



SPECIAL COMMITTEE OF THE WHOLE

Tuesday, July 26, 2022
Held Electronically
and Transmitted via the SCRD Boardroom,
1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

- | | |
|---|----------------------|
| 2. Solid Waste Management Plan Public and Technical Advisory Committee Terms of Reference
<i>Strategic Planning Coordinator</i>
Regional Solid Waste (Voting – All Directors) | Annex A
Pages 1-9 |
| 3. Board Policy – Official Community Plan Amendments
<i>Senior Planner</i>
Rural Planning Service (Voting – A, B, D, E, F) | Annex B
pp. 10-18 |
| 4. Mason Road Site Lease Renewal
<i>General Manager, Community Services</i>
(Voting – All Directors) | Annex C
pp. 19-21 |
| 5. 2022 Community Recreation Facilities Capital Funding Review
Manager, Asset Management
(Voting – B, D, E, F, Gibsons, Sechelt, SIGD) | Annex D
pp. 22-34 |
| 6. Thin Client Procurement
<i>Manager, Information Services / GIS</i>
(Voting – All Directors) | Annex E
pp. 35-36 |
| 7. Ministry of Transportation and Infrastructure Highway 101 Alternate Route Study – Impacts for SCRD
<i>General Manager, Planning and Development</i>
<i>Chief Administrative Officer</i>
(Voting – All Directors) | Annex F
pp. 37-41 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 26, 2022

AUTHOR: Alana Wittman, Strategic Planning Coordinator

SUBJECT: SOLID WASTE MANAGEMENT PLAN PUBLIC AND TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

RECOMMENDATIONS

THAT the report titled Solid Waste Management Plan Public and Technical Advisory Committee Terms of Reference be received for information;

AND THAT the Board approve the Solid Waste Management Plan Public and Technical Advisory Committee Terms of Reference as presented;

AND FURTHER THAT the Board approve the initiation of the Solid Waste Management Plan Public and Technical Advisory Committee.

BACKGROUND

Requirement for a Solid Waste Management Plan

The BC Ministry of Environment and Climate Change Strategy (MOE) requires that regional districts have a Solid Waste Management Plan (SWMP) to guide the management of solid waste in their region. The Sunshine Coast Regional District's (SCRD) current SWMP was approved in 2011 and is approaching the end of the plan's 10-year lifecycle. The Sechelt Landfill, the primary waste disposal option approved in the 2011 SWMP, is expected to reach capacity by mid-2025.

Staff have initiated the processes to identify a long-term solid waste disposal solution and update the SCRD's SWMP. In June 2022, the SCRD Board awarded the contract for the SWMP Update project to Morrison Hershfield Ltd (174/22). The update process typically takes two to three years to complete and requires a review and evaluation of the 2011 SWMP's guiding principles, waste reduction targets, and programs and services. The outcome will be an updated SWMP based on the identified long-term waste disposal option(s) and a comprehensive engagement process. As part of the SWMP update, the formation of one or more Advisory Committees is a requirement outlined in MOE's *A Guide to Solid Waste Management Planning*¹ (the Guide).

The purpose of this report is to present the Public and Technical Advisory Committee (PTAC) Terms of Reference for the Board's consideration, developed based on the Guide. Staff are seeking Board approval for the PTAC Terms of Reference and to initiate the PTAC.

¹ <https://www2.gov.bc.ca/assets/gov/environment/waste-management/garbage/swmp.pdf>

DISCUSSION

SWMP Public and Technical Advisory Committee

The purpose of a SWMP Advisory Committee is to assist with the planning process to ensure that diverse views are represented during the SWMP update process. The SCRD could appoint both a Public Advisory Committee and a Technical Advisory Committee, or combine these groups into a single Committee. The Guide acknowledges that the ideal makeup and size of Advisory Committee(s) may differ for each regional district, depending on the size of the regional district and unique conditions for solid waste management in a region. Staff are proposing one Advisory Committee, the PTAC, for the duration of the SWMP update. Staff believe one Advisory Committee is appropriate for the region's population, the capacity of the project team, and the project budget. Moreover, PTAC will facilitate open and transparent dialogue between technical and non-technical Committee members.

Over the next two years, the SCRD will engage with residents, governing authorities, including First Nations, agencies, waste and recycling industry representatives, waste producers, and businesses to review and update the 2011 SWMP. The purpose of the PTAC is to provide a forum for contribution from residents from a range of backgrounds to inform this process. The PTAC will provide input to SCRD staff and the SCRD Board on matters pertaining to solid waste management planning, typically including but not limited to the design and implementation of public engagement, the development of guiding principles, review of reports from each planning step and the draft SWMP.

The PTAC Terms of Reference outlines the Committee's purpose, how it is organized, its scope, the membership composition, meeting arrangements, and the overall expectations for staff and Committee members. The membership will balance technical and non-technical members, including industry and public members. As per the Guide, one of the Board members will have to be appointed by the Board as a voting member to PTAC. The PTAC will meet approximately 4 to 6 times per year until the SWMP is submitted to the province.

PTAC Membership

The PTAC will be composed of:

- Voting Members:
 - One representative from the SCRD Board
 - Six to eleven members appointed by the SCRD Board representing a diversity of community and sector interests who bring a variety of perspectives and experiences in solid waste, recycling, and composting issues; and,
- Non-Voting Technical Advisors:
 - SCRD staff
 - Municipal staff (District of Sechelt, Town of Gibsons, and Sechelt Indian Government District (SIGD))
 - First Nations (shíshálh Nation and Skwxwú7mesh Nation)
 - Provincial Agencies (i.e., Vancouver Coastal Health)
 - Subject matter experts (i.e., Morrison Hershfield)

Timeline for next steps

Following the Board's decision on the Terms of Reference, staff will launch the application process in August for a five-week period. Staff plan to present the applications to the Board in late November for their consideration and to make the required appointments. The inaugural meeting of the PTAC could be scheduled as early as mid-December 2022.

Communications Strategy

To notify the public about opening of applications for the PTAC, staff will issue a media release, update the website, and place advertisements in the newspaper and on social media. Staff will notify past members of the SWMP Monitoring Advisory Committee (PMAC) should they wish to apply. In addition, staff will reach out to solid waste industry and service providers to make them aware of the purpose of the PTAC and invite them to apply. Details of the recruitment strategy will be outlined in a Communications Plan.

Financial Implications

There will be limited costs associated with the initiation of the PTAC. Any expenses will be funded from the approved budget for the SWMP Update project.

STRATEGIC PLAN AND RELATED POLICIES

The PTAC supports Strategic Focus Area 2: Asset Stewardship, strategy 2.3 to 'achieve sustainable solid waste management', and the tactics to 'undertake effectiveness review of current Solid Waste Management Plan and update' in the Board's 2019-2023 Strategic Plan.

Further, the PTAC supports Strategic Focus Area 1: Engagement and Communications, and the goal 'to proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them'.

CONCLUSION

Staff have initiated the update of the SCRD's Solid Waste Management Plan (SWMP) in accordance with the BC Ministry of Environment and Climate Change Strategy's (MOE) *A Guide to Solid Waste Management Planning* (the Guide). As part of the SWMP update, the formation of one or more Advisory Committees is a requirement outlined in the Guide.

Staff have proposed one Advisory Committee, the Public and Technical Advisory Committee (PTAC), for the duration of the SWMP update process. Staff are seeking Board approval for the PTAC Terms of Reference and to initiate the PTAC. Staff will invite applications for the Committee shortly following the Board decision on the PTAC Terms of Reference. Staff anticipate bringing the results of the application process for Committee appointments in late September, and the inaugural meeting of the PTAC could be scheduled as early as November 2022.

Attachments

Attachment A – Solid Waste Management Plan Public and Technical Advisory Committee
Terms of Reference

Reviewed by:			
Manager	X - M. Edbrooke	Finance	
GM	X - R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	X - S. Reid

Attachment A



Solid Waste Management Plan Public and Technical Advisory Committee Terms of Reference

1. PURPOSE

- 1.1. The Sunshine Coast Regional District (SCRD) will engage with residents, governing authorities, including First Nations, agencies, waste and recycling industry representatives, waste producers, and businesses to review and update the 2011 Solid Waste Management Plan (SWMP). This work will be guided by the *British Columbia (BC) A Guide to Solid Waste Management Planning*.
- 1.2. The purpose of the SWMP Public and Technical Advisory Committee (Committee) is to provide a forum for contribution from residents from a range of backgrounds to inform the review and update of the SWMP.
- 1.3. These Terms of Reference describe the role of the Committee.

2. DUTIES

- 2.1. The Committee serves at the pleasure of the SCRD Board and may be reconstituted as required.
- 2.2. The Committee will receive and review information and provide input to SCRD staff and recommendations to the SCRD Board on topics related to the update of the SWMP. Committee members will be invited to pose questions, engage in discussion, and provide comments for consideration as the SWMP is reviewed. Potential topics for engagement with the Committee include waste reduction and recycling, residuals management, greenhouse gas emissions reduction, asset and risk management, resilience, costs-effectiveness, and engagement.
- 2.3. Tasks will include the following:
 - Ensure that proposals are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements
 - Review current programs to identify issues and opportunities
 - Contribute to the review and update of the SWMP principles, goals and targets
 - Review information as required and provide comments

- Provide input on design and implementation of public engagement plans
 - Assist in the development and evaluation of a variety of options and strategies for the proposed SWMP
 - Provide input on the final draft SWMP
 - Participate in smaller ad-hoc committees dealing with specific issues or tasks as required
- 2.4. The Committee may make recommendations on the proposed SWMP to the SCRD Board. PTAC recommendations will be forwarded to the SCRD Board through the Committee of the Whole where they will be considered for recommendation for Board adoption. The SCRD Board is the final decision-making authority.

3. MEMBERSHIP

- 3.1. The SCRD Board will appoint no less than six and no more than twelve voting members to the Committee.
- 3.2. Members shall be appointed for a term of two years. Members who are appointed part way through a two-year term will be appointed for the remainder of the two-year term.
- 3.3. Committee membership will balance between technical and non-technical members, including both industry and public members.
- 3.4. The Committee will be composed of members representing a diversity of sectors and interests that bring a variety of personal qualities, perspectives, and experiences in solid waste, recycling and composting issues.

The following is a list of desired personal qualities, perspectives and experience of Committee members:

- Demonstrates community/committee involvement and the ability to work collaboratively with others (e.g. openness to different/opposing views)
 - Interested and/or demonstrates a commitment to waste reduction, sustainability and climate action
 - Experienced with waste, waste reduction and recycling (i.e. lived experience, technical expertise, or both)
 - Belongs to a community that is typically underrepresented (e.g. women, LGBTQ2S+, Indigenous, immigrants, visible minority, persons with disabilities, youth, etc.)
 - Represents the interests/perspectives of a group of people/sector
- 3.5. The Committee will include one elected representative from the SCRD Board as a voting member. The elected representative will be a direct liaison between the Committee and the SCRD Board.
- 3.6. The Committee may include one elected official appointed by and representing each of the Town of Gibsons, District of Sechelt, and Sechelt Indian Government

District as a non-voting member to provide direct liaison between the Committee and their respective Councils.

3.7. One SCRD staff member will be assigned to serve in a coordinator capacity as a resource. Other staff members may attend when appropriate. The role of the staff coordinator includes:

- Providing information
- Prepare reports
- Facilitate discussions during meetings as per the code of conduct in Section 6
- Assist the Committee secretary in preparing agendas and minutes
- Assist the Committee secretary in writing recommendations to the SCRD Board as required by the Committee
- Bring such matters to the Committee's attention in support of SCRD Board direction
- Provide advice to the SCRD Board that is at variance to a Committee recommendation

3.8. The SCRD will provide a staff member as Committee secretary whose duties will include:

- Prepare and distribute agendas to the Committee members in advance of the meeting
- Prepare minutes of all meetings using SCRD standard practices
- Forward the Committee minutes to the Committee of the Whole for information and approval

3.9. All Committee members are expected to:

- Undertake research and review materials
- Share knowledge and keep current on the topic of solid waste management and waste diversion
- Engage on the full scope of the Committee as defined in Section 3
- Review and follow the Code of Conduct outlined in Section 6

3.10. The Chair and Vice Chair are voluntary positions that will be elected at the first meeting of each year by Committee voting members.

4. MEETING ARRANGEMENTS

4.1. Meetings will be held approximately 4–6 times per year until the SWMP is submitted to the province.

4.2. Meetings will be held virtually or at the SCRD Office located at 1975 Field Road, Sechelt, British Columbia.

4.3. The meeting dates and times will be determined by SCRD staff in consultation with Committee members, and will be scheduled at intervals relevant for the SWMP update process. No meetings will be held in August.

