



**SUNSHINE COAST REGIONAL DISTRICT
REGULAR BOARD MEETING
AGENDA**

Thursday, December 12, 2024, 1:00 p.m.

**IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

	Pages
1. CALL TO ORDER	
2. AGENDA	
3. MINUTES	
3.1 Regular Board meeting minutes of November 28, 2024	4
4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS	
5. PRESENTATIONS AND DELEGATIONS	
5.1 Gaetan Royer, Chair, Sunshine Coast Chamber of Commerce Regarding: Economic Development	39
6. REPORTS	
6.1 Committee of the Whole meeting recommendation Nos. 1 - 9 of November 28, 2024	56
6.2 Summary of Intergovernmental Water Summits - Chief Administrative Officer <i>For Information</i>	61
6.3 2025 Chair Appointments - Deputy Corporate Officer	67
Voting: All Directors - 1 vote each	
7. COMMUNICATIONS	
8. MOTIONS	
8.1 Motion For Which Notice Has Been Given <i>Brought forward for consideration by Chair Toth</i>	69
Voting: All Directors - 1 vote each	
9. BYLAWS	
9.1 Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024 First, second, third readings, and adoption - Receipt of staff report	71

	Voting: All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1	
9.2	Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.47, 2024 First, second, third readings, and adoption	75
	Voting: Participants - weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6	
9.3	Planning and Development Procedures and Fees Amendment Bylaw No. 522.19, 2024 First, second, third readings, and adoption	80
	Voting: Electoral Area Directors - 1 vote each	
9.4	Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No.428.27, 2024 First, second, and third readings, and adoption	82
	Voting: Participants - weighted vote: A-2, B-2, D-2, E-2, F-2	
9.5	Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.17, 2024 First, second, third readings, and adoption	86
	Voting: All Directors - 1 vote each	
9.6	Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.9, 2024 First, second, third readings, and adoption	88
	Voting: All Directors - 1 vote each	
9.7	Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No.714.7, 2024 First, second, third readings, and adoption	90
	Voting: All Directors - 1 vote each	
9.8	Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.28, 2024 First, second, third readings, and adoption	92
	Voting: Participants - weighted vote: A-2, B-2, D-2, E-2, F-2	
9.9	Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.27, 2024 First, second, third readings, and adoption	94
	Voting: Participants - weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1	
9.10	Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024 First, second, third readings, and adoption	97
	Voting: Participants - weighted vote: A-2, B-2, D-2, E-2, F-2	
9.11	Sunshine Coast Regional District Plumbing Amendment Bylaw No. 400.4, 2024	102

First, second, third readings, and adoption

Voting: Participants - weighted vote: A-2, B-2, D-2, E-2, F-2

10. DIRECTORS' REPORTS

11. NEW BUSINESS

12. IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k), and (2) (b) of the *Community Charter*, "personal information about an identifiable individual..."; "labour relations or other employee relations"; "negotiations and related discussions respecting the proposed provision of a municipal service..."; "the consideration of information received and held in confidence relating to negotiations..."

13. RELEASE OF ITEMS FROM IN CAMERA

14. ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT
MINUTES OF THE MEETING OF THE REGULAR BOARD

November 28, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.

PRESENT: Chair: A. Toth, District of Sechelt
J. Gabias, Electoral Area B
L. Lee, Electoral Area A
K. Backs, Electoral Area D
D. McMahon, Electoral Area E
K. Stamford, Electoral Area F
D. Inkster, District of Sechelt
S. White, Town of Gibsons
P. Paul, shishálh Nation Government District

ALSO PRESENT: T. Perreault, GM Corporate Services
S. Reid, Corporate Officer
I. Hall, GM Planning and Development
R. Rosenboom, GM Infrastructure Services
S. Gagnon, GM Community Services
V. Cropp, Manager, Purchasing and Risk
J. Jackson, Manager, Planning and Development
B. Kennett, Chief Building Official
M. O'Rourke, Assistant Manager, Utility Engineering
J. Huntington, Manager, Parks Services
D. Brennan, Parks Planning and Community Development Coordinator
S. Bandara, Environmental Planning Coordinator
K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS: Media:0
Public: 5

CALL TO ORDER

The meeting was called to order at 1:07 p.m.

AGENDA

314/24 It was moved and seconded

THAT the agenda for the meeting be adopted as amended as follows:

- adding an item under New Business; and
- removing Directors' Reports.

