



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, JUNE 22, 2023

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of June 8, 2023

Annex A
Pages 4 - 15

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendation Nos. 1-6 of June 8, 2023
Annex B
pp 16 - 17
4. Electoral Area Services Committee recommendation Nos. 1-8 of June 15, 2023
Annex C
pp 18 - 20
5. Placement of Notice on Title – Chief Building Official
(Voting – All Directors – 1 Vote Each)
Annex D
pp 21 - 24
6. Request for Proposal 2335202 Contract Award For Sechelt Landfill Biocover Feasibility Study Phase 2 – Manager, Capital Projects
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)
Annex E
pp 25 - 27
7. 2023 Union of British Columbia Municipalities (UBCM) Resolutions – Corporate Officer
(Voting – All Directors – 1 Vote Each)
To Come Forward
8. Office of the CAO Monthly Report
To Come Forward

COMMUNICATIONS

MOTIONS

BYLAWS

9. *Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023 – receipt of report*
-first, second and third readings
(Voting – All Directors – 1 Vote Each) Annex F
pp 28 - 32
10. *Area A – Bicycle and Walking Paths Operating Reserve Fund Establishment Bylaw No. 755, 2023*
– first, second, third reading and adoption
(Voting – All Directors – 1 Vote Each) Annex G
p 33
11. *Sakinaw Ridge Operating Reserve Fund Establishment Bylaw No. 758, 2023*
– first, second, third reading and adoption
(Voting – All Directors – 1 Vote Each) Annex H
p 34
12. *Civic Addressing Operating Reserve Fund Establishment Bylaw No. 751, 2023*
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) Annex I
p 35
13. *Regional Recreation Programs Operating Reserve Fund Establishment Bylaw No. 756, 2023*
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) Annex J
p 36
14. *Dakota Ridge Operating Reserve Fund Establishment Bylaw No. 757, 2023*
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) Annex K
p 37
15. *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023 – receipt of report*
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) Annex L
pp 38 - 44
16. *Building Inspection Operating Reserve Fund Establishment Bylaw No. 752, 2023*
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, sNGD-1) Annex M
p 45

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|-----|--|-------------------------|
| 17. | <p><i>School Facilities – Joint Use Operating Reserve Fund Establishment Bylaw No. 753, 2023</i>
 – first, second, third reading and adoption
 (Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3)</p> | <p>Annex N
p 46</p> |
| 18. | <p><i>Gibsons & Area Library Operating Reserve Fund Establishment Bylaw No. 754, 2023</i>
 – first, second, third reading and adoption
 (Voting – Participants – weighted vote: E-2, F-2, Gibsons-3)</p> | <p>Annex O
p 47</p> |

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

June 8, 2023

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

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley (in part)
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon
	Manager, Planning and Development		J. Jackson (in part)
	Manager, Facility Services		A. van Velzen (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Media		0
	Public		0

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

CALL TO ORDER 1:32 p.m.

AGENDA It was moved and seconded

139/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

140/23 THAT the Regular Board meeting minutes of May 25, 2023 be adopted.

CARRIED

REPORTS

BPR

It was moved and seconded

141/23

THAT Board Policy Review Committee recommendation Nos. 1-7 and 9-29 of June 1, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Policy and Procedure Framework*

THAT the report titled Policy and Procedure Framework be received for information;

AND THAT the Committee adopt the Policy and Procedure Framework as presented.

Recommendation No. 2 *Policies Flagged for Minor Revision*

THAT the report titled Policies Flagged for Minor Revision be received for information.

Recommendation No. 3 *Laying of Wreaths*

THAT the Laying of Wreaths Policy be adopted as presented with the following additional amendments:

- In section 4.1: strike out “one hundred dollars will be donated” and replace with “a donation will be made”.

Recommendation No. 4 *Board Administration*

THAT the Board Administration Policy be adopted as presented with the following additional amendments:

- Section 4.5 be deleted and replaced with "Alternate Directors will not be provided with corporate cell phones or other electronic devices.”;

AND THAT section 4.6 be added as follows:

- “4.6 Alternate Directors will not have access to In Camera files except when acting in the absence of the Director.”;

AND FURTHER THAT the title of the policy be amended to “Board Administration: Directors and Alternate Directors”.

Recommendation No. 5 *Petitions and Delegations*

THAT the Petitions and Delegations Policy be adopted as presented.

Recommendation No. 6 *Agenda Item Submission Deadline*

THAT the Agenda Item Submission Deadline Policy be adopted as presented with the following additional amendment:

141/23 cont.

- Insert section “5.1 g) A Notice of Motion and items of New Business are excluded from this policy.”

Recommendation No. 7 *Pesticide Use and Invasive Species Management*

THAT the Pesticide Use and Invasive Species Management Policy be referred to staff and brought forward to a future Committee meeting for further review and major revision.

Recommendation No. 9 *Use and Insurance of Rental and Personal Vehicles*

THAT the Use and Insurance of Rental and Personal Vehicles Policy be adopted as presented.

Recommendation No. 10 *Support Service Allocation*

THAT the Support Service Allocation Policy be adopted as presented;

AND THAT the provision in section 5. EXCEPTIONS “Exceptions to this policy may be made by the Chief Administrative Officer or designate.” be reinstated.

Recommendation No. 11 *Debt Management*

THAT the Debt Management Policy be adopted as presented.

Recommendation No. 12 *Directors - Reimbursement of Travel & Other Expenses*

THAT the Directors - Reimbursement of Travel & Other Expenses Policy be adopted as presented;

AND THAT the title of the policy be amended to “Reimbursement of Directors’ Travel and Other Expenses”.

Recommendation No. 13 *Directors - Travel Accident Insurance*

THAT the Directors - Travel Accident Insurance Policy be referred back to staff for review and be brought to a future committee to confirm the recommendation to repeal.