- 4.4. The Chair and Vice Chair will work with SCRD staff to draft meeting agendas and coordinate meeting materials which will be circulated to the Committee in advance of meetings.
- 4.5. A quorum of the voting members of the Committee will be a majority of the members appointed.
- 4.6. All Committee meetings must be open to the public except where the Committee resolves to close a portion pursuant to Section 90 of the *Community Charter*.
- 4.7. Delegations may appear upon written request and in accordance with the SCRD Board Procedure Bylaw No. 717.
- 4.8. SCRD staff are not members of the Committee but will attend meetings to provide information on various topics and respond to questions.
- 4.9. SCRD staff may invite technical specialists and advisors to attend the meetings to provide information on various topics and respond to questions.
- 4.10. Members who are absent for three consecutive meetings will be deemed to have resigned their position unless the absence is because of illness or injury, or if the leave is approved by the SCRD Board.
- 4.11. Members wishing to resign from Committee membership should provide written notice including the effective date of their resignation, addressed to the Committee Chair, Vice Chair and SCRD staff coordinator.
- 4.12. Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.13. Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

5. CODE OF CONDUCT

- 5.1. This Code of Conduct is intended to guide the spirit and intent of how members are expected to deliver on the Committee’s purpose and objectives in a respectful manner towards all involved.
 - *Respect and Collaboration:* Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.
 - *Transparency:* It is expected that all members speak honestly and transparently, engaging in good faith dialogue and sharing information openly to encourage fact-based dialogue.

- *Treatment of Other Members and SCRD Staff:* Members have a duty to treat other members and SCRD staff with respect during Committee meetings. Specifically, members have a duty to avoid:
 - disrupting meetings;
 - making offensive or abusive remarks;
 - impugning the motives of other members or supporting staff;
 - ignoring the legitimate direction of the Chair or Vice Chair.

5.2. Members and SCRD staff who object to the behaviour of anyone involved in the Committee are asked to identify their concerns immediately to the Chair, Vice Chair or SCRD staff coordinator. A member whose behaviour repeatedly does not meet the Code of Conduct requirements may have its appointment revoked by the SCRD Board.

6. REPORTING

6.1. The Committee reports to the SCRD Committee of the Whole. SWMP Public and Technical Advisory Committee meeting minutes are provided to the SCRD Committee of the Whole. The role of the SCRD Board Committee liaison is to ensure regular updates are provided to the Committee of the Whole.

7. REVIEW

7.1. Once approved, these Terms of Reference will remain in effect for the duration of the SWMP update process. Any changes to the Terms of Reference must be approved by the SCRD Board.

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Committee of the Whole – July 26, 2022

AUTHOR: Julie Clark, Senior Planner

SUBJECT: BOARD POLICY - OFFICIAL COMMUNITY PLAN AMENDMENTS

RECOMMENDATIONS

THAT the report titled Board Policy - Official Community Plan Amendments be received;

AND THAT staff be directed to develop a Board Policy for Official Community Plan amendments to be brought back later in Q3 for review and consideration;

AND FURTHER THAT the draft OCP policy be referred to APCs for feedback.

BACKGROUND

At recent public information meetings for Zoning Bylaw 722, staff received feedback that the bylaw update had not gone far enough toward innovative community building to address current crises such as housing shortages and building climate resilience. Staff heard repeated requests related to the urgency for innovation and/or for denser development in some areas and specifically there were calls to “be bold and be brave.”

Legislative Context

[Zoning](#) bylaws are tools to implement local government land use planning visions expressed in official community plans and regional growth strategies; and a hierarchical policy alignment must be maintained. BC’s *Local Government Act* requires official community plans (OCPs) to include a statement of objectives and policies to guide decisions on planning and land use management within the area covered by the plan. To achieve this, OCPs must further include policies and mapping to ensure approximate location, amount, and type of land use and in the case of residential development, also specify the general location and amount of density. In achieving this spatial implementation of land use and density, other factors such as hazardous conditions, environmentally sensitive areas and the phasing of services must also be identified and guided by OCP policy. For these reasons, Zoning Bylaw 722 has a limited scope and cannot directly accomplish some of the requests received from the public during consultation, as it is guided by six different OCPs; all of which are aging policy documents. The result is that procedurally Zoning Bylaw 722 is geared to be a refresh to its predecessor (Bylaw 310) and the call for bolder change that considers the type of community we want to build is part of a deeper policy dive that involves reviewing SCRDs OCPS and ensuring commensurate levels of consultation.

Current Trends in Inquiries and New Applications

SCRD receives applications to amend OCPs from time to time. There is a current trend of initial proposals requesting to deviate from adopted OCPs without demonstrating specific community benefits in return, consideration of planning best practices or the broad array of existing SCRD policies and plans that seek to build a resilient and livable community. These applications take a considerable amount of resource time and often result in community division on how to move forward. SCRD does not have current policy direction that clearly guides OCP amendment applications. This makes it additionally challenging for staff to calm this division by being able to concretely refer to and articulate agreed upon values for the professional recommendations that are being made for the betterment of long-term community-building.

Trends in Recent Application Reviews

Looking back on the last 2-3 years of OCP amendment applications, staff observations about OCP review processes are reflected, as follows:

- One particularly strong application, that achieved many planning best practices and offered a strong community benefit did not get approved, where community dissent strongly influenced decision making;
- Multiple applications were entertained that did not include planning best practices, and from a planning best-practice perspective, likely ought to have been turned down early. While they were not ultimately approved, the length of the process led to community division that was avoidable as well as a substantial use of staff time that could have been better allotted to doing proactive planning work.
- In each of these review processes, a clear policy might have changed the course of the application for the betterment of the community, by providing policy thresholds for which the application would be considered through and by enhancing timing of the review and/or the ultimate decision. Such a policy would benefit applicants (clearer target, consistency, faster process), the community (transparency, potential for better planning outcomes) and SCRD (more efficient processes and improved policy alignment).

OCPs Are Aging Infrastructure

SCRD has seven existing OCPs which are aging. OCPs are key planning 'infrastructure' for the Sunshine Coast. Like physical infrastructure, there are increased risks as these policy documents age. Aging OCPs increase the likelihood that applications to amend them, resulting from development pressure. Amendments, if done well, have the potential to achieve greater land use density or more diverse uses that can result in positive planning outcomes. Careful negotiation is required to ensure the benefit remains with the community for the long-term, and not just for the developer.

If such applications are approved without a rigorous consideration for the appropriateness of the proposed use and density at the subject location and negotiation of adequate community benefit, an increase in future community challenges is likely to result from the unplanned land use. Such challenges may include climate impacts, social equity concerns, land use and neighbourhood conflicts, as well as long-term inefficiencies, inabilities or cost impacts to providing community infrastructure and services.

Despite these challenges, developer-initiated OCP amendments can present a significant opportunity to shape land use patterns and decisions in a positive way that support long term community benefits, if there is policy to support rigorously reviewed and negotiated outcomes.

Urgency

Staff share the community's sense of urgency to meaningfully address the many environmental, social and economic challenges facing the Sunshine Coast and are eager to embark on this critical community conversation. Future comprehensive updates to SCRD's seven OCPs will form the legacy of our community for future generations, but it will take time, resources and deep community conversations to inform decision making and ensure we get it right (a multi-year renewal project has been approved to commence later this year/following completion of the zoning bylaw project).

Proposed Bylaw 722 is intended as a steppingstone to this larger metric of upcoming planning work and the recent Regional Growth Baseline Work serves as a compass to guide the way. Despite these efforts, recent climatic events, housing demand and developer willingness suggest that there is an urgent need to consider how and when we consider amendments to SCRD's OCPs in the interim.

Such processes move at the speed of legislated requirements, community relationships and trust, as well as the provision and availability of resources. SCRD is committed to that deep work, yet there is a practical and urgent need to apply increased rigor to OCP amendment applications now, with a framework of criteria for negotiating that is consistently carried through from the beginning of an inquiry to decision making.

Following up on the above-noted recent community feedback and operational observations, staff have decided to propose to develop a Board Policy to guide the review of OCP amendment applications to help ensure the decisions we make today, build a legacy that we are proud to pass onto future generations. The purpose of this report is to provide information and obtain direction from the Electoral Area Directors on developing a Board Policy that provides an assessment criterion for Official Community Plan Amendment applications.

DISCUSSION

Analysis

In response to requests to "be bold and brave", noting recent application review trends and the increase in inquiries and applications for OCP amendments that depart significantly from existing OCPs, staff propose to develop a Board Policy for OCP amendments, akin to the current DVP Board Policy. The proposed policy is intended to encourage and reward innovative OCP amendment applications that will benefit the region for the long term. This tool is proposed to be:

- an interim solution for the duration of time before new OCPs and regional growth strategy are completed (it would be reassessed at this time);
- A guide for the Board which is operationalized with staff: from inquiry management, through pre-application negotiation, technical review and Board reports;
- A signal to the development community of growing expectations for rural density proposals, foreshadowing new OCP principles and policies;
- Foster transparency: gives the development community the framework needed to build stronger proposals before approaching SCRD, and a common frame of reference for negotiation;

- An evaluation framework that unites land use planning best practices, community wishes, staff technical review and Board decision making; and
- A framework for interdisciplinary evaluation that ensures clear direction for managing emerging values as well as those already embedded in SCRD policies and strategic plan: housing affordability, natural asset protection, climate action, reconciliation, water conservation, corridor planning, park land dedication and more.

A draft policy is attached for reference and to provide an example of the anticipated framework and content. The intent of this policy is to recognize the need to consider OCP amendment applications in advance of comprehensive OCP updates and policy harmonization and provide a framework to guide and encourage the implementation of planning best practices through these applications. **It is important to note that the policy provides review criteria only and is not a yardstick, prescription or requirement.**

An alternative approach, taken by some local governments, would be to hold such OCP amendments in abeyance until OCPs and other guiding documents are updated. Given the urgency of need for action specifically around climate resilience and housing on the Coast, such an approach is not recommended as it may bar much-needed innovative community-building solutions from advancing. By developing this policy framework now, there is an opportunity to strive for land use development excellence and be regional leaders in considering innovative solutions, while harnessing appropriate community benefits. If guided by innovative policy, OCP amendment applications can also be pioneering solutions that may be considered more broadly in future OCP work.

Organization, Intergovernmental and Financial Implications

- A stronger framework of policies and regulations (regional growth strategy, modern OCPs, modern zoning and development bylaws) are needed to drive the expectations for excellence in rural development that meets the current and future needs of the Sunshine Coast;
- When in place, such a framework steers the marketplace to do the biggest refinements to their development proposals before submitting an application, rather than refining mostly through the public review process (Public Information Meetings, Public Hearings, etc.) of an OCP amendment;
- This work should be borne primarily by the applicant and to a much lesser degree by staff, decision makers and community. It is expected that implementing a high quality, transparent framework for evaluating OCP amendment applications will reduce staff processing time, help support SCRD Board decision making and reduce community division;
- Inadequate applications and potential subsequent approvals represent financial, legal and reputation risks to SCRD;
- Developing and implementing such a Board policy would be a signal of the internal and external culture shift required to meet the challenges of our time; and
- Risks of not implementing a framework is anticipated to prolong the time of receiving (potentially) inadequate applications that must run their course, taking more staff, Board and community time.
- The only anticipated direct financial implication to the adoption of such a policy would be a slightly positive effect of allowing re-allocation of existing, budgeted staff time to required proactive planning work (no net budget impact; potential for faster progress on Board-directed projects).

Timeline for next steps or estimated completion date

- If the Board would like to proceed, staff propose to bring a refined draft forward for review in Q4 2022.
- Internal SCRD collaboration and APC referral is planned to refine the draft. It is possible that a special meeting or orientation session for APCs could be conducted in coordination with ongoing work on Bylaw 722.

Communications Strategy

If this policy work proceeds to adoption, staff would prepare a communications plan to notify residents and the development community of the policy framework for OCP amendments.

STRATEGIC PLAN AND RELATED POLICIES

This proposed policy development aligns with many areas of the SCRD's Strategic Plan.

CONCLUSION

SCRD Planning staff has heard requests from the community to be bold and brave in the short term to propel housing solutions in appropriate locations. Staff observe there are an increasing number of OCP amendment inquiries and applications coming forward, some citing housing-creation as their intent, while others have also included broader suggested community benefits. Staff review, community understanding and Board consideration of these applications would be assisted by a more rigorous policy framework to weigh the merits of the application against the implementation of planning best practices to ensure a long-term community-building benefits.

Staff propose to develop a Board Policy for OCP amendments to be used in addition to current OCPs. Staff see this as an interim solution in advance of and during the process of OCP renewal, to raise and clarify application expectations and direct development effort toward multiple urgent community needs.