CARRIED

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Pursuant to Section 217 of the Local Government Act, Chair Toth exercised his right of reconsideration of Resolution 304/24 recommendation No. 9 of the November 14, 2024 Regular Board meeting as follows:

THAT the Placeholder Pender Harbour Living Heritage Society Community Benefit Grant be abandoned.

315/24 It was moved and seconded

THAT the Placeholder Pender Harbour Living Heritage Society Community Benefit Grant be referred to Round 2 Budget 2025.

CARRIED

MINUTES

Regular Board meeting minutes of November 14, 2024

Resolution No. 304/24, recommendation No. 9 was pulled from the block for reconsideration

316/24 It was moved and seconded

THAT the Regular Board meeting minutes of November 14, 2024 be adopted, as amended.

CARRIED

REPORTS

Committee of the Whole meeting recommendation Nos. 1 - 11 of November 14, 2024

317/24 It was moved and seconded

Recommendation No. 1 2025 Meeting Schedule

THAT the report titled 2025 Meeting Schedule be received for information;

AND THAT the 2025 Meeting Schedule be adopted as presented.

Recommendation No. 2 *High Water Users - Chapman and South Pender Water Systems*

THAT the report titled High Water Users – Chapman and South Pender Water Systems be received for information.

Recommendation No. 3 *Metal Container, Hauling and Recycling Services - Contract Extension*

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

AND THAT the contract for metal container provision, hauling, and recycling services be extended to Salish Environmental Group Inc. for an additional 11 months to October 31, 2025, at a value up to \$297,240 with the total contract value of \$1,007,240;

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

Recommendation No. 4 *South Coast Residential Green Waste Drop-Off Depot Operations Contract Extension*

THAT the report titled South Coast Residential Green Waste Drop-off Depot Operations Contract Extension be received for information;

AND THAT the contract for South Coast Residential Green Waste Drop-off Depot Operations be extended to Salish Environmental Group Inc. for an additional 11-month period to October 31, 2025, and a value up to \$109,520 with the total contract value of \$422,923;

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

Recommendation No. 5 *911 Radio Consulting Services Agreement Value Amendment (Planetworks Consulting Corporation)*

THAT the report titled 911 Radio Consulting Services Agreement Value Amendment (Planetworks Consulting Corporation) be received for information;

AND THAT 911 Radio Consulting Services Agreement with Planetworks Consulting Corporation be amended and increased from \$216,900 to a maximum value of \$226,900 (plus GST);

AND FURTHER THAT the delegated signatories be authorized to execute the contract amendment.

Recommendation No. 6 *Planning and Development Department 2024 Q3 Report*

THAT the report titled Planning and Development Department 2024 Q3 Report be received for information.

Recommendation No. 7 *Infrastructure Services Department - 2024 Q3 Report*

THAT the report titled Infrastructure Services Department - 2024 Q3 Report be received for information.

Recommendation No. 8 *Community Services Department 2024 Q3 Report*

THAT the report titled Community Services Department 2024 Q3 Report be received for information.

Recommendation No. 9 *Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of October 21, 2024*

THAT the Sunshine Coast Regional Accessibility Advisory Committee minutes of October 21, 2024 be received for information.

Recommendation No. 10 *Gibsons and District Fire Protection Commission Minutes of October 21, 2024*

THAT the Gibsons and District Fire Protection Commission minutes of October 21, 2024 be received for information;

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

Recommendation No. 3 *Preliminary Petition to Expand Gibsons and District Fire Protection Service Area*

The Gibsons and District Fire Protection Commission recommended that the Fire Chief – Preliminary Petition to Expand Gibsons & District Fire Protection Services Area report be received for information;

AND THAT SCRD Staff report back on alternatives to providing fire protection service outside of established fire protection areas.

Recommendation No.4 *Preliminary Petition to Expand Gibsons and District Fire Protection Service Area*

The Gibsons and District Fire Protection Commission recommended that cost sharing opportunities related to a study to inform a formal petition process be explored, with results to be reported to the SCRD annual budget process.

Recommendation No. 11 *CaroleAnn Leishman, Climate Leaders Program Manager, Community Energy Association, dated September 2024*

THAT the correspondence from CaroleAnn Leishman, Climate Leaders Program Manager, Community Energy Association, dated September 2024, regarding Vancouver Island and Coastal Communities 2024 Virtual Climate Summit be received for information.