Recommendation No. 14 *Screening Officer Bylaw Notice*

THAT the Screening Officer Bylaw Notice Policy be adopted as presented.

Recommendation No. 15 *Street Lighting*

THAT the Street Lighting Policy be repealed.

141/23 cont.

Recommendation No. 16 *Independent Power Production Development in the Sunshine Coast Regional District*

THAT the Independent Power Production Development in the Sunshine Coast Regional District Policy be repealed.

Recommendation No. 17 *Funding Watermain Extensions DRAFT*

THAT the Funding Watermain Extensions Draft Policy be repealed.

Recommendation No. 18 *SCRD Park Naming*

THAT the SCRD Park Naming Policy be combined with the Parks and Recreation Room Naming Policy and be referred back to staff for review and major revision.

Recommendation No. 19 *Development Variance Permits*

THAT the Development Variance Permits Policy be adopted as presented with the following additional amendment:

- In section 4.2: strike out the word “following” and replace with “preceding”.

Recommendation No. 20 *Geo-Hazard Acceptability in Development Approval*

THAT the Geo-Hazard Acceptability in Development Approval Policy be repealed.

Recommendation No. 21 *Water Extraction for the Purpose of Commercial Bottled Water Sales*

THAT the Water Extraction for the Purpose of Commercial Bottled Water Sales Policy be retained as presented;

AND THAT section 4. be amended to:

4. POLICY

“The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water export from the Sunshine Coast.”;

AND FURTHER THAT the title of the policy be amended to “Water Extraction for the Purpose of Commercial Bottled Water Export”.

Recommendation No. 22 *Community Amenity Contribution for Independent Power and Resource Projects*

THAT the Community Amenity Contribution for Independent Power and Resource Projects Policy be adopted as presented.

141/23 cont.

Recommendation No. 23 *Strategic Planning*

THAT the Strategic Planning Policy be repealed.

Recommendation No. 24 *Room Naming - Parks and Recreation Facilities*

THAT the Room Naming - Parks and Recreation Facilities Policy be combined with the Parks and Recreation Room Naming Policy and be referred back to staff for major revision.

Recommendation No. 25 *Free Ticket Program*

THAT the Free Ticket Program Policy be brought forward to a future Committee meeting for further review and major revision;

AND THAT staff explore aligning the approach for free Transit tickets with free recreation passes.

Recommendation No. 26 *Additional Policies for Review*

THAT the report titled Additional Policies for Review be received for information.

Recommendation No. 27 *Staff Development Policy*

THAT the Staff Development Policy be repealed.

Recommendation No. 28 *Performance Management Policy*

THAT the Performance Management Policy be repealed.

Recommendation No. 29 *Board Policies for Major Revision*

THAT staff report back to a future Committee of the Whole identifying all the Board policies under review for major revision, with an indication of timelines as to when they will be brought forward for Board consideration.

CARRIED

BPR

It was moved and seconded

142/23

THAT Board Policy Review Committee recommendation No. 8 of June 1, 2023 be received, adopted and acted upon as amended as follows:

Recommendation No. 8 *Procurement*

THAT the Procurement Policy be referred to staff and brought forward to a future Committee of the Whole meeting for further review and *minor* revision.

CARRIED

Special COW

It was moved and seconded

143/23

THAT Special Committee of the Whole recommendation No. 1 of June 1, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *SCRD Regional Growth Framework
Baseline Research*

THAT the report titled Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports be received for information;

AND THAT the following recommendations be approved as the next steps for the SCRD Regional Growth Framework Baseline Research project:

1. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to other local governments, Islands Trust, Gambier Local Trust Committee, First Nations and Electoral Area Advisory Planning Commissions inviting feedback.
2. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to School District 46, Vancouver Coastal Health, Ministry of Transportation and Infrastructure, Sunshine Coast Resource Centre, Sunshine Coast Community Services Society, Sunshine Coast Farmers' Institute, BC Ferries Corporation, Roberts Creek Official Community Plan Committee, inviting feedback.
3. Continue development of a Let's Talk SCRD page to gather comments and ideas from community groups and the community.
4. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to the SCRD Strategic Planning process.
5. Staff to use the Regional Growth Baseline Framework as a key input for the PEP2 (Official Community Plan Renewal) project.
6. Encourage other local governments to use the Regional Growth Baseline Framework as a key input for any upcoming Official Community Plan updates or renewals.
7. Staff to prepare a set of options for next steps / implementation to consider, beyond integration with strategic plans and Official Community Plans, following receipt of referral comments and Let's Talk input for a timeline of Q3/Q4 2023.

CARRIED

Contract Extension It was moved and seconded

144/23

THAT the report titled 2061303 Refrigeration Services Agreement - Contract Term Extension be received for information;

AND THAT the contract with Temp-Pro Refrigeration Ltd. for refrigeration system annual maintenance and repair services be extended for an additional 22-month period to May 31, 2025;

AND THAT the contract with Temp-Pro Refrigeration Ltd. be increased by \$93,135 for a total value of up to \$325,135 (excluding GST);

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

CARRIED**COMMUNICATIONS****Letter of Support It was moved and seconded**

145/23

THAT the letter from Jenny Wright, Curator/Manager at the Nicholas Sonntag Marine Education Centre in Gibsons be received for information;

AND THAT the SCRD send a letter to Nicholas Sonntag Marine Education Centre in support of their Ocean Legacy Foundation Clean Coast Clean Waters Initiative Fund application.

CARRIED**Operating Reserve
Fund Accounts****It was moved and seconded**

146/23

THAT staff investigate and report back to an upcoming Regular Board meeting the viability of repealing or making dormant the operating reserve fund accounts for Area B and Area D Smoke Control services.