ATTACHMENTS

Attachment A – Draft Board Policy: Official Community Plan (OCP) Amendments

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall X - R. Rosenboom X - S. Gagnon	Legislative	X - S. Reid
CAO	X - D. McKinley	Other	X - Y. Siao X - R. Shay

Attachment A

Sunshine Coast Regional District Official Community Plan Amendment Application Assessment Criteria Board Policy

Intent

This Board Policy is intended to provide guidance to assess the merits of proposed Official Community Plan (OCP) amendment applications in the Sunshine Coast Regional District. Development proposals that require an OCP amendment will be evaluated against the criteria below.

The criteria listed here are a sample of best practices with which to evaluate OCP amendment applications and may not be an exhaustive list. SCRD is open to other innovative criteria that meet the intent of current bylaws, align with SCRD authority and stretch toward sustainable development.

Criteria

1. Location

- a) Subject property is located within 500 metres of a major transportation corridor for which transit services are currently or planned to be provided (applicable to all OCP areas having transit services).
- b) Proposed development would limit the number of crossings of watercourses and seek to protect environmentally sensitive areas.
- c) Location is not in an identified area of climate vulnerability: sea level rise, storm surge, debris flood.
- d) Proposed development eliminates direct vehicular driveway access to the Sunshine Coast Highway and seeks to limit or reduce direct vehicular driveway access to other arterial roads.
- e) Proposed development is in close proximity to or directly accessible by transit, to existing or planned commercial development and civic services such as parks, schools and recreation centres.

2. Land Use Compatibility and Density

- a) Compatibility of land use with adjacent planned land uses.
- b) Appropriateness of proposed density with planned density of surrounding area.
- c) Proximity of planned and existing utility infrastructure with proposed development.
- d) Proposed development provides a housing choice that is appropriately-located and contributes to the range of housing affordability on the Sunshine Coast
- e) The proposal seeks to implement complete community and low-carbon land use attributes.
- f) If located at or near a rural-municipal edge, proposal responds to adjacent municipal land use planning

3. Community Amenity Contribution

- a) Proposed development provides a significant Community Amenity Contribution (CAC), deemed acceptable by SCRD, which benefits the public good and would not otherwise be achievable through established plans, bylaws and policies. *Note: A CAC shall be calculated by the amount of contribution (in-kind or monetary) in addition to all other requirements and payments that are otherwise required by established plans, bylaws, policies and legislation.*

Sunshine Coast Regional District Official Community Plan Amendment Application Assessment Criteria Board Policy

- b) If the CAC involves the donation of land or infrastructure to SCRD, this donation should generally adhere to the following criteria:
 - i. The land or infrastructure is provided in a “turn-key” format, acceptable to SCRD.
 - ii. The land or infrastructure is provided in a location acceptable to SCRD that logically supports existing OCP policies and community needs, with consideration given to promoting the use of transit, walkable community cores, as well as environmental protection and enhancement.
 - iii. A cost-benefit analysis of the asset has been completed to ensure long-term benefit to the public good, which may consider risk mitigation factors, such as maintenance costs.

4. Environmental Enhancement

- a) The application proposes to protect and enhance waterbodies, watercourses, aquifers, flora and fauna (particularly those at risk), and other natural features in a manner that provides greater benefit than otherwise required by existing policy or legislation.
- b) The application seeks to reduce Green House Gases (GHGs) through design, protection of carbon sinks, and/or proximity that encourages walkability, cycling, and use of transit.
- c) If the application involves or is adjacent to agricultural lands it seeks to enhance and protect farming activities and soils that are suitable for agriculture.
- d) The proposal does not result in an exclusion from the Agricultural Land Reserve, unless a 2-for-1 replacement with like or better soil qualities is proposed at a location deemed acceptable to SCRD and the Agricultural Land Commission.
- e) The application commits to removing invasive plants and limiting or correcting previous land alteration practices and provides restoration that enhances native biodiversity.
- f) The project protects an area that is integral to a wildlife corridor.

5. Climate Resilience & Reduction of Greenhouse Gas Emissions

- a) The application seeks to contribute to climate resilience efforts in response to the Climate Risk Assessment and provides benefit to the greater public good, such as:
 - i. Maximizes retention of existing native trees, soil and vegetation
 - ii. Uses climate-resilient planting for future shade
 - iii. Climate-ready stormwater management
 - iv. Provides rainwater capture/retention opportunity
- b) Applications involve innovative climate-resilient design that warrants consideration to support piloting new ideas that could set new standards for climate resilience on the Sunshine Coast.
- c) Project seeks to reduce emissions associated with single occupant vehicle trips and fossil fuel heating.

6. Community Health and Equity

- a) The project applies an equity lens to development.
- b) The project is or will be informed by a socio-economically diverse group of people (including, potentially, those who it is intended to serve).
- c) The project outcome intends to serve people with barriers to adequate housing or transportation services.
- d) The project includes aspects that build social capacity, especially for equity-deserving groups.

Sunshine Coast Regional District Official Community Plan Amendment Application Assessment Criteria Board Policy

- e) The project considers community child care needs.
- f) The project design promotes and connects to safe Active Transportation routes between the proposed location and community amenities.
- g) The project design integrates indoor or outdoor community gathering spaces.
- h) The project furthers food security by producing or processing local food for a local economy.
- i) The project unites affordable housing opportunities with opportunities for growing and/or processing food.
- j) The project protects or enhances farm land and soil for future agricultural capability.
- k) The project protects or enhances habitat for pollinators.

7. Impact of Amendment on Infrastructure and Amenities

- a) The proposal provides a benefit towards enhancing public infrastructure for the development or the larger area.
- b) The location of proposed density is within a logical proximity to the availability of existing or planned SCRD services and utilities.
- c) Proposal demonstrates innovation in or a high-degree of efficiency related to community drinking water.

8. Affordable Housing

- a) The application proposes innovative housing solutions that assist with the provision of affordable housing, particularly long-term rental, on the Sunshine Coast in a location that promotes walkability, cycling and transit usage in any of the following ways:
 - i. Through a registered housing agreement that protects market rental and/or below-market rental.
 - ii. Increases the housing stock of apartments, townhouses and duplexes at an appropriate location and in a manner that will provide more affordable means of homeownership.
- b) The proposed development involves senior level government, a government agency, SCRD, or non-profit backing (collaboration, land or financial partnership) to assist with the provision of affordable housing in a strategic location.
- c) The application involves an affordable housing solution that assists with aging in place for Sunshine Coast residents.

9. Economy

- a) The proposed development involves the construction of an employment-generating use that when complete would provide a significant number of jobs that pay a living wage.
- b) The proposed development involves the provision of a use that would be a significant benefit to tourism on the Sunshine Coast, while ensuring best-practice sustainable development initiatives.
- c) The proposal propels economic growth that benefits environmental and social community needs, such as climate resilience, culture, heritage and the provision of housing.

Sunshine Coast Regional District Official Community Plan Amendment Application Assessment Criteria Board Policy

10. Topography

- a) The proposal is a response to the presence of steep slopes, ravines or flooding hazards that preclude certain uses or types of development and require an OCP amendment to facilitate a use or form of development that is more appropriate for the topography, location, and risks associated with the subject lands.

11. Reconciliation

- a) The project advances the reconciliation goals of the corresponding Nation through collaboration.

12. Heritage Conservation

- a) The full scope of the project is aligned with the *Heritage Conservation Act*
- b) The project seeks to protect and enhance a building, site, or natural feature that has heritage value worthy of long-term protection through any combination of bylaw, covenant, designation, or public ownership

13. Design

- a) Proposed development demonstrates a high degree of innovation, creativity and sensitivity in its overall design, including site layout, building design, stormwater management and landscaping.
- b) Proposed buildings associated with the development demonstrate leadership for the Sunshine Coast in green-building design or advanced Step Code requirements.
- c) Proposed developments adjacent to forested areas should demonstrate a high degree of site, building and landscaping design that is Fire Smart, while also considering onsite fire suppression capabilities.
- d) Site design and landscaping is designed to preserve significant trees and promote onsite stormwater management and aquifer recharge.
- e) The proposal adequately considers emergency response needs including access for protective services.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Committee of the Whole – July 26, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: MASON ROAD SITE LEASE RENEWAL

RECOMMENDATION(S)

THAT the report titled Mason Road Site Lease Renewal be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) apply to the Ministry of Forests for a replacement tenure for Lease No. 234988 for the Mason Road site;

AND THAT the length of the lease term be requested for more than 30 years;

AND THAT the delegated authorities be authorized to sign the replacement tenure documents;

AND FURTHER THAT this recommendation be forwarded to the July 28, 2022 Regular Board Meeting.

BACKGROUND

On November 9, 1992 the SCRD entered into a 30-year lease agreement (Lease No. 234988) with the Province of British Columbia (then Ministry of Environment, Land and Parks), to occupy the property referred to as the Mason Road site (Block A of District Lot 4310, Group 1, New Westminster District).

The Mason Road site occupies 1.58 ha (3.8 acres) of land in an industrial area. The site consists of buildings/structures, parking areas and laydown areas used by the SCRD's Transit and Fleet, Utilities, and Parks divisions.

The land is owned by the Province and as per the provisos of the Lease Agreement, title to and ownership of all buildings, structures and other improvements constructed on the lands are vested in the Province.

DISCUSSION

The current lease for the Mason Road site expires on November 9, 2022. If the SCRD wishes to renew the tenure, the application must be submitted by August 15, 2022. In order to maintain the site for continued operations of SCRD services, it is recommended that an application for a replacement tenure be submitted to the Ministry.

A Board Resolution endorsing the application is required. The application also includes the submission of a site plan, management plan, and application fee. Additional information may be required during the review of the application.

Options and Analysis

The application requires selection of the period of proposed use as follows:

- 2 years or less
- 2-5 years
- 5-10 years
- 10-30 years
- More than 30 years

The Mason Road site is integral to the continued operations of the transit, fleet, parks and utilities divisions. Staff recommend that a lease for a period of more than 30 years be selected on the application.

Organizational and Intergovernmental Implications

The tenure area falls within the swiya of the shíshálh Nation and is therefore subject to review by the Shared Decision-Making (SDM) process as per the 2018 Foundation Agreement between the Province and the shíshálh Nation. SCRD staff will also share our intent to renew the application with our partners at the shíshálh Nation. This approach aligns with the terms and spirit of the Protocol Agreement on Heritage (2006) between shíshálh Nation and SCRD.

Financial Implications

The application fee of \$210.00 can be accommodated within current operating budgets.

Future financial implications as a result of new public sector accounting standards for asset retirement obligations are being considered in the work currently underway within the Corporate Services Department.

Timeline for next steps or estimated completion date

Following Board direction, the application will be submitted. The province is experiencing a large backlog of applications and the timeline for review is approximately two years from when the application package is received. As the current lease agreement may expire prior to the completed review, we will be deemed to be a monthly occupier only subject to the provisions within the original agreement.

STRATEGIC PLAN AND RELATED POLICIES

Renewal of this lease agreement supports the continued provision of several essential and important services to the residents of the Sunshine Coast.

CONCLUSION

The SCRD's 30-year lease agreement for the Mason Road site expires November 9, 2022. It is recommended that the replacement application be submitted to the Ministry indicating a renewal period of more than 30 years of proposed use.

Reviewed by:			
Manager		CFO/Finance	X- T. Perreault
GM	X - R. Rosenboom X - I. Hall	Legislative	X - S. Reid
CAO	X – D. McKinley	Risk Management	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Committee of the Whole – July 26, 2022

AUTHOR: Kyle Doyle, Manager, Asset Management

SUBJECT: 2022 COMMUNITY RECREATION FACILITIES CAPITAL FUNDING REVIEW

RECOMMENDATION(S)

THAT the report titled 2022 Community Recreation Facilities Capital Funding Update be received for information;

AND THAT the 2023 Contribution to Community Recreation [615] be increased by \$177,076 to \$962,370 and increased by 2% annually thereafter;

AND THAT the increase be funded through Ad Valorem taxation (property tax);

AND FURTHER THAT the amended increases be included as part of the draft 2023-2027 Financial Plan as detailed in Table 1 in order for the newly appointed Board to assess the overall financial implication.

BACKGROUND

Since 2016 the Sunshine Coast Regional District (SCRD) has maintained a 20-year Capital Plan for Recreation Facilities [615]. The purpose of this plan was to forecast upcoming expenditures related to the renewal of capital components and to determine the annual funding necessary to complete these projects across 20-years. The proposed plan was in response to the ongoing deferment of the annual \$250,000 capital reserve contribution prescribed by the 2005 Referendum for the Community Recreation Facilities. The desired result was to mitigate fluctuations in the taxation on an annual basis related to these expenses.

