (1) year period in the amount of \$40,393.60 (plus GST) with an amended contract value of \$111,681;

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

**Recommendation No. 11**     *Solid Waste Management Plan Monitoring Advisory Committee Minutes – January 19, 2021*

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of January 19, 2021 be received for information.

**Recommendation No. 12**     *Transportation Advisory Committee Minutes – January 21, 2021*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of January 21, 2021 be received for information;

AND THAT the following recommendation contained therein be adopted and acted upon as follows:

**Recommendation No. 5**     *Correspondence from Sunshine Coast Highway Society*

The Transportation Advisory Committee recommended that correspondence from the Sunshine Coast Highway Society dated January 5, 2021 regarding support for a new highway on the Sunshine Coast be received;

AND THAT the letter from the Sunshine Coast Highway Society dated January 5, 2021 requesting a letter of support for a new highway on the Sunshine Coast be forwarded to the SCRD Board for consideration.

*Directors McMahon, Hiltz and Tize opposed.*

**Recommendation No. 13**     *Water Supply Advisory Committee Minutes – February 1, 2021*

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of February 1, 2021 be received for information;



AND THAT the following recommendation contained therein be adopted and acted upon as follows:

**Recommendation No. 4**     *WASAC Meeting Frequency*

The Water Supply Advisory Committee recommended the SCRD Board approve the Water Supply Advisory Committee meet monthly in March and April, 2021.

**COMMUNICATIONS**

**Recommendation No. 14**     *Correspondence SCRD garbage, recycling and green waste collection reasonable expectation of privacy*

The Infrastructure Services Committee recommended that the correspondence from Jeri Patterson dated January 26, 2021 regarding a reasonable expectation of privacy for the SCRD garbage, recycling and green waste collection be received for information.

**Recommendation No. 15**     *Correspondence BC Ferries Moving Ahead Together on the Sunshine Coast Project*

The Infrastructure Services Committee recommended that the correspondence from BC Ferries dated February 1, 2021 regarding the Moving Ahead Together on the Sunshine Coast Project be received for information;

AND THAT staff contact BC Ferries to arrange a meeting with the SCRD Board to discuss the results of the Moving Ahead Together on the Sunshine Coast Project.

**ADJOURNMENT**                      1:00 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

**February 18, 2021**

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RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Planning and Community Development		I. Hall
	GM, Corporate Services / Chief Financial Officer		T. Perreault (part)
	Manager, Planning and Development		D. Pady (part)
	Senior Planner		Y. Siao (part)
	Assistant Manager, Recreation Services		A. O'Donohue (part)
	Facility Services Coordinator		A. Van Velzen (part)
	Parks Superintendent		K. Clarkson (part)
	Manager, Capital Projects		S. Misiurak (part)
	Recording Secretary/Administrative Assistant		A. O'Brien
	Media		2
	Public		6 +/-

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

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

**PRESENTATIONS and DELEGATIONS**

*Nicole Huska, Consultant, Secret Cove Heights Development Inc. addressed the Committee regarding Secret Cove Heights Development Inc. Proposal Update.*

**Recommendation No. 1** *Secret Cove Heights Development Inc. Delegation*

The Planning and Community Development Committee recommended that the delegation materials from Nicole Huska, Consultant, Secret Cove Heights Development Inc. be received for information.

## REPORTS

### **Recommendation No. 2**      *Coopers Green Hall Replacement Project – Community Engagement Session Summary of Feedback*

The Planning and Community Development Committee recommended that the report titled Coopers Green Hall Replacement Project – Community Engagement Session Summary of Feedback be received for information;

AND THAT staff provide additional information for the Coopers Green Hall Replacement Project R2 Budget Proposal regarding the operating plan, building emissions, building life expectancy, parking and boat ramp design and SCRD policy regarding community hall development/expansion as it relates to the Parks and Recreation Master Plan.