CARRIED**BYLAWS****Bylaw 743 It was moved and seconded**

147/23

THAT *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023* be read a first time.

CARRIED**Bylaw 743 It was moved and seconded**

148/23

THAT *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023* be read a second time.

CARRIED

Bylaw 743	It was moved and seconded
149/23	THAT <i>Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023</i> be read a third time.
	<u>CARRIED</u>
Bylaw 743	It was moved and seconded
150/23	THAT <i>Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023</i> be adopted.
	<u>CARRIED</u>
Bylaw 744	It was moved and seconded
151/23	THAT <i>Halfmoon Bay Smoke Control Operating Reserve Fund Establishment Bylaw No. 744, 2023</i> be read a first time.
	<u>CARRIED</u>
Bylaw 744	It was moved and seconded
152/23	THAT <i>Halfmoon Bay Smoke Control Operating Reserve Fund Establishment Bylaw No. 744, 2023</i> be referred to an upcoming Regular Board Meeting agenda for consideration of further readings.
	<u>CARRIED</u>
Bylaw 745	It was moved and seconded
153/23	THAT <i>Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023</i> be read a first time.
	<u>CARRIED</u>
Bylaw 745	It was moved and seconded
154/23	THAT <i>Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023</i> be read a second time.
	<u>CARRIED</u>
Bylaw 745	It was moved and seconded
155/23	THAT <i>Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023</i> be read a third time.
	<u>CARRIED</u>
Bylaw 745	It was moved and seconded
156/23	THAT <i>Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023</i> be adopted.
	<u>CARRIED</u>

Bylaw 746 **It was moved and seconded**

157/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be read a first time.

CARRIED

Bylaw 746 **It was moved and seconded**

158/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be read a second time.

CARRIED

Bylaw 746 **It was moved and seconded**

159/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be read a third time.

CARRIED

Bylaw 746 **It was moved and seconded**

160/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be adopted.

CARRIED

Bylaw 747 **It was moved and seconded**

161/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be read a first time.

CARRIED

Bylaw 747 **It was moved and seconded**

162/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be read a second time.

CARRIED

Bylaw 747 **It was moved and seconded**

163/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be read a third time.

CARRIED

Bylaw 747 **It was moved and seconded**

164/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be adopted.

CARRIED

- Bylaw 748 **It was moved and seconded**
- 165/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be read a first time.
- CARRIED**
- Bylaw 748 **It was moved and seconded**
- 166/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be read a second time.
- CARRIED**
- Bylaw 748 **It was moved and seconded**
- 167/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be read a third time.
- CARRIED**
- Bylaw 748 **It was moved and seconded**
- 168/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be adopted.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 169/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be read a first time.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 170/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be read a second time.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 171/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be read a third time.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 172/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be adopted.
- CARRIED**

Bylaw 750 **It was moved and seconded**

173/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be read a first time.

CARRIED

Bylaw 750 **It was moved and seconded**

174/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be read a second time.

CARRIED

Bylaw 750 **It was moved and seconded**

175/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be read a third time.

CARRIED

Bylaw 750 **It was moved and seconded**

176/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:34 p.m.

IN CAMERA It was moved and seconded

177/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g) and (k) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...”.

CARRIED

The Board moved out of In Camera at 3:03 p.m.

ADJOURNMENT

178/23 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:03 p.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair

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

June 8, 2023

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

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F Town of Gibsons District of Sechelt	L. Lee J. Gabias K. Backs D. McMahon K. Stamford S. White D. Inkster
ALSO PRESENT:	Chief Administrative Officer General Manager, Corporate Services General Manager, Community Services Manager, Transit and Fleet Utility Operations Superintendent Manager, Strategic Initiatives Manager, Recreation Services Alternate Director, District of Sechelt Recording Secretary Media Public		D. McKinley T. Perreault S. Gagnon (part) A. Kidwai (part) C. Abbott (part) M. Edbrooke (part) G. Donn (part) J. Henderson L. Mosimann 1 10 (part)

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

CALL TO ORDER 9:32 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS

Tracey Saxby, Executive Director, My Sea to Sky, presented the Committee with the Community Carbon Tracker tool used for tracking greenhouse gas emissions for communities in Átl'ka7tsem / Howe Sound and the Sunshine Coast.

The Committee recessed at 9:59 a.m. and reconvened at 10:05 a.m.

The Committee recessed at 10:11 a.m. and reconvened at 10:15 a.m.

Rob Ringma, Senior Manager, BC Transit, presented the Committee with the Transit Service Update and Expansion Priorities Discussion.

REPORTS**Recommendation No. 1** *2023-2024 BC Transit Annual Operating Agreement (AOA)*

The Committee of the Whole recommended that the report titled 2023-2024 BC Transit Annual Operating Agreement (AOA) be received for information;

AND THAT the delegated authorities be authorized to execute the 2023-2024 BC Transit Annual Operating Agreement.

Recommendation No. 2 *Water Supply Update*

The Committee of the Whole recommended that the verbal report titled Water Supply Update be received for information.

Recommendation No. 3 *Pender Harbour Aquatic and Fitness Centre Lease*

The Committee of the Whole recommended that the report titled Pender Harbour Aquatic and Fitness Centre Lease be received for information;

AND THAT School District 46 be provided with a notice of intent to negotiate a new lease agreement;

AND FURTHER THAT a new draft lease agreement be brought forward prior to Q2 2024 for Board consideration.

Recommendation No. 4 *Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of April 25, 2023*

The Committee of the Whole recommended that the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting minutes of April 25, 2023, be received for information.

Recommendation No. 5 *Water Supply Advisory Committee (WASAC) Minutes of May 1, 2023*

The Committee of the Whole recommended that Water Supply Advisory Committee (WASAC) meeting minutes of May 1, 2023, be received for information.