When the plan was initially received by the SCRD Board in 2016 a decision to fund only 'critical' components was made, and that decision has not been formally reviewed or changed since that time. This means only components critical to the primary function of the facility are considered when determining the annual contribution necessary to sustainably fund the capital renewal budget. All other component renewal must come to the Board as budget requests. The Board also chose at the time to commit to only \$500,000 out of the identified \$725,000 annual contribution required to sustainably fund critical component replacement. Since 2016 the approved annual contribution to fund critical capital component replacement for Recreation Facilities has never been equal to the value identified in the 20-year Capital Plan.

As a response to the Covid-19 pandemic in 2020 the SCRD Board approved a staff recommendation for a one-time deferral of \$500,000 from the Recreation Facilities capital renewal fund in favor of subsidizing operational expenses and mitigating the overall tax increase at that time.

In October 2021 a report titled '[2022 Community Recreation Facilities Capital Funding Update](#)' was presented to the Board which outlined two options to establish sustainable funding of the critical capital renewals. One option was to maintain existing levels of funding with a period of increased funding aligning with the expiry of debt related with the construction of two newer recreation facility and the other option was to increase funding to a sustainable level and to maintain that funding with only an annual inflationary increase projected for the 20-year capital plan.

At that time a decision was made to maintain the existing funding levels and to have a report delivered in July 2022 to revisit the issue with the Board passing motion 286/21 below:.

Recommendation No. 16 *2022 Community Recreation Facilities Capital Funding Review*

The Planning and Community Development Committee recommended that the annual Recreation Facilities Capital Renewal Funding Plan Review report be brought forward to a future July Standing Committee meeting for information and direction prior to the 2023 - 2027 Financial Planning process.

The purpose of this report is to provide the Board with options to re-establish a sustainable level of funding for Recreation Facilities capital renewal.

DISCUSSION

There continues to be a widening gap between the funding that has been identified by the Capital Plan as necessary to replace critical capital components and the amount of actual funding that has been committed. This funding gap has repeatedly necessitated revisions in the modelling due to lost opportunity to accrue interest from reserves, resulting in additional projected expenditure from debt servicing. The Capital Plan currently projects to fully deplete reserves and have debt obligations exceeding annual funding inflow by 2028 with the currently approved level of funding (**See Attachment A**). A sustainable level of funding has never been established for the renewal of only critical capital components at SCRD Recreation Facilities.

Further, the decision to only fund critical components has impaired the ability of the SCRD to achieve the original desired outcome of capital planning – predictable annual taxation associated to this service. Under a 'critical component only' level of funding approximately 1/3rd of the projected capital component expenses for the next 20 years remain unfunded and require individual budget proposals. All dedicated capital funding/reserves is used to fund projects within the Capital Plan, therefore every additional approved budget proposal must be funded through other sources which often results in additional taxation. Recent supply chain and market conditions have also exacerbated the Plan's shortfalls when current projects need more funding which is taken from projects intended for the future.

Options and Analysis

As highlighted above the current level of funding for the Community Recreation Facilities Capital Renewal does not meet the projected needs. The two funding options presented below represent different approaches to achieving sustainable funding for the replacement critical capital components for all Recreation facilities. There are many different options for funding that could achieve sustainability, the rationale for each of the models is explained below.

Model 1

Model 1 presents a straightforward approach to sustainable funding by increasing the 2023 contribution amount to \$962,370 and increasing annually at 2% to account for typical annual inflation. The predictable nature of this model establishes a predictable level of taxation which aligns with the original purpose of the Recreation Facilities' capital plan.

Table 1: Model 1 - Five Year Projections

CAPITAL PLAN		2022	2023	2024	2025	2026	2027
Funding Commitment		\$ 785,294	\$ 962,370	\$ 981,617	\$ 1,001,250	\$ 1,021,275	\$ 1,041,700
5% of User Fee Revenue		\$ 89,598	\$ 91,390	\$ 93,218	\$ 95,082	\$ 96,984	\$ 98,923
Combined Contribution		\$ 874,892	\$ 1,053,760	\$ 1,074,835	\$ 1,096,332	\$ 1,118,258	\$ 1,140,624
Opening Reserve Balance		\$ 2,338,314	\$ 1,326,321	\$ 1,618,103	\$ 1,820,136	\$ 1,707,136	\$ 1,953,152
Debt Payment	GACC Brine Chiller & Condenser	\$ -	\$ 80,204	\$ 190,125	\$ 190,125	\$ 190,125	\$ 190,125
Debt Payment	GACC Roof, SAC Roof	\$ -	\$ -	\$ 201,236	\$ 402,472	\$ 402,472	\$ 402,472
Debt Payment	GACC Zamboni & Package Rooftop Units	\$ -	\$ -	\$ 82,720	\$ 141,805	\$ 141,805	\$ 141,805
Debt Payment	SAC Dehumidifier, SCA Ammonia Compressor (C2)	\$ -	\$ -	\$ -	\$ 35,192	\$ 60,328	\$ 60,328

This option would put the SCRD 'back on track' with funding critical items, limits risks and creates a more sustainable plan in the near term. It does assume there will be a combination of reserves and debt used to fund projects. This is the recommended option.

The entire 20-year Capital Plan for Model 1 can be found in **Attachment B**.

Model 2

Model 2 provides an alternative solution to the funding shortfall that coincides the expiration of debt associated with the construction of both the Gibsons and Area Community Centre and Sechelt Aquatic Centre with a temporary series of increased annual contributions to the capital renewal funding. In order to resolve the projected funding shortfall between 2027 and 2033 the reallocation of a portion of the \$1.6 million of expiring debt to the capital renewal plan may be possible as mentioned in the [September 17, 2020 CAS report](#). Current modelling suggests that by contributing an additional \$895,000 for four consecutive years between 2028 and 2031 would be sufficient to supplement the existing level of funding and establish a sustainable 20-year capital plan for Recreation Facilities. This approach mitigates fluctuations in the amount of taxation on an annual basis but requires that future Board implements the funding commitment as prescribed by this model.

Table 2: Model 2 - Five Year Projections

CAPITAL PLAN		2022	2023	2024	2025	2026	2027
Funding Commitment		\$ 785,294	\$ 800,692	\$ 816,706	\$ 833,040	\$ 849,701	\$ 866,695
5% of User Fee Revenue		\$ 89,598	\$ 91,390	\$ 93,218	\$ 95,082	\$ 96,984	\$ 98,923
Combined Contribution		\$ 874,892	\$ 892,082	\$ 909,923	\$ 928,122	\$ 946,684	\$ 965,618
Opening Reserve Balance		\$ 2,338,314	\$ 1,326,321	\$ 1,450,621	\$ 1,475,809	\$ 1,371,570	\$ 1,407,203
Debt Payment	GACC Brine Chiller & Condenser	\$ -	\$ 80,204	\$ 190,125	\$ 190,125	\$ 190,125	\$ 190,125
Debt Payment	GACC Roof, SAC Roof	\$ -	\$ -	\$ 201,236	\$ 402,472	\$ 402,472	\$ 402,472
Debt Payment	GACC Zamboni & Package Rooftop Units	\$ -	\$ -	\$ 82,720	\$ 141,805	\$ 141,805	\$ 141,805
Debt Payment	SAC Dehumidifier, SCA Ammonia Compressor (C2)	\$ -	\$ -	\$ -	\$ 35,192	\$ 60,328	\$ 60,328
Debt Payment	GACC Retractable Wall	\$ -	\$ -	\$ -	\$ -	\$ 19,888	\$ 39,776

However, there are several considerations to explore as part of this option which are legislative implications to re-assigning the funds such as potential Bylaw changes, public or Ministry approval as well as the method of recovering the funds in the future (parcel/flat tax or property tax), as well as the associated financial implications. Therefore, this option is not recommended at this time.

The entire 20-year Capital Plan for Model 2 can be found in **Attachment B**.

Table 3 below shows the 10-year funding commitment prescribed by this model.

Table 3: Model 2 - 10-year Funding Projections

CAPITAL PLAN	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Funding Commitment	\$ 800,692	\$ 816,706	\$ 833,040	\$ 849,701	\$ 866,695	\$ 1,779,028	\$ 1,796,709	\$ 1,814,743	\$ 1,833,138	\$ 956,901

Model 3 - Funding All Components

The level of funding necessary to ensure that renewal of components from *all levels of criticality* were modelled by the Recreation Facilities Capital Plan. Preliminary results suggest that the annual contribution values identified for Model 1 above would need to increase by approximately 33% to establish sustainable funding. Table 4 below shows the five-year funding projections associated with this level of funding.

Table 4: Model 3 - Funding All Components - Five Year Projections

CAPITAL PLAN		2022	2023	2024	2025	2026	2027
Funding Commitment		\$ 785,294	\$ 1,285,726	\$ 1,311,441	\$ 1,337,670	\$ 1,364,423	\$ 1,391,712
5% of User Fee Revenue		\$ 89,598	\$ 91,390	\$ 93,218	\$ 95,082	\$ 96,984	\$ 98,923
Combined Contribution		\$ 874,892	\$ 1,377,116	\$ 1,404,659	\$ 1,432,752	\$ 1,461,407	\$ 1,490,635
Opening Reserve Balance		\$ 2,338,314	\$ 4,279,102	\$ 3,796,951	\$ 4,176,882	\$ 4,154,207	\$ 4,722,755
Debt Payment	GACC Brine Chiller & Condenser	\$ -	\$ 80,204	\$ 190,125	\$ 190,125	\$ 190,125	\$ 190,125
Debt Payment	GACC Roof, SAC Roof	\$ -	\$ -	\$ 201,236	\$ 402,472	\$ 402,472	\$ 402,472
Debt Payment	GACC Zamboni & Package Rooftop Units	\$ -	\$ -	\$ 82,720	\$ 141,805	\$ 141,805	\$ 141,805
Debt Payment	SAC Dehumidifier, SCA Ammonia Compressor (C2)	\$ -	\$ -	\$ -	\$ 35,192	\$ 60,328	\$ 60,328

Financial Implications

Committing to a sustainable level of funding for Community Recreation facilities critical capital components will help mitigate fluctuations in annual funding and enable consistent financial planning. High priority and desirable components will continue to be brought forward for funding approval on an annual basis.

Taxation implications for each of the models has been estimated based on 2022 taxation assessments and are presented in Table 5 below.

Table 5: Estimated Taxation Implications

Model	Year of Increase	Increase Amount	Estimated Taxation Increase per \$100k of Assessed Improvement Value
1	2023	\$177,076	\$2.92
2	2028	\$895,000	\$8.25
3	2023	\$500,432	\$15.04

All debt projected by the capital plan must be approved prior to borrowing, subsequent reports will provide a detailed analysis when these requests are made.

It is proposed that starting in 2023 the capital renewal plan for the Community Recreation facilities be increased to \$962,370 which is an increase of \$177,076 with a 2% lift thereafter. If the Board approves this change, the amount will be inserted into the draft 2023-2027 Financial Plan which will be finalized by the newly appointed Board this fall.

Next Steps

Supporting increased funding to the existing Capital Plan provides more assurance that the renewal of critical capital components is sustainable over the next 20 years. However, It has been observed that the decision to only fund the critical components, has resulted in not only numerous capital funding requests every year but also a widening gap in the true sustainability of the plan. A review of criticality for the components at Recreation facilities is anticipated within

the next two years. This more in-depth review of the capital plan will assess the criticality rankings of components that were assigned during the development of the capital plan and will verify component details such as the estimated useful lives of components against the observed performance.

Secondly, two of the four facilities are aging and will require significant investments within the next 5-10 years. Community Services has identified the need for a recreation facilities needs assessment in the next couple of years to inform the long-term planning for recreation facilities, help confirm levels of current services, as well as desired service levels in the future, possibly including different or additional services. As more explicit direction is provided with respect to the levels of service and lifespans of recreation facilities is developed the capital plan will be adopted to reflect the projected capital renewal investment required to achieve those targets.

STRATEGIC PLAN AND RELATED POLICIES

The information provided in this report is consistent with the Board's Strategic Focus Area of Asset Stewardship as well as the Financial Sustainability and Asset Management policies.

CONCLUSION

Community Recreation critical capital components have been under-funded since the inception of the 20-year Capital Plan in 2016. This short fall has resulted in the need to increase the funding in order to maintain a sustainable Capital Plan for components that are critical to the delivery of the service at the four facilities operated by Community Recreation.

It is recommended the capital renewal plan for the Community Recreation facilities be increased to \$962,370 with a 2% lift thereafter. If the Board approves this change, the amount will be inserted into the draft 2023-2027 Financial Plan.