CARRIED

Electoral Area Services Committee meeting recommendation Nos. 1 - 16 of November 21, 2024

318/24 It was moved and seconded

Recommendation No. 1 2024 *Housing Needs Report*

THAT the report titled Housing Needs Report be received for information;

AND THAT the Housing Needs Report be referred to the Advisory Planning Commissions for information.

Recommendation No. 2 *Amendment Zoning Bylaw 722.9 and 337.123 - Consideration of Third Reading and Adoption*

THAT the report titled Amendment Zoning Bylaw No. 722.9 and 337.123 Consideration of Third Reading and Adoption be received;

AND THAT staff proceed with Option 2: Third Reading and Adoption for Proposed Amendments for Legislative Compliance (freshwater) and Risk Mitigation (ocean);

AND FURTHER THAT Amendment Zoning Bylaw Nos. 722.9 and 337.123 be forwarded to the Board for consideration of Third Reading and Adoption.

Recommendation No. 3 *Amendment Zoning Bylaw 722.9 and 337.123 - Consideration of Third Reading and Adoption*

THAT staff provide education for property owners around best practices for riparian setbacks.

Recommendation No. 4 *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

THAT the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:

- Section 16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m.
- Section 9.3 to vary the maximum parcel coverage for a parcel over 3500 m² in the RU1 Zone from 15% to 20.5%.

Recommendation No. 5 *Development Variance Permit DVP00109 (5317 Taylor Crescent)*

THAT the report titled Development Variance Permit DVP00109 (5317 Taylor Crescent) – Electoral Area B be received for information;

AND THAT Development Variance Permit DVP000109, to allow for the reconstruction of a single unit dwelling and attached new deck structure on the property located at 5317 Taylor Crescent, be issued to vary Zoning Bylaw No. 722 as follows:

- Section 16.1 (a) to reduce the minimum setback of a building or structure from the natural boundary of the ocean from 15 metres to 12 metres.

Recommendation No. 6 *Development Variance Permit DVP00100 (798 Marine Drive)*

THAT the report titled Development Variance Permit DVP00100 (798 Marine Drive) - Electoral Area F be received for information;

AND THAT Development Variance Permit DVP00100, to vary Zoning Bylaw No. 722 to allow construction of a deck on the property located at 798 Marine Drive, be denied:

- To reduce the minimum setback under Section 14.1(b) of the minimum setback from a side parcel line from 1.5 metres to 0.38 metres;
- To reduce the minimum setback from the natural boundary of the ocean from 15 metres to 2.9 metres.

Recommendation No. 7 *Official Community Plan Amendment 640.6 and Zoning Bylaw Amendment 722.10 - Consideration of Third Reading*

THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Third Reading be received for information;

AND THAT West Howe Sound Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for consideration of Third Reading;

AND FURTHER THAT prior to consideration of adoption of West Howe Sound Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10, the following condition be met:

- Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act*.

Recommendation No. 8 *Zoning Amendment Bylaw No. 722.4 (1747 Storvold Road)*

THAT the report titled Zoning Amendment Bylaw No. 722.4 for 1747 Storvold Road – Electoral Area F, be received for information;

AND THAT Zoning Amendment Bylaw No. 722.4 be forwarded to the Board for First Reading;

AND FURTHER THAT staff report back to a future Committee with more information regarding the specific plans for the land use of this proposal.

Recommendation No. 9 *Zoning Amendment Bylaw No. 722.11 for Subdivision of 8000 Birch Way*

THAT the report titled Zoning Amendment Bylaw No. 722.11 for 8000 Birch Way - Electoral Area B be received for information;

AND THAT Zoning Amendment Bylaw No. 722.11, 2024 be forwarded to the Board for First, Second and Third Readings;

AND FURTHER THAT prior to adoption of Zoning Amendment Bylaw No. 722.11, the following conditions be met:

- Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act*.

Recommendation No. 10 *Halfmoon Bay Community Hall Update*

THAT the report titled Halfmoon Bay Community Hall Update be received for information.

Recommendation No. 11 *Cliff Gilker Park Recovery Project - Community Survey Results*

THAT the report titled Cliff Gilker Park Recovery Project - Community Survey Results be received for information.

Recommendation No. 12 *Electoral Area A Advisory Planning Commission Meeting Minutes of October 30, 2024*

THAT the Egmont/Pender Harbour (Electoral Area A) Advisory Planning Commission Minutes of October 30, 2024 be received for information.

Recommendation No. 13 *Electoral Area B Advisory Planning Commission Meeting Minutes of October 22 and 26, 2024*

THAT the Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of October 22 and 26, 2024 be received for information.