Recommendation No. 6

The Committee of the Whole recommended that the correspondence from Anna Lattanzi, Sunshine Coast Climate Action Network, dated May 29, 2023, regarding the Community Climate Action Plan be received for information.

ADJOURNMENT

11:49 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
ELECTORAL AREA SERVICES COMMITTEE**

June 15, 2023

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

PRESENT: Chair Electoral Area E D. McMahon

Directors	Electoral Area A	L. Lee
	Electoral Area B	J. Gabias
	Electoral Area D	K. Backs
	Electoral Area F	K. Stamford

ALSO PRESENT:	General Manager, Corporate Services / CFO	T. Perreault
	General Manager, Community Services	S. Gagnon
	Acting Manager, Planning and Development	J. Clark (part)
	Planner II	N. Copes (part)
	Manager, Parks Services	K. Clarkson (part)
	Parks Planning & Community Dev. Coordinator	J. Huntington (part)
	Capital Projects Coordinator	K. Koper (part)
	Recording Secretary	A. O'Brien
	Media	1
	Public	5

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

CALL TO ORDER 9:33 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Roberts Creek Community Hall and Masonic Hall Property Line Adjustment Proposal*

The Electoral Area Services Committee recommended that the report titled Roberts Creek Community Hall and Masonic Hall Property Line Adjustment Proposal be received for information;

AND THAT SCRD determine the long-term land use of Roberts Creek Park through Planning Enhancement Project 2 (OCP Renewal);

AND FURTHER THAT SCRD not proceed with further exploration of the disposition of a portion of Roberts Creek Park at this time.

Recommendation No. 2 *Development Variance Permit DVP00086 (1246 Point Road)*

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00086 (1246 Point Road) be received for information;

AND THAT Development Variance Permit DVP00086 be issued to vary Zoning Bylaw No. 722, Section 5.14.1(a) by reducing the setback from a parcel line adjacent to a highway from 5 metres (m) to 3.2 m for a structure including the eave, to facilitate the retention and completion of an auxiliary building.

Recommendation No. 3 *Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd*

The Electoral Area Services Committee recommended that the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be received for information;

AND THAT the application be referred to the Electoral Area E Advisory Planning Commission for comment.

Recommendation No. 4 *Recreation Sites and Trails BC Partnership Agreement Renewals*

The Electoral Area Services Committee recommended that the report titled Recreation Sites and Trails BC (RSTBC) Partnership Agreement Renewals: Secret Cove Falls/Homesite Creek, Big Tree, and Sprockids Recreation Sites be received for information;

AND THAT the delegated authorities be authorized to renew the RSTBC/SCRD Partnership Agreement for a three-year term for the management and maintenance of Secret Cove Falls/Homesite Creek Recreation Site (REC0383), Big Tree Recreation Site (REC5890), and Sprockids Recreation Site (REC6768).

Recommendation No. 5 *SCRD Partnership Agreements with the Halfmoon Bay Community Association*

The Electoral Area Services Committee recommended that the report titled SCRD Partnership Agreements with the Halfmoon Bay Community Association for Secret Cove Falls/Homesite Creek Recreation Site, Welcome Woods Wilderness Park, and Wood Bay Heights Park be received for information;

AND THAT the delegated authorities be authorized to renew the SCRD Partnership Agreement with the Halfmoon Bay Community Association (HBCA) for another three years, to support the stewardship, operations, and maintenance of Secret Cove Falls/Homesite Creek Recreation site;

AND FURTHER THAT the delegated authorities be authorized to establish a new SCRD Partnership Agreement with the Halfmoon Bay Community Association (HBCA) for five years, to support the stewardship, operations, and maintenance of Welcome Woods Wilderness Park and Wood Bay Heights Park.

Recommendation No. 6 *West Howe Sound (Area F) APC Meeting Minutes of May 23, 2023*

The Electoral Area Services Committee recommended that the West Howe Sound Advisory Planning Commission meeting minutes of May 23, 2023 be received for information.

The Committee recessed at 9:55 a.m. and reconvened at 9:57 a.m.

IN CAMERA

The Committee moved In-Camera at 9:57 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (i) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose”.

The Committee moved out of In-Camera at 10:30 a.m.

REPORTS (continued)

Recommendation No. 7 *Hopkins Landing Port – Result from Major Inspection*

The Electoral Area Services Committee recommended that the report titled Hopkins Landing Port – Result from Major Inspection be received for information;

AND THAT the Hopkins Landing Port be temporarily closed, at a budget of up to \$10,000, funded from [345] Ports Operating Reserve, until the major repairs can be completed;

AND THAT the major repairs required to safely reopen Hopkins Landing Port, as noted in the engineering report for 2023 and 2024, be completed at a budget of up to \$520,000, including 0.2 FTE (one time), funded from a combination of Community Works Funds \$353,266 and [345] Ports Capital Reserve \$166,734;

AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.

Director McMahon opposed

Recommendation No. 8 *Ministers Meeting at UBCM Regarding Ports*

The Electoral Area Services Committee recommended that SCRD request a meeting at the Union of BC Municipalities (UBCM) Conference with the Minister responsible for Ports Infrastructure .

ADJOURNMENT 11:08 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – June 22, 2023

AUTHOR: Brian Kennett, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

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

- (1) AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 5, Block 7, District Lot 687, Plan VAP3305, PID 012-986-330, Folio 746.00260.000;**
 - (2) AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, Block 9, District Lot 695, Plan VAP21710, PID 010-805-877, Folio 746.00632.002.**
-

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(s) or an inspection(s) 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

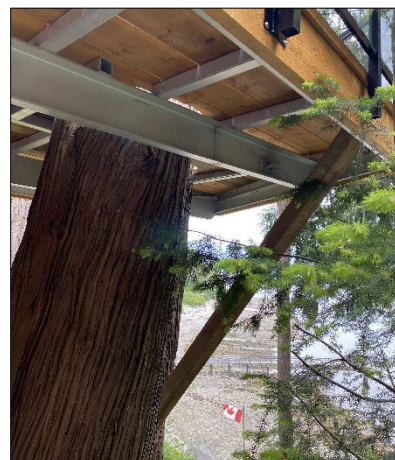
The list of properties are non-compliant due to one or more of the following:

- construction has taken place without a valid permit.