Attachments

A – EXISTING CAPITAL PLAN FOR CRITICAL ASSETS ONLY

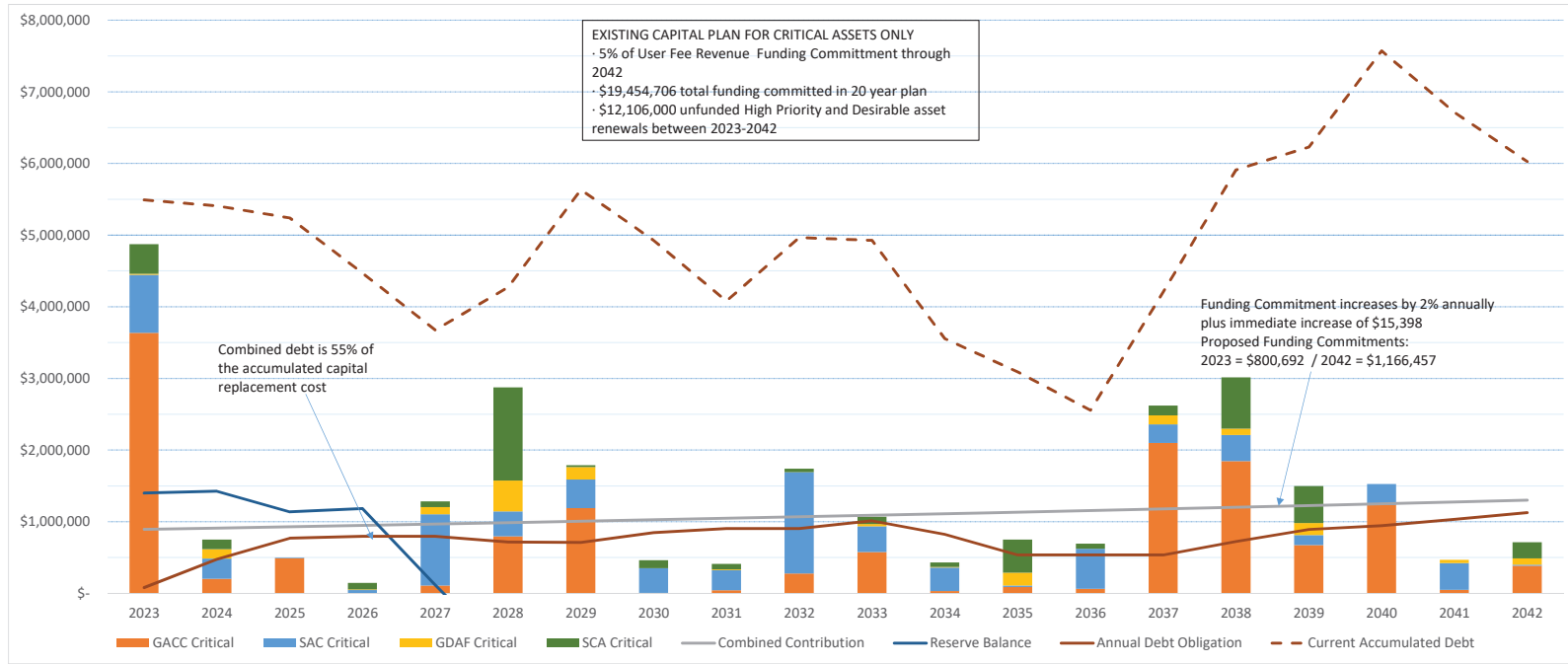
B – PROPOSED CAPITAL PLAN FOR CRITICAL ASSETS ONLY – MODEL 1

C – POTENTIAL CAPITAL PLAN FOR CRITICAL ASSETS ONLY – MODEL 2

D – POTENTIAL CAPITAL PLAN FOR ALL ASSETS – MODEL 3

Reviewed by:			
Manager	X – A. van Velzen	CFO/Finance	X-T. Perreault
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Other	

Attachment A



ASSET GROUP	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
GACC Critical	\$ 1,100,300	\$ 3,635,800	\$ 201,300	\$ 488,200	\$ -	\$ 106,500	\$ 795,200	\$ 1,186,600	\$ 5,500	\$ 41,400	\$ 276,600	\$ 576,300	\$ 29,200	\$ 88,300	\$ 61,000	\$ 2,098,600	\$ 1,844,200	\$ 672,100	\$ 1,231,100	\$ 47,100	\$ 384,400	\$ 13,769,400
SAC Critical	\$ 876,450	\$ 808,950	\$ 282,400	\$ 10,700	\$ 43,200	\$ 996,000	\$ 347,800	\$ 399,200	\$ 344,400	\$ 279,100	\$ 1,412,200	\$ 358,900	\$ 329,700	\$ 17,800	\$ 560,600	\$ 258,600	\$ 365,000	\$ 140,900	\$ 294,200	\$ 374,900	\$ 13,100	\$ 7,637,650
GDAF Critical	\$ 112,800	\$ 14,000	\$ 130,900	\$ -	\$ 9,000	\$ 98,600	\$ 429,300	\$ 176,000	\$ -	\$ 12,300	\$ -	\$ 31,600	\$ 6,700	\$ 181,600	\$ -	\$ 124,500	\$ 87,600	\$ 168,200	\$ -	\$ 45,800	\$ 89,600	\$ 1,605,700
SCA Critical	\$ 760,900	\$ 413,200	\$ 135,600	\$ -	\$ 93,000	\$ 80,100	\$ 1,301,100	\$ 24,700	\$ 109,800	\$ 76,100	\$ 48,800	\$ 100,000	\$ 64,900	\$ 461,200	\$ 70,000	\$ 136,400	\$ 716,700	\$ 513,700	\$ -	\$ -	\$ 224,800	\$ 4,570,100
Number of Projects	29	26	19	13	9	28	25	21	13	22	11	19	11	15	15	10	29	22	17	21	11	\$ 27,582,850

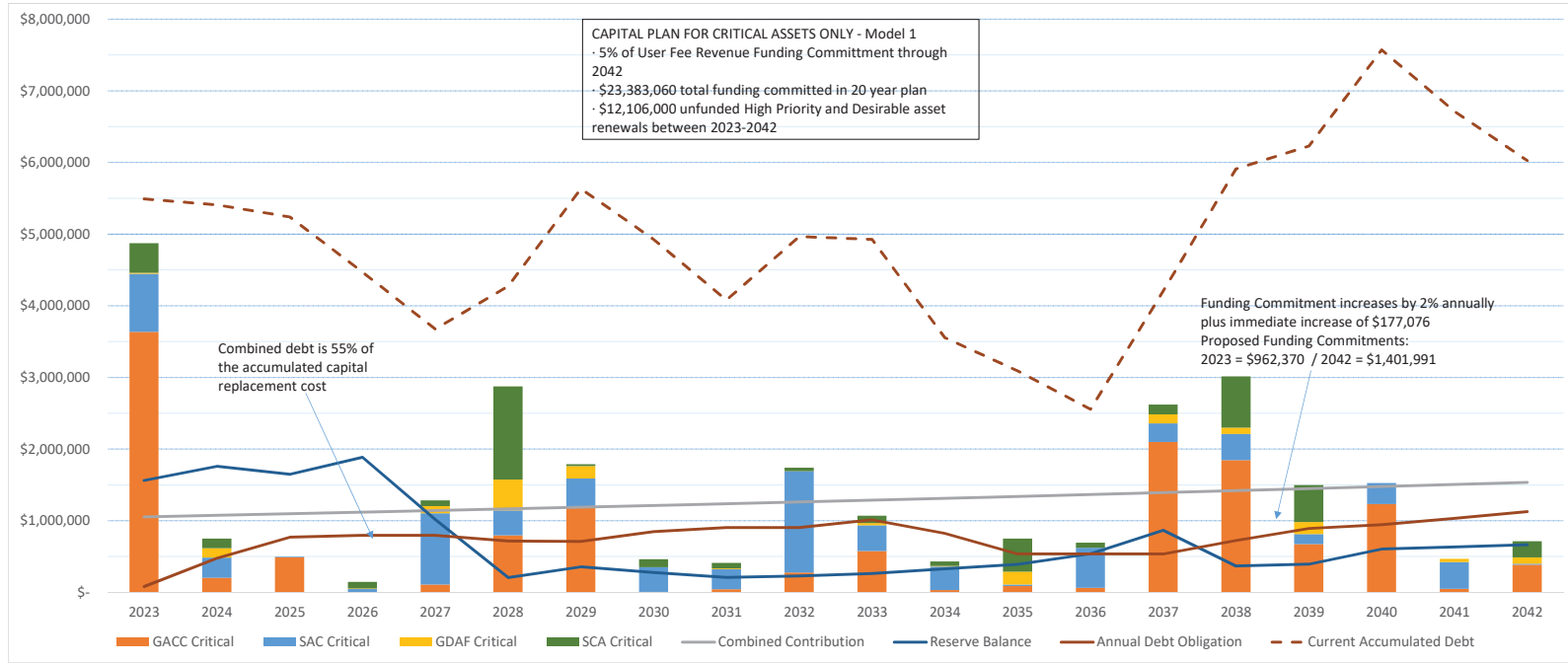
FUNDING REQUIREMENTS	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Annual Capital Requirement	\$ 2,850,450	\$ 4,871,950	\$ 750,200	\$ 498,900	\$ 145,200	\$ 1,281,200	\$ 2,873,400	\$ 1,786,500	\$ 459,700	\$ 408,900	\$ 1,737,600	\$ 1,066,800	\$ 430,500	\$ 748,900	\$ 691,600	\$ 2,618,100	\$ 3,013,500	\$ 1,494,900	\$ 1,525,300	\$ 467,800	\$ 711,900
I Principal (15-Yr Amortization)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 817,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,106,300	\$ -	\$ 871,000	\$ -	\$ -
I Principal (10-Yr Amortization)	\$ -	\$ 3,456,200	\$ -	\$ -	\$ -	\$ -	\$ 720,200	\$ 1,450,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207,800	\$ 318,400	\$ -	\$ -
al Principal (5-Yr Amortization)	\$ 917,600	\$ 677,900	\$ 288,400	\$ -	\$ -	\$ -	\$ 857,100	\$ -	\$ -	\$ -	\$ 575,200	\$ 817,900	\$ -	\$ -	\$ -	\$ 2,072,600	\$ 682,500	\$ 741,600	\$ -	\$ -	\$ 311,600
Partial Payment from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*to be verified

CAPITAL PLAN	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
Funding Commitment	\$ 785,294	\$ 800,692	\$ 816,706	\$ 833,040	\$ 849,701	\$ 866,695	\$ 884,028	\$ 901,709	\$ 919,743	\$ 938,138	\$ 956,901	\$ 976,039	\$ 995,560	\$ 1,015,471	\$ 1,035,780	\$ 1,056,496	\$ 1,077,626	\$ 1,099,178	\$ 1,121,162	\$ 1,143,585	\$ 1,166,457	\$ 19,454,706
5% of User Fee Revenue	\$ 89,598	\$ 91,390	\$ 93,218	\$ 95,082	\$ 96,984	\$ 98,923	\$ 100,902	\$ 102,920	\$ 104,978	\$ 107,078	\$ 109,219	\$ 111,404	\$ 113,632	\$ 115,905	\$ 118,223	\$ 120,587	\$ 122,999	\$ 125,459	\$ 127,968	\$ 130,527	\$ 133,138	\$ 2,220,536
Combined Contribution	\$ 874,892	\$ 892,082	\$ 909,923	\$ 928,122	\$ 946,684	\$ 965,618	\$ 984,930	\$ 1,004,629	\$ 1,024,722	\$ 1,045,216	\$ 1,066,120	\$ 1,087,443	\$ 1,109,192	\$ 1,131,375	\$ 1,154,003	\$ 1,177,083	\$ 1,200,625	\$ 1,224,637	\$ 1,249,130	\$ 1,274,112	\$ 1,299,595	
Opening Reserve Balance	\$ 2,338,314	\$ 1,326,321	\$ 1,450,621	\$ 1,475,809	\$ 1,176,199	\$ 1,225,421	\$ 119,241	\$ (940,050)	\$ (1,014,373)	\$ (1,341,423)	\$ (1,665,400)	\$ (1,912,745)	\$ (2,159,663)	\$ (2,387,267)	\$ (2,632,044)	\$ (2,802,813)	\$ (2,804,458)	\$ (3,679,449)	\$ (4,030,553)	\$ (4,205,538)	\$ (4,589,145)	
GACC	\$ -	\$ 80,204	\$ 190,125	\$ 190,125	\$ 190,125	\$ 190,125	\$ 110,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