### **Recommendation No. 3**      *Pender Harbour Aquatic Society Agreement Renewal*

The Planning and Community Development Committee recommended that the report titled Pender Harbour Aquatic Society Agreement Renewal be received for information;

AND THAT the delegated authorities be authorized to execute the agreement with Pender Harbour Aquatic Society for a 5-year term ending December 31, 2025.

### **Recommendation No. 4**      *Sechelt Aquatic Centre Fire Sprinkler System*

The Planning and Community Development Committee recommended that the report titled Sechelt Aquatic Centre Fire Sprinkler System Repair or Replacement be received for information;

AND THAT the staff report be referred to the Sunshine Coast Fire Departments for information;

AND FURTHER THAT a proposal for Sechelt Aquatic Centre fire sprinkler system repair or replacement be brought to 2021 Round 2 budget.

### **Recommendation No. 5**      *Statutory Right of Way – Bridgeman Road/Soames Hill Park*

The Planning and Community Development Committee recommended that the report titled Statutory Right of Way – Bridgeman Road/Soames Hill Park be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) enter into a Statutory Right of Way Agreement with BC Hydro through a portion of Soames Hill Park for the purposes of the establishment of an aerial hydro service line;

AND FURTHER THAT the SCRD Delegated Authorities be authorized to execute the Statutory Right of Way Agreement.

### **Recommendation No. 6**      *UBCM Community Emergency Preparedness Fund – 2021 Grant Funding Application*

The Planning and Community Development Committee recommended that the report titled Union of BC Municipalities - Community Emergency Preparedness Fund – 2021 Grant Funding Application for Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT an application be submitted for \$143,000 in grant funding through the Union of BC Municipalities – Community Emergency Preparedness Fund for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams;

AND THAT the Board supports the Downstream Flood Analysis Project and commits to provide overall grant management;

AND FURTHER THAT staff report to a future Committee on results of the grant application.

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

The Planning and Community Development Committee recommended that the Sunshine Coast Policing and Public Safety Committee meeting minutes of January 21, 2021 be received for information.

**Recommendation No. 8**      *Egmont/Pender Harbour (Area A) APC Meeting Minutes of January 27, 2021*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of January 27, 2021 be received for information.

**Recommendation No. 9**      *Halfmoon Bay (Area B) APC Meeting Minutes of January 26, 2021*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of January 26, 2021 be received for information.

**Recommendation No. 10**      *Telus Telecommunication Tower in Madeira Park – Request for Local Government Concurrence (BC106302)*

The Planning and Community Development Committee recommended that the report titled Telus Telecommunication Tower in Madeira Park – Request for Local Government Concurrence (BC106302) be received for information;

AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Madeira Park (Site BC106302):

- a. Telus has satisfactorily completed consultation with the SCRD; and
- b. SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans.

**COMMUNICATIONS****Recommendation No. 11**     *Vancouver Island and Coastal Communities Climate Action Goals (Working Draft)*

The Planning and Community Development Committee recommended that the correspondence from Lisa Helps, Mayor, City of Victoria, dated January 25, 2021 regarding Vancouver Island and Coastal Communities Climate Action Goals (Working Draft) be received for information.

**Recommendation No.12**     *Correspondence from Sunshine Coast Electric Vehicle Association Executive*

The Planning and Community Development Committee recommended that the correspondence from the Sunshine Coast Electric Vehicle Association Executive, dated January 18, 2021 regarding Pre-wiring for Electric Vehicle Charging and Rooftop Solar Arrays be received for information;

AND THAT the correspondence from the Sunshine Coast Electric Vehicle Association be referred to the SCRD Building Division;

AND FURTHER THAT the Sunshine Coast Electric Vehicle Association be invited to present as a delegation to a future Committee meeting regarding electric vehicles and their vision for the Sunshine Coast.

**IN CAMERA**

*The Committee moved In-Camera at 11:00 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90(1)(m) of the *Community Charter* – “a matter that, under another enactment, is such that the public may be excluded from the meeting”.