**1. 788 Marine Drive, Electoral Area F
Lot 5, Block 7, District Lot 687, Plan VAP3305, NWD
PID 012-986-330, Folio 746.00260.000**

The subject property is a 0.26 acre lot located along the south-western shore of Howe Sound, just south of Grantham's Landing. The entire parcel is located within Electoral Area F Development Permit Area 1B: Coastal Slopes.

Both a development permit and a building permit for the construction of a concrete retaining wall were issued to the subject property on October 29, 2019 and January 25, 2020 respectively. The retaining wall was constructed on the west side of the property between Marine Drive and the existing single-family dwelling. On June 25, 2020, while conducting a final inspection for the retaining wall permit, the Building Official observed a deck under construction attached to the eastern face of the existing single-family dwelling. One side of the deck was supported by the building face, and the other side by two large cedar trees rooted at the crest of the steep slope above Howe Sound. The owner was notified to cease construction of the deck and apply for additional development and building permits as the existing permits did not include this scope of work.



In accordance with *SCRD Building Bylaw No. 687*, a building permit is required to be issued prior to the construction of an addition to any building. The construction of a deck structurally attached to a building is considered an addition. Within Electoral Area F, a building permit for an addition located in an identified development permit area may only be issued if a development permit has been issued in advance, as per *West Howe Sound Official Community Plan Bylaw No. 640*.



The building permit for the retaining wall was completed on March 2, 2021, at which time the owner was notified of the requirement for additional permits for the deck. On June 9, 2021 a building permit application for the deck was received. The building permit could not be issued and later expired as an application for a development permit was never received. A Building Official recently attended the property on May 25, 2023, and observed that construction of the deck appeared to be complete.

In order to bring the property into compliance, both the required development and building permits will need to be applied for, issued, and completed. The owner has recently communicated to the Building Division that he plans to submit the required applications, but to date no additional applications have been received. The SCRD Building Division recommends that notice be placed on title.

**2. 1088 & 1068 Chamberlin Road, Electoral Area F
Lot 2, Block 9, District Lot 695, Plan VAP21710, NWD
PID 010-805-877, Folio 746.00632.002**

The subject property is a 4.36 acre lot located within the Agricultural Land Reserve (ALR), just west of Soames Hill.

On February 19, 2021, a Building Official attended the subject property and observed a perimeter foundation for a building being constructed without a valid building permit. Upon further investigation, and discussions held with the workers onsite, it was determined that the building under construction was a 238 m² (2562 sqft.) multi-unit storage building designed to contain 12 individual units. A Stop Work Order was posted.



A building permit is required to be issued prior to the construction of any building greater than 10 m² in building area in accordance with *SCRD Building Bylaw No. 687*. A building permit may only be issued for a building, located within Electoral Area F, in compliance with the zoning allowances prescribed by *SCRD Zoning Bylaw No. 722*. Both the use of buildings and the placement of fill on properties located within the ALR must also comply with Agricultural Land Commission (ALC) regulations.

The owner submitted a building permit application on May 18, 2021. Soon thereafter, it was determined that the owner would be required to apply for additional permits in order to obtain the necessary approvals in advance of the issuance of the building permit. These included: a non-farm use and rezoning application, a development variance permit application, and, a retro-active ALC fill application. The owner was notified of these additional requirements.



The owner submitted non-farm use and retro-active fill applications in the fall of 2021. The non-farm use application was later denied by the SCRD Board on January 13, 2022, and the ALC has yet to render a decision on the fill application. The building permit application has since expired. A Building Official recently attended the property on May 25, 2023 and confirmed that construction did continue in contravention of the Stop Work Order as the building above foundation is now framed.

In order to bring the property into compliance, the owner would need to successfully obtain all the necessary approvals as noted above. A building permit would then be required to be applied for, issued, and completed. The SCRD Building Division is not aware of any safety issues 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	X - B. Kennett	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – June 22, 2023

AUTHOR: Bryan Shoji, Manager, Capital Projects

SUBJECT: REQUEST FOR PROPOSAL 2335202 CONTRACT AWARD FOR SECHELT LANDFILL BIOCOVER FEASIBILITY STUDY PHASE 2

RECOMMENDATION(S)

- (1) **THAT the report titled Request for Proposal 2335202 Contract Award for Sechelt Landfill Biocover Feasibility Study Phase 2 be received for information;**
 - (2) **AND THAT a contract to carry out the Sechelt Landfill Biocover Feasibility Study Phase 2 be awarded to Sperling Hansen Associates in the amount up to \$286,000 (excluding GST);**
 - (3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Sechelt Landfill Biocover Feasibility Study Phase 1 (Phase 1) was carried out by XCG Consulting Limited (XCG) in 2020. Phase 1 included a desktop study to evaluate the technical, financial, regulatory, and greenhouse gas emission implications of applying a biocover on the Final Closure area at the Sechelt Landfill.

A biocover is a type of landfill final cover that is designed to oxidize methane emissions into carbon dioxide. There are climate benefits to oxidizing methane since it has twenty-one times the global warming potential when compared to carbon dioxide. Biocovers are made of a methane degradation layer, such as compost or septage solids and a gas distribution layer, such as gravel.