GACC/SAC	\$ -	\$ -	\$ 201,236	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 201,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ 82,720	\$ 141,805	\$ 141,805	\$ 141,805	\$ 141,805	\$ 64,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SAC/SCA	\$ -	\$ -	\$ -	\$ 35,192	\$ 60,328	\$ 60,328	\$ 60,328	\$ 60,328	\$ 27,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,947	\$ 151,893	\$ 151,893	\$ 151,893	\$ 151,893	\$ 75,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,586	\$ 179,291	\$ 179,291	\$ 179,291	\$ 179,291	\$ 81,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC/SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,461	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 84,461	\$ -	\$ -	
SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,852	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	
SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,188	\$ 120,322	\$ 120,322	\$ 120,322	\$ 120,322	\$ 54,780	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,803	\$ 171,091	\$ 171,091	\$ 171,091	\$ 171,091	\$ 171,091	\$ 77,896	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,906	\$ 433,553	\$ 433,553	\$ 433,553	\$ 433,553	\$ 433,553	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,205	\$ 102,409	\$ 102,409	\$ 102,409	\$ 102,409	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,281	\$ 142,767	\$ 142,767	\$ 142,767	\$ 142,767	
SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,083	\$ 26,165	\$ 26,165	\$ 26,165	
GACC/SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,493	\$ 155,130	\$ 155,130	\$ 155,130	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,314	\$ 80,628	\$ 80,628	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,836	\$ 109,672	\$ 109,672	
Annual Debt Obligation	\$ -	\$ 80,204	\$ 474,081	\$ 769,594	\$ 794,731	\$ 794,731	\$ 715,543	\$ 707,898	\$ 845,584	\$ 902,577	\$ 902,577	\$ 1,010,616	\$ 823,562	\$ 536,037	\$ 536,037	\$ 536,037	\$ 723,401	\$ 890,559	\$ 942,469	\$ 1,030,878	\$ 1,126,028	\$ 1,143,144	
Current Accumulated Debt	\$ 951,642	\$ 5,489,630	\$ 5,409,426	\$ 5,239,318	\$ 4,469,724	\$ 3,674,993	\$ 4,274,594	\$ 5,633,553	\$ 4,925,656	\$ 4,080,071	\$ 4,965,906	\$ 4,925,392	\$ 3,555,962	\$ 3,091,213	\$ 2,555,176	\$ 4,203,650	\$ 5,909,748	\$ 6,229,641	\$ 7,571,648	\$ 6,713,640	\$ 6,026,927	\$ 6,026,927	
Total Funded from Reserves	\$ 1,932,850	\$ 737,850	\$ 461,800	\$ 498,900	\$ 145,200	\$ 1,281,200	\$ 1,296,100	\$ 335,900	\$ 459,700	\$ 408,900	\$ 344,600	\$ 248,900	\$ 430,500	\$ 748,900	\$ 691,600	\$ 545,500	\$ 1,224,700	\$ 545,500	\$ 335,900	\$ 467,800	\$ 400,300	\$ 400,300	
Combined Debt to Budget	0%	9%	52%	83%	84%	82%	73%	70%	83%	86%	85%	93%	74%	47%	46%	46%	60%	73%	75%	81%	87%	87%	
Reserve Balance	\$ 1,280,356	\$ 1,400,348	\$ 1,424,663	\$ 1,135,437	\$ 1,182,953	\$ 115,108	\$ (907,472)	\$ (979,219)	\$ (1,294,935)	\$ (1,607,684)	\$ (1,846,457)	\$ (2,084,818)	\$ (2,304,534)	\$ (2,540,829)	\$ (2,705,679)	\$ (2,707,267)	\$ (3,551,934)	\$ (3,890,871)	\$ (4,059,792)	\$ (4,430,104)	\$ (4,815,878)	\$ (4,815,878)	
Interest	\$ 45,965	\$ 50,273	\$ 51,145	\$ 40,762	\$ 42,468	\$ 4,132	\$ (32,578)	\$ (35,154)	\$ (46,488)	\$ (57,716)	\$ (66,288)	\$ (74,845)	\$ (82,733)	\$ (91,216)	\$ (97,134)	\$ (97,191)	\$ (127,514)	\$ (139,682)	\$ (145,747)	\$ (159,041)	\$ (172,890)	\$ (1,237,436)	

Attachment B



ASSET GROUP	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
GACC Critical	\$ 1,100,300	\$ 3,635,800	\$ 201,300	\$ 488,200	\$ -	\$ 106,500	\$ 795,200	\$ 1,186,600	\$ 5,500	\$ 41,400	\$ 276,600	\$ 576,300	\$ 29,200	\$ 88,300	\$ 61,000	\$ 2,098,600	\$ 1,844,200	\$ 672,100	\$ 1,231,100	\$ 47,100	\$ 384,400	\$ 13,769,400
SAC Critical	\$ 876,450	\$ 808,950	\$ 282,400	\$ 10,700	\$ 43,200	\$ 996,000	\$ 347,800	\$ 399,200	\$ 344,400	\$ 279,100	\$ 1,412,200	\$ 358,900	\$ 329,700	\$ 17,800	\$ 560,600	\$ 258,600	\$ 365,000	\$ 140,900	\$ 294,200	\$ 374,900	\$ 13,100	\$ 7,637,650
GDAF Critical	\$ 112,800	\$ 14,000	\$ 130,900	\$ -	\$ 9,000	\$ 98,600	\$ 429,300	\$ 176,000	\$ -	\$ 12,300	\$ -	\$ 31,600	\$ 6,700	\$ 181,600	\$ -	\$ 124,500	\$ 87,600	\$ 168,200	\$ -	\$ 45,800	\$ 89,600	\$ 1,605,700
SCA Critical	\$ 760,900	\$ 413,200	\$ 135,600	\$ -	\$ 93,000	\$ 80,100	\$ 1,301,100	\$ 24,700	\$ 109,800	\$ 76,100	\$ 48,800	\$ 100,000	\$ 64,900	\$ 461,200	\$ 70,000	\$ 136,400	\$ 716,700	\$ 513,700	\$ -	\$ 224,800	\$ 4,570,100	
Number of Projects	29	26	19	13	9	28	25	21	13	22	11	19	11	15	15	10	29	22	17	21	11	\$ 27,582,850

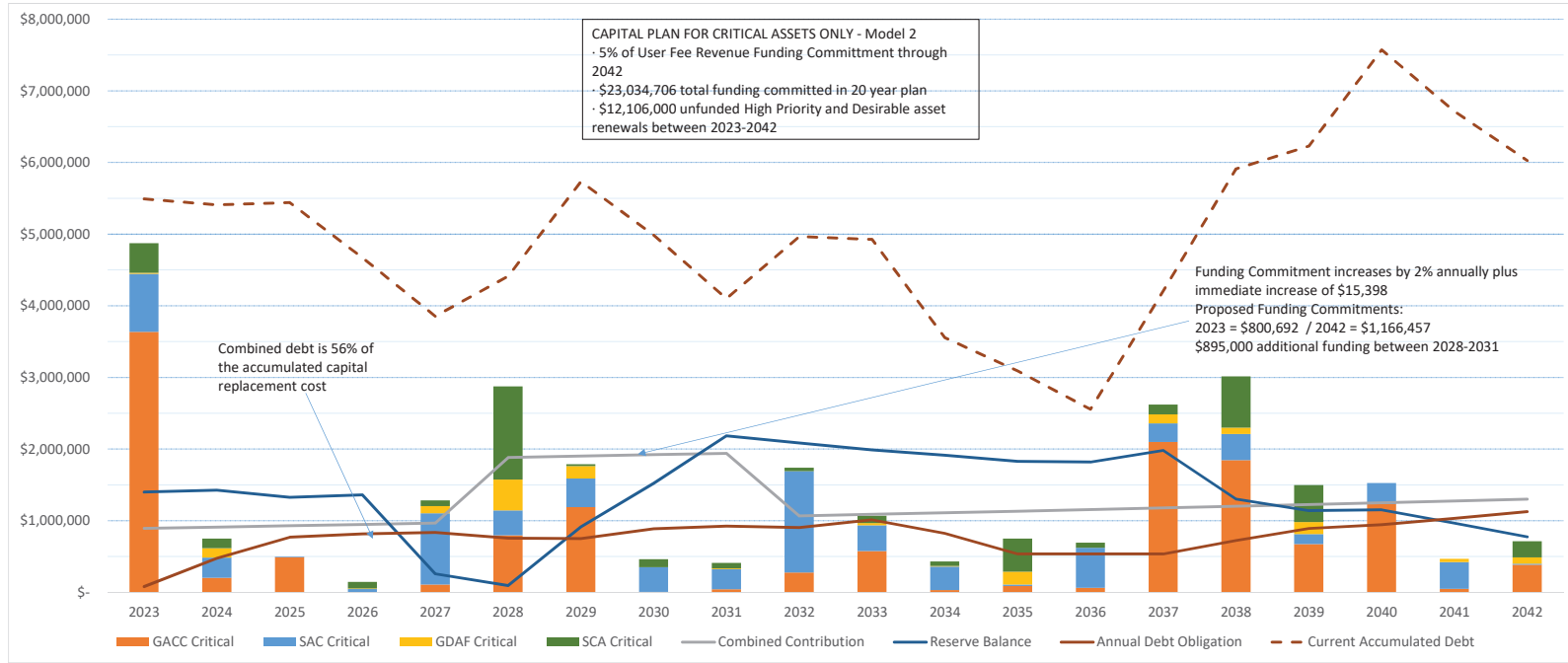
FUNDING REQUIREMENTS	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Annual Capital Requirement	\$ 2,850,450	\$ 4,871,950	\$ 750,200	\$ 498,900	\$ 145,200	\$ 1,281,200	\$ 2,873,400	\$ 1,786,500	\$ 459,700	\$ 408,900	\$ 1,737,600	\$ 1,066,800	\$ 430,500	\$ 748,900	\$ 691,600	\$ 2,618,100	\$ 3,013,500	\$ 1,494,900	\$ 1,525,300	\$ 467,800	\$ 711,900
Principal (15-Yr Amortization)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 817,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,106,300	\$ -	\$ 871,000	\$ -	\$ -
Principal (10-Yr Amortization)	\$ -	\$ 3,456,200	\$ -	\$ -	\$ -	\$ -	\$ 720,200	\$ 1,450,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207,800	\$ 318,400	\$ -	\$ -
Principal (5-Yr Amortization)	\$ 917,600	\$ 677,900	\$ 288,400	\$ -	\$ -	\$ -	\$ 857,100	\$ -	\$ -	\$ -	\$ 575,200	\$ 817,900	\$ -	\$ -	\$ -	\$ 2,072,600	\$ 682,500	\$ 741,600	\$ -	\$ -	\$ 311,600
Partial Payment from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*to be verified

CAPITAL PLAN	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
Funding Commitment	\$ 785,294	\$ 962,370	\$ 981,617	\$ 1,001,250	\$ 1,021,275	\$ 1,041,700	\$ 1,062,534	\$ 1,083,785	\$ 1,105,461	\$ 1,127,570	\$ 1,150,121	\$ 1,173,124	\$ 1,196,586	\$ 1,220,518	\$ 1,244,928	\$ 1,269,827	\$ 1,295,223	\$ 1,321,128	\$ 1,347,550	\$ 1,374,501	\$ 1,401,991	\$ 23,383,060
5% of User Fee Revenue	\$ 89,598	\$ 91,390	\$ 93,218	\$ 95,082	\$ 96,984	\$ 98,923	\$ 100,902	\$ 102,920	\$ 104,978	\$ 107,078	\$ 109,219	\$ 111,404	\$ 113,632	\$ 115,905	\$ 118,223	\$ 120,587	\$ 122,999	\$ 125,459	\$ 127,968	\$ 130,527	\$ 133,138	\$ 2,220,536
Combined Contribution	\$ 874,892	\$ 1,053,760	\$ 1,074,835	\$ 1,096,332	\$ 1,118,258	\$ 1,140,624	\$ 1,163,436	\$ 1,186,705	\$ 1,210,439	\$ 1,234,648	\$ 1,259,341	\$ 1,284,528	\$ 1,310,218	\$ 1,336,422	\$ 1,363,151	\$ 1,390,414	\$ 1,418,222	\$ 1,446,587	\$ 1,475,518	\$ 1,505,029	\$ 1,535,129	
Opening Reserve Balance	\$ 2,338,314	\$ 1,326,321	\$ 1,618,103	\$ 1,820,136	\$ 1,707,136	\$ 1,953,152	\$ 1,054,386	\$ 213,581	\$ 369,286	\$ 284,294	\$ 214,912	\$ 235,228	\$ 269,582	\$ 337,431	\$ 402,879	\$ 557,721	\$ 897,708	\$ 381,034	\$ 405,618	\$ 624,408	\$ 653,403	
GACC	\$ -	\$ 80,204	\$ 190,125	\$ 190,125	\$ 190,125	\$ 190,125	\$ 110,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