*The Committee moved out of In Camera at 11:54 a.m.*

**ADJOURNMENT**                      11:54 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – February 25, 2021

**AUTHOR:** Allen Whittleton, Chief Building Official

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### RECOMMENDATIONS

**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(1) of the *Community Charter* against the land title of the following properties:

- Lot 1, Block 3, DL909, Plan 1275, Group 1, NWD, PID: 014-695-821; and
  - Lot F, Block U, DL1638, Plan 19922, Group 1, NWD, PID: 006-937-900.
- 

### BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists properties where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or an inspection under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the Building Division.

Letters have been sent advising the registered owners that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all of the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered.

### DISCUSSION

The list of properties are non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

**1. 216 Camp Road / 1642 Ocean Beach Esplanade, Electoral Area E  
Lot 1, Block 3, DL909, Plan 1275, Group 1, NWD  
PID: 014-695-821 Folio: 746 01219.000**

A complaint was received by the SCRD regarding the construction of a small auxiliary building taking place without a valid Building Permit. A site inspection confirmed construction and a Stop Work Order was posted on the property September 23, 2020. To bring the property into compliance a building permit would need to be applied for and issued. The building could also be removed or reduced in size to under 10 square meters. To date, the building exists on the property without a building permit. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**2. 5671 Rutherford Road, Electoral Area B  
Lot F, Block U, DL1638, Plan 19922, Group 1, NWD  
PID: 006-937-900 Folio: 746 05012.010**

Construction to enclose an existing carport was completed without a valid building permit. A Stop Work Order was posted on the property July 31, 2020. To date, no permit application has been made. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the Building Division that is summarized above show that these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted properties.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – February 25, 2021

**AUTHOR:** Dean McKinley, Chief Administrative Officer

**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S REPORT

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### RECOMMENDATION

**THAT the February 25, 2021 Chief Administrative Officer's Report be received for information.**

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### BACKGROUND

This Chief Administrative Officer's (CAO) report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

### DISCUSSION

#### *Administration:*

#### **Budget**

After three days of discussions, we have put forward 117 new projects for consideration in Round 2 Budget meetings. These projects are in addition to the 109 projects being carried forward from 2020 which means in 2021, staff will be tackling over 200 projects to improve services.

The Budget process for 2021:

- February 23-26, 2021 - Municipal and Public Presentations
- March 4 and 5, 2021 - Round 2 Budget
- March 25, 2021 - Financial Plan Adoption

#### **Budget Communications**

Virtual information sessions will be held with residents to ensure that they are informed about decisions that are being made in relation to projects and the resulting tax increases. Dates for these sessions are below. Information on how to participate will be shared in advance of the meeting on the SCRD Website and SCRD Facebook Page.

- Area A (Egmont / Pender Harbor – presented by local community associations) – February 26 at 9a.m.
- Area B (Halfmoon Bay) – February 22 at 6:00 p.m.
- Area D (Roberts Creek), Area E (Elphinstone) & Area F (West Howe Sound) – February 26 at 6 p.m.
- Sechelt Indian Government District – TBD
- Town of Gibsons – March 2 at 7:00 p.m.
- District of Sechelt – March 3 at 7:00 p.m.



For more detailed information about the 2021 budget, please visit [www.scrd.ca/Budget](http://www.scrd.ca/Budget).  
Agendas for the Round 2 Budget meetings on March 4 and 5 will be available here:  
[www.scrd.ca/agendas](http://www.scrd.ca/agendas).

**MOTI Rural Directors Meeting**

Rural Directors met with staff from Ministry of Transportation and Infrastructure on February 22 to discuss roadway concerns.

**CONCLUSION**

The CAO report summarizes key initiatives and activities that align with the priorities of the 2019 - 2023 Strategic Plan and the Board's direction.

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 405.23**

*A bylaw to amend Sunshine Coast Regional District Sanitary  
Landfill Site Bylaw No. 405, 1994*

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 Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021*.
2. *Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994* is hereby amended as follows:
  - a) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.