The results of the Phase 1 study were presented to the Board at the February 11, 2021, Infrastructure Services Committee meeting (Resolution 052/21 Recommendation No. 5). The report concluded that a biocover could provide technical and economic benefits to the SCRD and broader community and recommended that a 2021 Budget Proposal be prepared to carry out a Phase 2 pilot study.

Budget Proposal 17 was approved by Board resolution on March 11, 2021.

068/21 **Recommendation No. 31** *Regional Solid Waste [350] – 2021 R2 Budget Proposals*

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

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

Additional funding to include biocover material supply and installation costs was further approved by Board resolution on February 9, 2023.

029/23 **Recommendation No. 122** *Regional Solid Waste [350] - 2023 R1 Budget Proposal*

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

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

Following budget approval, a Request for Proposal (RFP) to secure a qualified contractor to undertake the Biocover Feasibility Study Phase 2 (Phase 2) was issued on April 18, 2023, and closed on May 24, 2023.

The purpose of this report is to summarize the results of the RFP and recommend an award of contract to carry out the Phase 2 study.

DISCUSSION

RFP Response

Two compliant proposals were received in response to the RFP. A summary of the proponents and submitted prices is provided in Table 1 below.

Table 1: Summary of submitted prices

Proponent	Professional Services	Biocover Pilot Construction	Total Bid Price
Sperling Hansen Associates	\$126,569.00	\$137,367.00	\$263,936.00
Tetra Tech	\$167,993.55	TBD ¹	TBD ¹

1. Tetra Tech did not submit a biocover pilot supply and construction cost and instead proposed to issue the material supply and construction through a competitive bid process at a later date.

Led by the SCRD's Purchasing Department, the evaluation team independently reviewed and scored the proposals based on the evaluation criteria set out in the RFP. Based on this evaluation, Sperling Hansen Associates (SHA) was the highest ranked submission. Staff recommend the Phase 2 contract be awarded to SHA.

Financial Implications

A maximum available budget of \$270,000 was stipulated in the RFP. SHA's proposal is within this budgetary limit, however, they did not include the cost of blending and applying the biocover material. SHA suggested that it would be more efficient and cost effective to use the Sechelt Landfill contractor to blend and apply the biocover. Landfill staff have received a quote from the landfill contractor and recommend that \$15,000 be added to the project budget for this work. SHA costs to oversee the blending and application are included in their proposal.

With an approved project budget of \$286,000, SHA's proposal combined with the additional landfill contractor costs to blend and apply the biocover only leaves \$7,064 contingency. As unexpected costs are rarely avoided on any given project, staff recommend that if costs exceed

the project budget, that they be absorbed through the existing Sechelt Landfill [352] Operating budget. Staff further recommend that the Board approve awarding the contract up to the full budget value of \$286,000, to allow contingency to be expended without requiring the administrative effort and schedule delays to seek Board approval for small contract amendments.

STRATEGIC PLAN AND RELATED POLICIES

The Phase 2 study reflects the objectives identified in the Strategic Plan, including the Strategic Focus Areas of *Asset Stewardship* through innovative means to reduce long-term landfill closure costs and *Community Resilience and Climate Change Adaption* by piloting a final closure design that has the potential to reduce landfill GHG emissions by up to 80%.

CONCLUSION

RFP 2335202 was issued to secure a qualified contractor to undertake the Biocover Feasibility Study Phase 2. The SCRD received two compliant responses and SHA was determined to be the best value for this project. Staff recommend awarding a contract for the Phase 2 study in the amount of up to \$286,000 (plus GST).

Reviewed by:			
Manager	X – M. Sole	CFO Finance	X - T. Perreault X - A. Taylor
Acting GM	X - M. Edbrooke	Legislative	
CAO	X - D. McKinley	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – June 22, 2023

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: SAKINAW RIDGE COMMUNITY SEWAGE TREATMENT SYSTEM SERVICE BOUNDARY EXTENSION

RECOMMENDATION(S)

- (1) THAT the report titled Sakinaw Ridge Community Sewage Treatment System Service Boundary Extension be received for information;**
 - (2) AND THAT *Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023* be considered for three readings.**
-

BACKGROUND

The SCRД has been requested to extend the boundary for the Sakinaw Ridge Community Sewage Treatment System (SRCSTS) Service area to add two properties to include District Lot 3921 and 3922 (Veranda Ridge Estates) to the service area.

Requests to amend a service area boundary, to either add or remove parcels, are addressed in accordance with the *Regional District Establishing Bylaw Approval Exemption Regulation* through a Petition process. Attachment A of this report sets out the Petition process.

DISCUSSION

A sufficient petition has been received from the property owner, New Sky Developments. Amendment of the service establishing bylaw requires that in addition to receiving sufficient petition from the majority of property owners petitioning to join the service, consent on behalf of the electors already in the service must be given by at least two-thirds of the participants in the service area. The Director for Area A – Egmont / Pender Harbour must therefore consent in writing to adoption of this bylaw on behalf of the electors.

An amendment to *Sakinaw Ridge Community Sewage Treatment System Service Bylaw No. 1087* has been prepared and is attached for the Board's consideration.

The Developer will be responsible for upgrades to the Sakinaw Ridge Treatment System including the wastewater treatment plant to service their proposed developments. The current capacity of the treatment plant is reserved for existing residents in the SRCSTS as per current wastewater permitting. Upgrades to the wastewater treatment plant is required to service the proposed development. The Developer is responsible for design and construction of required upgrades in compliance with SCRД standards to SCRД's approval. The Developer is required to obtain all necessary senior government permits, including municipal wastewater regulation registration and revised waste discharge permit for the Sakinaw Ridge wastewater treatment plant. All required permits will be in place prior to final approval of development application.