Recommendation No. 14 *Electoral Area D Advisory Planning Commission Meeting Minutes of October 21, 2024*

THAT the Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of October 21, 2024 be received for information.

Recommendation No. 15 *Electoral Area E Advisory Planning Commission Meeting Minutes of October 22, 2024*

THAT the Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of October 22, 2024 be received for information.

Recommendation No. 16 *Electoral Area F Advisory Planning Commission Meeting Minutes of October 22, 2024*

THAT the West Howe Sound (Electoral Area F) Advisory Planning Commission Minutes of October 22, 2024 be received for information.

CARRIED

Finance Committee meeting recommendation Nos. 1 - 18 of November 21, 2024

319/24 It was moved and seconded

THAT Finance Committee meeting recommendation Nos. 1 - 18 of November 21, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Regional Water Service Area 2025 Rate Bylaw Amendment*

THAT staff report to November 28, 2024 Committee of the Whole with options for a 5% overall rate increase in the Regional Water Service Area.

Recommendation No. 2 *North Pender Harbour Water Service Area 2025 Rate Bylaw Amendment*

THAT the report titled North Pender Harbour Water Service Area 2025 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 3.62% and Parcel Taxes by 20.45% for an overall rate increase of 8.90%;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 3 *South Pender Harbour Water Service Area 2025 Rate Bylaw Amendment*

THAT the report titled South Pender Harbour Water Service Area 2025 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule E be amended to increase the South Pender Water Service Area User Fees and Metered Usage Fees by 9.47% and Parcel Taxes by 16.51% for an overall rate increase of 12.13%;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 4 *2025 Wastewater User Fee Overview*

THAT the report titled 2025 Wastewater User Fee Overview be received for information;

AND THAT the Roberts Creek WWTP [392] base budget be increased by \$5,000 offset by a decrease in allocated wages;

AND THAT the Sakinaw Ridge WWTP [395] base budget be decreased by \$6,000;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 5 *Greaves Road [381] Wastewater 2025 User Fee Review*

THAT the report titled Greaves Road [381] Wastewater 2025 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Greaves Road Service Area User Fees to \$827 for 2025;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 6 *Woodcreek Park [382] Wastewater Frontage Fees*

THAT the report titled Woodcreek Park [382] Wastewater Frontage Fees be received for information;

AND THAT the Woodcreek Park Sewer User Rates Bylaw No. 430 (Schedule A) be amended to increase the Frontage Fee for the Woodcreek Park Wastewater Service by \$50, resulting in a 2025 Frontage Fee of \$550, to be reviewed again prior to the 2026 budget;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 7 *Sunnyside [383] Wastewater 2025 User Fee Review*

THAT the report titled Sunnyside [383] Wastewater 2025 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Sunnyside Service Area User Fees to \$850 for 2025;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 8 *Jolly Roger [384] Wastewater 2025 User Fee Review*

THAT the report titled Jolly Roger [384] Wastewater 2025 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Jolly Roger Service Area User Fees to \$1,050 for 2025;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 9 *Secret Cove [385] Wastewater 2025 User Fee Review*

THAT the report titled Secret Cove [385] Wastewater 2025 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Secret Cove Service Area User Fees to the following for 2025:

- Secret Cove Residential User Fee: \$900

- Secret Cove Marina User Fee: \$918.85
- Secret Cove Restaurant User Fee: \$1,307.25

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 10 *Square Bay [387] Wastewater 2025 User Fee Review*

THAT the report titled Square Bay [387] Wastewater 2025 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to decrease the Square Bay Service Area User Fees to \$1,150 for 2025;

AND THAT the Square Bay Wastewater Treatment Plant [387] base budget be increased by \$6,000, offset by a decrease in allocated wages;

AND THAT the Union of British Columbia Municipalities (UBCM) be notified to remove the Square Bay Wastewater Treatment Plant Upgrade Project from the Canada Community Building Fund- Community Works Fund (CWF) project list;

AND THAT \$498 expended to date be returned to UBCM and reallocated to the respective Electoral Area B CWF entitlement, recovered through User Fees;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 11 *Langdale [388] Wastewater Frontage Fees*

THAT the report titled Langdale [388] Wastewater Frontage Fees be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428 (Schedule B) be amended to increase the Frontage Fee for the Langdale Wastewater Service by \$50, resulting in a 2025 Frontage Fee of \$550, to be reviewed again prior to the 2026 budget;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 12 *Curran Road [391] Wastewater 2025 User Fee Review*