READ A FIRST TIME	this	14 <sup>th</sup>	day of	January, 2021
READ A SECOND TIME	this	14 <sup>th</sup>	day of	January, 2021
READ A THIRD TIME	this	14 <sup>th</sup>	day of	January, 2021
ADOPTED	this	25 <sup>th</sup>	day of	February, 2021

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

\_\_\_\_\_  
CHAIR

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 405  
"SCHEDULE B"**

**LANDFILL SITE FEES**

The following fees will be levied for waste delivered to the landfill sites

**1) Municipal Solid Waste** (excluding Recyclable Materials & Controlled Waste) \$150 per tonne

**2) Recyclable Materials:**

- a) Yard and Garden Waste:
  - i) Residential Self Haul Loads Less Than 5 Tonnes NO CHARGE
  - ii) Commercial Loads \$86 per tonne
  - iii) Loads 5 Tonnes Or More \$45 per tonne
- b) Metal:
  - i) Scrap & White Goods \$150 per tonne
  - ii) Propane Tanks
    - up to 1 lb (camp size) \$2.00
    - over 1 lb up to 25 lbs \$10.00
    - over 25 lbs up to 100 lbs \$10.00
  - iii) With Freon (fridges etc) **the greater of \$30 per unit** **OR** \$150 per tonne
- c) Tires:
 

i) Passenger	rim removed	\$3	on rim	\$8	<b>OR</b>	\$215 per tonne
ii) Medium Truck	rim removed	\$18	on rim	\$36	<b>OR</b>	\$315 per tonne
iii) OTR	rim removed	\$240	on rim	\$480	<b>OR</b>	\$665 per tonne
- d) Paint & Product Care Products (accepted **ONLY** at Sechelt Landfill) NO CHARGE
- e) i) Mattress or Boxspring – DRY (or only surface damp) \$25.00 per mattress or boxspring
- ii) Mattress – WET \$30.00 per mattress
- iii) Mattress or Boxspring – if 5 or more \$35.00 per mattress or boxspring
- iv) Crib Mattress \$5.00 per crib mattress
- f) Cardboard \$285 per tonne

**3) Controlled Waste:**

- a) Separated Construction / Demolition Waste
  - i) Dirt & Rocks \$105 per tonne
  - ii) Clean Wood, C&D (misc) \$170 per tonne
  - iii) Roofing Material \$190 per tonne
  - iv) Treated/Dirty Wood Waste \$265 per tonne
  - v) Acceptable Gypsum \$290 per tonne

- |      |                                                                                                                                                                                                                                                |                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| vi)  | Asphalt, Concrete                                                                                                                                                                                                                              | \$275 per tonne |
| vii) | Asbestos, Asbestos Cement and Asbestos-Containing Materials<br>(including but not limited to vermiculite, vinyl floor tile, sheet vinyl<br>flooring with paper backing, ceiling tiles, textured ceiling, stucco,<br>cement panels and roofing) | \$275 per tonne |
| b)   | Dead Animals                                                                                                                                                                                                                                   | \$275 per tonne |
| c)   | Boats (cut up into sections no larger than 1 square metre)                                                                                                                                                                                     | \$265 per tonne |
| d)   | Recreational Vehicles (cut up into sections no larger than 1 square metre)                                                                                                                                                                     | \$265 per tonne |
- 4) All Non-Separated Waste** two times the regular/separated fee  
PLUS an additional \$100 per hour  
for separation done by landfill personnel
- 5)** All charges referred to in Sections 1 through 3 are subject to a \$5 minimum charge.
- 6)** All loads of municipal solid waste – except residential curbside pickup – containing non-separated controlled waste or recyclable materials will be assessed a tipping fee which is two times the regular fee of the most expensive material in the load. This fee will be charged for the entire load.
- 7)** All charges referred to in Sections 4 and 6 are subject to a \$10 minimum charge.
- 8)** The weight of materials delivered to the landfill site, on which fees are based, will be determined by:
- a) Measuring the weight on the scale provided at the landfill site; **or**
  - b) In the event that the scale provided is not operational, weight will be estimated by the landfill Attendant employed by the Sunshine Coast Regional District.
- 9)** All charges referred to in Sections 1 through 8 will be rounded up or down to the nearest quarter of a dollar.