A service agreement(s) will be required to accommodate proposed developments requiring upgrades to the wastewater treatment plant.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

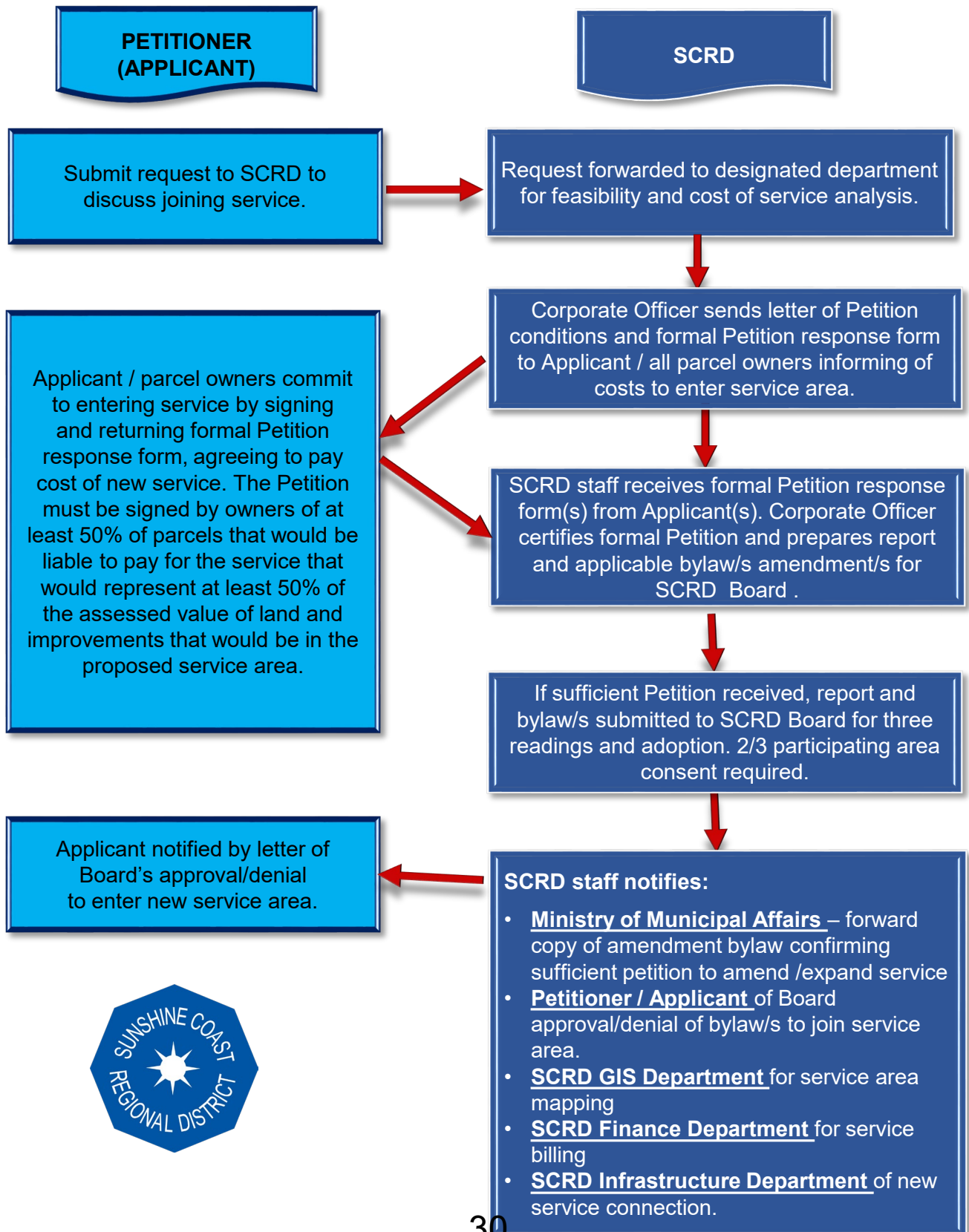
Staff recommend that *Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023* be given three readings.

Attachment A: Petition Process to Expand Service Area (Flowchart)

Reviewed by:			
Manager	X- S.Walkey	CFO	X – T.Perreault
GM		Legislative	
CAO		Other	

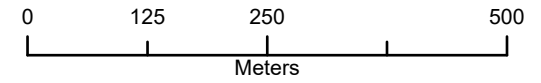
Sunshine Coast Regional District (SCRD)

Process to Petition to Expand SCRD Service Area



**Sakinaw Ridge Community Sewage Treatment System Service
Amendment Bylaw No. 1087.1 2023**

Schedule A



 **Sakinaw Ridge Wastewater Service Area**

Chair

Corporate Officer

Sakinaw Lake

Spence Lane

Lake Rd

Milne Rd

Cottage Dr

Ridge Dr

Mixel Park Rd

Sakinaw Dr

Lee Rd

Men Cres

Johnston Heights Dr

Godwin Way

Irvines Landing Rd

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 755

A bylaw to establish an operating reserve fund for Area A – Bicycle and Walking Paths

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Area A – Bicycle and Walking Paths Operating Reserve Fund Establishment Bylaw No. 755, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Area A – Bicycle and Walking Paths Operating Reserve Fund (the “Reserve Fund”).
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME this 22nd day of June, 2023

READ A SECOND TIME this 22nd day of June, 2023

READ A THIRD TIME this 22nd day of June, 2023

ADOPTED this 22nd day of June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 758

A bylaw to establish an operating reserve fund for Sakinaw Ridge

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Sakinaw Ridge Operating Reserve Fund Establishment Bylaw No. 758, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Sakinaw Ridge Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	22 nd	day of	June, 2023
READ A SECOND TIME	this	22 nd	day of	June, 2023
READ A THIRD TIME	this	22 nd	day of	June, 2023
ADOPTED	this	22 nd	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 751