GACC/SAC	\$ -	\$ -	\$ 201,236	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 201,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ 82,720	\$ 141,805	\$ 141,805	\$ 141,805	\$ 141,805	\$ 64,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SAC/SCA	\$ -	\$ -	\$ -	\$ 35,192	\$ 60,328	\$ 60,328	\$ 60,328	\$ 60,328	\$ 27,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,947	\$ 151,893	\$ 151,893	\$ 151,893	\$ 151,893	\$ 75,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,586	\$ 179,291	\$ 179,291	\$ 179,291	\$ 179,291	\$ 81,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC/SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,461	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 84,461	\$ -	\$ -	\$ -	
SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,852	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	
SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,188	\$ 120,322	\$ 120,322	\$ 120,322	\$ 120,322	\$ 54,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,803	\$ 171,091	\$ 171,091	\$ 171,091	\$ 171,091	\$ 171,091	\$ 77,896	\$ -	\$ -	\$ -	\$ -	
GACC/SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,906	\$ 433,553	\$ 433,553	\$ 433,553	\$ 433,553	\$ 433,553	\$ 433,553	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,205	\$ 102,409	\$ 102,409	\$ 102,409	\$ 102,409	\$ 102,409	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,281	\$ 142,767	\$ 142,767	\$ 142,767	\$ 142,767	\$ 142,767	
SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,083	\$ 26,165	\$ 26,165	\$ 26,165	\$ 26,165	
GACC/SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,493	\$ 155,130	\$ 155,130	\$ 155,130	\$ 155,130	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,314	\$ 80,628	\$ 80,628	\$ 80,628	
Annual Debt Obligation	\$ -	\$ 80,204	\$ 474,081	\$ 769,594	\$ 794,731	\$ 794,731	\$ 715,543	\$ 707,898	\$ 845,584	\$ 902,577	\$ 902,577	\$ 1,010,616	\$ 823,562	\$ 536,037	\$ 536,037	\$ 536,037	\$ 723,401	\$ 890,559	\$ 942,469	\$ 1,030,878	\$ 1,126,028	\$ 1,143,144	\$ 15,143,144	
Current Accumulated Debt	\$ 951,642	\$ 5,489,630	\$ 5,409,426	\$ 5,239,318	\$ 4,469,724	\$ 3,674,993	\$ 4,274,594	\$ 5,633,553	\$ 4,925,656	\$ 4,080,071	\$ 4,965,906	\$ 4,925,392	\$ 3,555,962	\$ 3,091,213	\$ 2,555,176	\$ 4,203,650	\$ 5,909,748	\$ 6,229,641	\$ 7,571,648	\$ 6,713,640	\$ 6,026,927	\$ 6,026,927	\$ 6,026,927	
Total Funded from Reserves	\$ 1,932,850	\$ 737,850	\$ 461,800	\$ 498,900	\$ 145,200	\$ 1,281,200	\$ 1,296,100	\$ 335,900	\$ 459,700	\$ 408,900	\$ 344,600	\$ 248,900	\$ 430,500	\$ 748,900	\$ 691,600	\$ 545,500	\$ 1,224,700	\$ 545,500	\$ 335,900	\$ 467,800	\$ 400,300	\$ 400,300	\$ 400,300	
Combined Debt to Budget	0%	8%	44%	70%	71%	70%	62%	60%	70%	73%	72%	79%	63%	40%	39%	39%	51%	62%	64%	68%	73%	73%	73%	
Reserve Balance	\$ 1,280,356	\$ 1,562,026	\$ 1,757,058	\$ 1,647,974	\$ 1,885,464	\$ 1,017,845	\$ 206,179	\$ 356,488	\$ 274,441	\$ 207,464	\$ 227,076	\$ 260,239	\$ 325,738	\$ 388,917	\$ 538,392	\$ 866,597	\$ 367,829	\$ 391,561	\$ 602,768	\$ 630,758	\$ 662,204	\$ 662,204	\$ 662,204	
Interest	\$ 45,965	\$ 56,077	\$ 63,078	\$ 59,162	\$ 67,688	\$ 36,541	\$ 7,402	\$ 12,798	\$ 9,852	\$ 7,448	\$ 8,152	\$ 9,343	\$ 11,694	\$ 13,962	\$ 19,328	\$ 31,111	\$ 13,205	\$ 14,057	\$ 21,639	\$ 22,644	\$ 23,773	\$ 508,955	\$ 508,955	

Attachment C

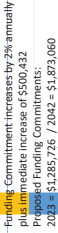


ASSET GROUP	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
GACC Critical	\$ 1,100,300	\$ 3,635,800	\$ 201,300	\$ 488,200	\$ -	\$ 106,500	\$ 795,200	\$ 1,186,600	\$ 5,500	\$ 41,400	\$ 276,600	\$ 576,300	\$ 29,200	\$ 88,300	\$ 61,000	\$ 2,098,600	\$ 1,844,200	\$ 672,100	\$ 1,231,100	\$ 47,100	\$ 384,400	\$ 13,769,400
SAC Critical	\$ 876,450	\$ 808,950	\$ 282,400	\$ 10,700	\$ 43,200	\$ 996,000	\$ 347,800	\$ 399,200	\$ 344,400	\$ 279,100	\$ 1,412,200	\$ 358,900	\$ 329,700	\$ 17,800	\$ 560,600	\$ 258,600	\$ 365,000	\$ 140,900	\$ 294,200	\$ 374,900	\$ 13,100	\$ 7,637,650
GDAF Critical	\$ 112,800	\$ 14,000	\$ 130,900	\$ -	\$ 9,000	\$ 98,600	\$ 429,300	\$ 176,000	\$ -	\$ 12,300	\$ -	\$ 31,600	\$ 6,700	\$ 181,600	\$ -	\$ 124,500	\$ 87,600	\$ 168,200	\$ -	\$ 45,800	\$ 89,600	\$ 1,605,700
SCA Critical	\$ 760,900	\$ 413,200	\$ 135,600	\$ -	\$ 93,000	\$ 80,100	\$ 1,301,100	\$ 24,700	\$ 109,800	\$ 76,100	\$ 48,800	\$ 100,000	\$ 64,900	\$ 461,200	\$ 70,000	\$ 136,400	\$ 716,700	\$ 513,700	\$ -	\$ -	\$ 224,800	\$ 4,570,100
Number of Projects	29	26	19	13	9	28	25	21	13	22	11	19	11	15	15	10	29	22	17	21	11	\$ 27,582,850

FUNDING REQUIREMENTS	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Annual Capital Requirement	\$ 2,850,450	\$ 4,871,950	\$ 750,200	\$ 498,900	\$ 145,200	\$ 1,281,200	\$ 2,873,400	\$ 1,786,500	\$ 459,700	\$ 408,900	\$ 1,737,600	\$ 1,066,800	\$ 430,500	\$ 748,900	\$ 691,600	\$ 2,618,100	\$ 3,013,500	\$ 1,494,900	\$ 1,525,300	\$ 467,800	\$ 711,900
I Principal (15-Yr Amortization)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 817,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,106,300	\$ -	\$ 871,000	\$ -	\$ -
I Principal (10-Yr Amortization)	\$ -	\$ 3,456,200	\$ -	\$ -	\$ -	\$ -	\$ 720,200	\$ 1,450,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207,800	\$ 318,400	\$ -	\$ -
al Principal (5-Yr Amortization)	\$ 917,600	\$ 677,900	\$ 288,400	\$ 188,600	\$ -	\$ -	\$ 857,100	\$ -	\$ -	\$ -	\$ 575,200	\$ 817,900	\$ -	\$ -	\$ -	\$ 2,072,600	\$ 682,500	\$ 741,600	\$ -	\$ -	\$ 311,600
Partial Payment from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*to be verified						Injection = \$ 895,000																
CAPITAL PLAN	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
Funding Commitment	\$ 785,294	\$ 800,692	\$ 816,706	\$ 833,040	\$ 849,701	\$ 866,695	\$ 1,779,028	\$ 1,796,709	\$ 1,814,743	\$ 1,833,138	\$ 956,901	\$ 976,039	\$ 995,560	\$ 1,015,471	\$ 1,035,780	\$ 1,056,496	\$ 1,077,626	\$ 1,099,178	\$ 1,121,162	\$ 1,143,585	\$ 1,166,457	\$ 23,034,706
5% of User Fee Revenue	\$ 89,598	\$ 91,390	\$ 93,218	\$ 95,082	\$ 96,984	\$ 98,923	\$ 100,902	\$ 102,920	\$ 104,978	\$ 107,078	\$ 109,219	\$ 111,404	\$ 113,632	\$ 115,905	\$ 118,223	\$ 120,587	\$ 122,999	\$ 125,459	\$ 127,968	\$ 130,527	\$ 133,138	\$ 2,220,536
Combined Contribution	\$ 874,892	\$ 892,082	\$ 909,923	\$ 928,122	\$ 946,684	\$ 965,618	\$ 1,879,930	\$ 1,899,629	\$ 1,919,722	\$ 1,940,216	\$ 1,066,120	\$ 1,087,443	\$ 1,109,192	\$ 1,131,375	\$ 1,154,003	\$ 1,177,083	\$ 1,200,625	\$ 1,224,637	\$ 1,249,130	\$ 1,274,112	\$ 1,299,595	
Opening Reserve Balance	\$ 2,338,314	\$ 1,326,321	\$ 1,450,621	\$ 1,475,809	\$ 1,371,570	\$ 1,407,203	\$ 266,345	\$ 98,261	\$ 947,140	\$ 1,576,433	\$ 2,263,736	\$ 2,157,447	\$ 2,056,648	\$ 1,980,411	\$ 1,892,433	\$ 1,884,093	\$ 2,050,708	\$ 1,350,017	\$ 1,179,471	\$ 1,191,525	\$ 1,001,674	
GACC	\$ -	\$ 80,204	\$ 190,125	\$ 190,125	\$ 190,125	\$ 190,125	\$ 110,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

GACC/SAC	\$ -	\$ -	\$ 201,236	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 402,472	\$ 201,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ 82,720	\$ 141,805	\$ 141,805	\$ 141,805	\$ 141,805	\$ 64,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SAC/SCA	\$ -	\$ -	\$ -	\$ 35,192	\$ 60,328	\$ 60,328	\$ 60,328	\$ 60,328	\$ 27,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ 19,888	\$ 39,776	\$ 39,776	\$ 39,776	\$ 39,776	\$ 19,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,947	\$ 151,893	\$ 151,893	\$ 151,893	\$ 151,893	\$ 75,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,586	\$ 179,291	\$ 179,291	\$ 179,291	\$ 179,291	\$ 81,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GACC/SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,461	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 168,921	\$ 84,461	\$ -	\$ -	
SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,852	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	\$ 75,703	
SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,188	\$ 120,322	\$ 120,322	\$ 120,322	\$ 120,322	\$ 54,780	\$ -	\$ -	\$ -	\$ -	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,803	\$ 171,091	\$ 171,091	\$ 171,091	\$ 171,091	\$ 171,091	\$ 77,896	\$ -	\$ -	\$ -	
GACC/SAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,906	\$ 433,553	\$ 433,553	\$ 433,553	\$ 433,553	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,205	\$ 102,409	\$ 102,409	\$ 102,409	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,281	\$ 142,767	\$ 142,767	\$ 142,767	
SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,083	\$ 26,165	\$ 26,165	
GACC/SCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,493	\$ 155,130	\$ 155,130	
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,314	\$ 80,628		
GACC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,836	\$ 109,672		
Annual Debt Obligation	\$ -	\$ 80,204	\$ 474,081	\$ 769,594	\$ 814,619	\$ 834,507	\$ 755,319	\$ 747,674	\$ 885,361	\$ 922,465	\$ 902,577	\$ 1,010,616	\$ 823,562	\$ 536,037	\$ 536,037	\$ 536,037	\$ 723,401	\$ 890,559	\$ 942,469	\$ 1,030,878	\$ 1,126,028	\$ 15,342,027	
Current Accumulated Debt	\$ 951,642	\$ 5,489,630	\$ 5,409,426	\$ 5,438,200	\$ 4,668,607	\$ 3,853,988	\$ 4,413,812	\$ 5,732,994	\$ 4,985,320	\$ 4,099,960	\$ 4,965,906	\$ 4,925,392	\$ 3,555,962	\$ 3,091,213	\$ 2,555,176	\$ 4,203,650	\$ 5,909,748	\$ 6,229,641	\$ 7,571,648	\$ 6,713,640	\$ 6,026,927		
Total Funded from Reserves	\$ 1,932,850	\$ 737,850	\$ 461,800	\$ 310,300	\$ 145,200	\$ 1,281,200	\$ 1,296,100	\$ 335,900	\$ 459,700	\$ 408,900	\$ 344,600	\$ 248,900	\$ 430,500	\$ 748,900	\$ 691,600	\$ 545,500	\$ 1,224,700	\$ 545,500	\$ 335,900	\$ 467,800	\$ 400,300		
Combined Debt to Budget	0%	9%	52%	83%	86%	86%	40%	39%	46%	48%	85%	93%	74%	47%	46%	46%	60%	73%	75%	81%	87%		
Reserve Balance	\$ 1,280,356	\$ 1,400,348	\$ 1,424,663	\$ 1,324,037	\$ 1,358,435	\$ 257,114	\$ 94,856	\$ 914,316	\$ 1,521,801	\$ 2,185,284	\$ 2,082,679	\$ 1,985,373	\$ 1,911,778	\$ 1,826,849	\$ 1,818,798	\$ 1,979,639	\$ 1,303,231	\$ 1,138,595	\$ 1,150,232	\$ 966,960	\$ 774,941		
Interest	\$ 45,965	\$ 50,273	\$ 51,145	\$ 47,533	\$ 48,768	\$ 9,230	\$ 3,405	\$ 32,824	\$ 54,633	\$ 78,452	\$ 74,768	\$ 71,275	\$ 68,633	\$ 65,584	\$ 65,295	\$ 71,069	\$ 46,786	\$ 40,876	\$ 41,293	\$ 34,714	\$ 27,820	\$ 984,375	

Number of Projectsto be verified

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Committee of the Whole – July 26, 2022

AUTHOR: David Nelson, Manager, Information Services and GIS

SUBJECT: THIN CLIENT PROCUREMENT

RECOMMENDATION(S)

THAT the report titled Thin Client Procurement be received for information;

AND THAT the contract value with Powerland Computers for purchase of Thin Clients be increased by up to \$80,000 to a maximum of \$156,000 (not including GST);

AND THAT the increase be funded from the Information Technology (IT) Capital budget;

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

BACKGROUND

The Sunshine Coast Regional District (SCRD) has a contract with Powerland Computers for the provision of Thin Client devices manufactured by 10ZiG Corporation headquartered in Phoenix, Arizona. These devices offer graphical and audio processing capabilities that allow staff to participate in web meetings. The new devices replace older Zero Client units that lack audio visual (AV) capabilities.

The initial contract was awarded in November 2021 from a Request for Quotation (RFQ) 2111702. The initial order for Phase 1 was for a portion of the units requested in the RFQ, resulting in an initial purchase of \$76,000 (not including GST).

The purpose of this report is to seek Board approval to issue an additional purchase order to Powerland to acquire the Phase 2 Thin Clients that will increase the total contract value by up to \$80,000 to a maximum of \$156,000 (not including GST). As the total amended contract value will exceed \$100,000, Board approval is required.

DISCUSSION

As the SCRD was introducing new technology and equipment, it was decided to Phase the project to ensure success. The initial purchase order provided for Phase 1 of the project, deployment at Field Road offices which are almost complete. Phase 2 scope is to deploy additional units at other SCRD facilities. This requires an amendment to the initial contract requiring a change order with Powerland Computers.

Financial Implications

This increase was expected as part of the Phase 2 deployment of Thin Clients to SCRD sites other than Field Road. The addition cost is funded from IT Capital Budget.

The costs are within the existing budget and no Financial Plan amendments are required.

Timeline for Next Steps

Staff have engaged Powerland Computers for a quotation on the additional Thin Clients. The contract specifies that pricing for additional purchases are based on current 10ZiG manufacturer pricing and CAN/US exchange rate.

STRATEGIC PLAN AND RELATED POLICIES

The Thin Client purchase contract meets SCRD procurement policies for competitive bidding, aligns with the Board Financial Sustainability Policy regarding overall costs, while providing enhanced capacity features.

CONCLUSION

The existing provisioning contract with Powerland Computers is to purchase Thin Client devices to support web meetings. Phase 2 of the project requires an increase of up to \$80,000 to a maximum total of \$156,000 (not including GST) for Thin Client deployments at remaining SCRD facilities.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT MEMO/LETTER

TO: Ministry of Transportation and Infrastructure

**SUBJECT: MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE (MoTI) HIGHWAY 101
ALTERNATE ROUTE STUDY – IMPACTS FOR SUNSHINE COAST REGIONAL DISTRICT
(SCRD)**

Since June, the Ministry of Transportation and Infrastructure has been seeking feedback on the Highway 101 Alternate Route Study. The stated purpose of the study is “to develop a clear and supported long-term plan for the Highway 101 corridor between Gibsons and Sechelt.”

Study link: <https://www2.gov.bc.ca/gov/content/transportation/transportation-reports-and-reference/reports-studies/vancouver-island/highway-101-alternate-route-planning-study>

On June 9, the Board directed, in part (168/22) that:

...SCRD send a letter to Pamela Ryan, Study Engagement Lead, Ministry of Transportation and Infrastructure (MoTI) thanking her for the presentation and update on the Highway 101 Alternate Route Study and upcoming public engagement;

The letter, from the Board Chair, stated in part: “At this time, the SCRD does not have enough information of the process in selection of the routes to provide an opinion, let alone endorsement, of the proposed options. The SCRD is left with questions that are not able to be answered until the Ministry’s technical analysis is complete, and the public has had a chance to review and provide comment. ... We look forward to having the opportunity to provide our feedback once the final corridor study is developed....”

MoTI’s planning decisions related to the future of Highway 101 will or could have significant impacts (not necessarily bad/negative) to Sunshine Coast identity, growth patterns, SCRD services, ecological systems and private property.

Not being clear or having received commitments from MoTI about future opportunities for feedback, staff are providing comments on impacts to SCRD to be sent to MoTI during the study feedback period, both regarding impacts to SCRD services and the working relationship between the Province and the Regional District.

Below is a high-level summary of areas where staff anticipate impact and would like more information. These comments are drawn from past Board directives, comparison of proposals against existing SCRD documents, or identify direct opportunities and/or threats to sustainable service delivery.

Service Area	Comments
Regional and Rural Planning	<ul style="list-style-type: none"> SCRD will be developing new policies, plans or bylaws relating to regional growth and renewal of Official Community Plans in the coming 12-36 months. There is an opportunity for integrated transportation planning, if MoTI is open to collaboration. In noting that opportunity, we also wish to reinforce our desire to be a

	<p>supportive partner to the implementation of the shíshálh Nation/Province of BC Foundation Agreement.</p> <ul style="list-style-type: none"> • There are unresolved differences between the visions and policies set by existing OCPs and some of the alternatives proposed by MoTI. The study has a narrow focus relating to increasing the supply of infrastructure in specific locations; no options relating to reducing transportation demand or providing intelligent transportation systems were proposed. • Amendments to land use bylaws may be advisable or required based on Ministry decisions.
Regional Water	<ul style="list-style-type: none"> • Several of the proposed alignments are located within the “well recharge zones” as defined in the <i>Drinking Water Protection Act</i> of aquifers the SCRD relies on for its community drinking water supply, including the Church Road well field. Several creeks, including disappearing creeks, impacted by proposed alignments within the Church Road well field capture zone may be critical to aquifer recharge. Impacts and mitigation opportunities must be further explored and considered. • While several of the proposed alignments could also function as corridor for new watermain, others would require changes to current infrastructure.
Solid Waste Management	<ul style="list-style-type: none"> • All proposed alignments could result in a reduction of truck traffic on the existing highway corridor to and from the solid waste disposal and recycling facilities and to and from the Langdale Ferry Terminal.
Regional Sustainability and Parks	<ul style="list-style-type: none"> • The SCRD is developing a Community Climate Action Plan over the next 12 months. The SCRD’s Strategic Plan states that “In the face of a global climate emergency we must move swiftly to reduce GHG emissions and enhance our region’s resiliency to the effects of a changing climate”. • Stormwater management in response to higher frequency and intensity of storms was identified as an area of concern in the Sunshine Coast Climate Risk Assessment. The BC Climate Preparedness and Adaptation Strategy – 2022-2025 states that “the Ministry of Transportation and Infrastructure currently requires all new and rehabilitated transportation engineering projects to design for future climate conditions” (p.46). How can an updated <i>MoTI Sunshine Coast Drainage Study</i> be developed and can the SCRD support or partner in this? Several vulnerabilities are known and others may be identified in an updated drainage study. How can these be integrated into the Highway 101 improvements and bypass study? How can

	<p>downstream stormwater impacts be considered, in particular on ecosystems functions and critical infrastructure such as utilities?</p> <ul style="list-style-type: none"> • Sea level rise is another area of concern identified in the Sunshine Coast Climate Risk Assessment. The Regional District looks forward to a collaborative discussion around what tactic should address what area (do nothing, protect, accommodate, advance, retreat, ecosystem based adaptation). Some areas are more vulnerable. Can adaptation be explicitly included in more detailed work on next phases? • Transportation accounts for 48% of the Sunshine Coast's greenhouse gas emissions. In introducing the Sixth Assessment Report of the Intergovernmental Panel on Climate Change, UN Secretary-General Guterres said "We need a 45% cut in emissions by 2030 to reach carbon neutrality by mid-century. The world is on a catastrophic pathway with emissions expected to rise 16% by 2030 should all nations in the world meet their targets." Transportation Demand Management is an essential piece for reducing the Sunshine Coast's emissions. Have the benefits on demand management and transportation mode share shifting from Highway 101 improvements been considered and costed compared to the costs of new highway bypasses? • What are the construction and maintenance greenhouse gas emissions associated with the different options? • Natural systems are increasingly strained from development pressures, forestry activity, and a changing climate. Improved mapping and environmental assessments of the proposed route options to determine presence of sensitive ecosystems, forest age, and critical habitats would be beneficial in determining feasibility and impacts of options. Additionally, habitat connectivity is increasingly understood to be valuable to increasing resilience of natural systems.
Protective Services	<ul style="list-style-type: none"> • Route redundancy / emergency response opportunities. With realistic local access to alignment, Sechelt and Gibsons Fire Departments would benefit from rapid response from Roberts Creek Fire Department. • Ease of access/travel time between neighboring fire departments. The route as suggested in the MoTI bypass study 2022 provides nothing to improve access/travel time. If "Local Access to Alignment" was provided according to actual local needs, there would be measurable improvements. • Fire break. The proposed alternative route(s) could provide a fire break and improved access for suppression efforts above and below the roadway.

	<ul style="list-style-type: none"> Motor vehicle traffic/incidents (increase/decrease/change in severity). With speeds on the existing highway reaching >200% of posted limit, expect increases on a faster/straighter highway.
Economic Development	<ul style="list-style-type: none"> See comment below relating to working relationship. The Sunshine Coast Regional Economic Development Organization (SCREDO) should be asked for comment.
Transit	<ul style="list-style-type: none"> Improvements and the development of alternate routes, particularly where there are none, is highly supported. Highway closures, with no alternate route has a significant impact on transit services. Considerations for highway improvements that would contribute to increasing the percentage of total commuting trips through use of transit are also highly supported (transit priority measures, improved bus pull out lanes, pedestrian crossing considerations, etc.). Alternate highway routes provide opportunities to explore a future frequent transit route (express route) between Sechelt and Langdale. BC Transit should be asked for comment as they are heavily involved in future transit expansion planning and considerations. Developed collaboratively with BC Transit, the 2013 Sunshine Coast Transit Future Plan informs the next 25 years of transit network for the Coast. Alternate routes through Sechelt should consider impact on transit routes and may improve access to west Sechelt.
Active Transportation	<ul style="list-style-type: none"> Pedestrian and cyclist crossing of Highway 101 is a current concern of SCRD (see past letters) which MoTI has not resolved. It is unclear how the proposed options will address this on either the existing corridor or future corridors. It is unclear whether a social equity lens has been applied to the design of proposed active transportation facilities. The Province has a target of increasing “walking, cycling and transit to 30% by 2030, 40% by 2040 and 50% by 2050.” Achieving these mode share numbers requires infrastructure improvements. At the very least a separated multi-use path would be beneficial since most people do not feel safe on a wide shoulder on a highway.

Going forward, SCRD requests of MoTI that we be consulted in the early stage of major projects (before scope is finalized) in order to be able to identify areas of concern/information need and

in order to have clarity on the role of local government in the project. The statement on display boards that route options are being considered in collaboration with local governments is felt to be disingenuous; on this project at best SCRD was consulted but more typically we were only informed.

SCRD continues to invite regular updates and annual capital plans from MoTI on transportation projects planned for the Sunshine Coast. We remain open to any form of regular check-in, information exchange, joint planning, etc. that the Ministry wishes to propose.

Capital plans are especially important when related to major projects like new corridor development. Highway changes will drive other infrastructure change needs for SCRD. The near end of the Alternative Route Plan horizon (20 years) is within the lifecycle of many SCRD assets.

Thank you for the opportunity to provide comment on the Highway 101 Alternate Route Study. SCRD staff would welcome follow up dialogue or responses to any of the points raised in this letter and we look forward to receiving more information from you.

Sincerely,