A bylaw to establish an operating reserve fund for Civic Addressing

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

- 1. This bylaw may be cited for all purposes as *Civic Addressing Operating Reserve Fund Establishment Bylaw No. 751, 2023*.
- 2. There will be and is hereby established a reserve fund to be known as the Civic Addressing Operating Reserve Fund (the “Reserve Fund”).
- 3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
- 5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	22 nd	day of	June, 2023
READ A SECOND TIME	this	22 nd	day of	June, 2023
READ A THIRD TIME	this	22 nd	day of	June, 2023
ADOPTED	this	22 nd	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 756

A bylaw to establish an operating reserve fund for Regional Recreation Programs

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Regional Recreation Programs Operating Reserve Fund Establishment Bylaw No. 756, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Regional Recreation Programs Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	22 nd	day of	June, 2023
READ A SECOND TIME	this	22 nd	day of	June, 2023
READ A THIRD TIME	this	22 nd	day of	June, 2023
ADOPTED	this	22 nd	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – June 22, 2023

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: TOWN OF GIBSONS BORROWING

RECOMMENDATION(S)

- (1) **THAT the report titled Town of Gibsons Borrowing be received for information;**
 - (2) **AND THAT the Board consent to the long-term borrowing of \$1,493,000 over a 20-year term for the Town of Gibsons;**
 - (3) **AND FURTHER THAT *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023* be given three readings and be adopted.**
-

BACKGROUND

As per Section 410 of the *Local Government Act*, a regional district may finance, at the request and sole cost of a municipality, an undertaking for which the council of the municipality has adopted a loan authorization bylaw in accordance with the *Community Charter*.

Staff have received a request from the Town of Gibsons for the Board to adopt a Security Issuing Bylaw in order to partake of the Fall 2023 Issue through the Municipal Finance Authority of British Columbia (MFA). The Town's borrowing was authorized through Loan Authorization Bylaw No. 1264, 2019 – Capital Improvement Financing Bylaw.

DISCUSSION

A proposed bylaw is attached for consideration.

Financial Implications

Per the Community Charter, municipalities are subject to a 25% liability servicing limit when adopting a loan authorization bylaw. Staff reviewed the Town of Gibsons' 2022 financial statements and have estimated that the Town's current annual debt servicing cost is approximately 8% of applicable revenues.

In the unlikely event that a municipality is unable to meet their financial obligations in order to discharge a loan, the deficiency becomes a liability of the municipality to the regional district. This is not viewed as a risk to the SCRD for this security issuing.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff have received a request from the Town of Gibsons for the Board to adopt a Security Issuing Bylaw in order to partake of the Fall 2023 Issue through MFA.

Staff recommend that *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023* be given three readings and be adopted.

Reviewed by:			
Manager		CFO	X-T.Perreault
GM		Legislative	
CAO		Other	

Sunshine Coast Regional District

Bylaw No. 759

A bylaw to authorize the entering into of an Agreement respecting financing between the Sunshine Coast Regional District and the Municipal Finance Authority of British Columbia

WHEREAS the Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS the Town of Gibsons is a member municipality of the Sunshine Coast Regional District (the “Regional District”);

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. This bylaw may be cited as the *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023*.
2. The Regional Board hereby consents to financing the debt of the Town of Gibson and further described in the Municipal Loan Authorization Bylaws table, in the amount of ONE MILLION FOUR HUNDRED AND NINETY-THREE THOUSAND DOLLARS (\$1,493,000) in accordance with the following terms.

<u>Municipality</u>	<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
Town of Gibsons	1264	To construct capital improvements	\$1,760,000	\$ Nil	\$1,760,000	20 years	\$1,493,000
Total							\$1,493,000

3. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the Town of Gibsons up to, but not exceeding ONE MILLION FOUR HUNDRED AND NINETY-THREE THOUSAND DOLLARS (\$1,493,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$1,493,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
4. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
5. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
6. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
7. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
8. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
9. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Town of Gibsons *Loan Authorization Bylaw No. 1264, 2019 Capital Improvement Financing Bylaw* there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
10. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

11. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

READ A FIRST TIME	this	22 nd	day of	June, 2023
READ A SECOND TIME	this	22 nd	day of	June, 2023
READ A THIRD TIME	this	22 nd	day of	June, 2023
ADOPTED	this	22 nd	day of	June, 2023

CORPORATE OFFICER

CHAIR

Schedule "A" to Bylaw No. 759**CANADA****PROVINCE OF BRITISH COLUMBIA****AGREEMENT****Sunshine Coast Regional District**

The Sunshine Coast Regional District (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of ONE MILLION FOUR HUNDRED AND NINETY-THREE THOUSAND DOLLARS (\$1,493,000) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 739 cited as *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023*, this Agreement is sealed with the Corporate Seal of the Sunshine Coast Regional District and signed by the Chair and Chief Financial Officer thereof.

Chair

Chief Financial Officer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 753

A bylaw to establish an operating reserve fund for School Facilities – Joint Use

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *School Facilities – Joint Use Operating Reserve Fund Establishment Bylaw No. 753, 2023*.
2. There will be and is hereby established a reserve fund to be known as the School Facilities – Joint Use Operating Reserve Fund (the “Reserve Fund”).
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME this 22nd day of June, 2023

READ A SECOND TIME this 22nd day of June, 2023

READ A THIRD TIME this 22nd day of June, 2023

ADOPTED this 22nd day of June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 754

A bylaw to establish an operating reserve fund for Gibsons & Area Library

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Gibsons & Area Library Operating Reserve Fund Establishment Bylaw No. 754, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Gibsons & Area Library Operating Reserve Fund (the “Reserve Fund”).
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME this 22nd day of June, 2023

READ A SECOND TIME this 22nd day of June, 2023

READ A THIRD TIME this 22nd day of June, 2023

ADOPTED this 22nd day of June, 2023

CORPORATE OFFICER

CHAIR