THAT the report titled Curran Road [391] Wastewater 2025 User Fee Review be received for information;

AND THAT the Curran Road Sewer User Fee for 2025 remain the same as 2024;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 13 *Painted Boat [394] Wastewater 2025 User Fee Review*

THAT the report titled Painted Boat [394] Wastewater 2025 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 644, (Schedule A) be amended to increase the Painted Boat Service Area User Fees to the following for 2025:

- Painted Boat Residential User Fee: \$650.00
- Painted Boat Spa User Fee: \$1,360.50
- Painted Boat Restaurant User Fee: \$2,766.36;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 14 *Sakinaw Ridge [395] Wastewater Frontage Fees*

THAT the report titled Sakinaw Ridge [395] Wastewater Frontage Fees be received for information;

AND THAT Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714 (Schedule A) be amended to increase Frontage Fees by 2%, resulting in a 2025 Frontage Fee of \$879.42;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 15 *Refuse Collection [355] 2025 Fee Review*

THAT the report titled 2025 Refuse Collection [355] Fee Review be received for information;

AND THAT Schedule A of Sunshine Coast Regional District Waste Collection Bylaw No. 431 be amended to increase waste collection fees by 5.71% for 2025 and the cost of a replacement Food Waste Can to \$72 per can;

AND THAT the 2025 projected operating shortfall be funded by Refuse Collection [355] Operating Reserves in the amount of \$70,905;

AND FURTHER THAT the 2025-2029 Financial Plan be updated accordingly.

Recommendation No. 16 *Solid Waste Facilities Tipping Fees Review*

THAT the report titled Solid Waste Facilities Tipping Fees Review be received for information;

AND THAT the tipping fee for Municipal Solid Waste be increased from \$150 to \$165 per tonne in 2025, \$180 per tonne in 2026, and \$195 per tonne in 2027;

AND THAT the tipping fee for Cardboard be increased from \$285 to \$385 per tonne;

AND THAT the tipping fee for Scrap Metal be increased from \$150 to \$170 per tonne in 2025, \$190 per tonne in 2026, and \$210 per tonne in 2027;

AND THAT the tipping fee for Dry Mattresses or Boxsprings be increased from \$25 to \$30 per unit;

AND FURTHER THAT these tipping fees be incorporated into a future amendment of Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405.

Recommendation No. 17 *Building Bylaw No. 687 and Plumbing Bylaw No. 400 Fees Update*

THAT the report titled Building Bylaw No. 687 and Plumbing Bylaw No. 400 Fees Update be received for information;

AND THAT proposed fee updates to increase the fees prescribed in Schedules A and B of Building Bylaw No. 687, enclosed as Attachment A, be approved;

AND THAT proposed fee updates to increase the fees prescribed in Schedule A of Plumbing Bylaw No. 400, enclosed as Attachment B, be approved;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 18 *Bylaw No. 522 - Proposed Planning Fee Amendments 2024*

THAT the report titled Bylaw No. 522 – Proposed Planning Fee Amendments 2024 be received for information;

AND THAT staff be directed to bring forward an amendment to Planning and Development Procedures and Fees Bylaw No. 522 with updates to Schedule B (Fee Schedule) as proposed in this report, to come into effect January 1, 2025;

AND FURTHER THAT staff be directed to continue to implement recommendations contained in the Development Approvals Process Review to develop a full cost recovery program for planning and development fees and charges.

CARRIED

Finance Committee (Round 1 Budget) meeting recommendation Nos. 1 - 36 and 38 - 69 of November 25, 2024

320/24 It was moved and seconded

Recommendation No. 1 *2025 Round 1 Budget Overview*

THAT the Chief Administrative Officer / Chief Financial Officer's presentation titled 2025 Round 1 Budget Overview be received for information.

Recommendation No. 2 *Gibsons and District Public Library*

THAT the 2025 Budget Submission from the Gibsons and District Public Library be received for information.

Recommendation No. 3 *Skookumchuck Museum / Egmont Heritage Centre*

THAT the 2025 Budget Submission from the Skookumchuck Museum / Egmont Heritage Centre be received for information.

Recommendation No. 4 *Pender Harbour Health Centre*

THAT the 2025 Budget Submission from the Pender Harbour Health Centre be received for information.

Recommendation No. 5 *Sunshine Coast Community Services Society for the Youth Outreach Worker Program*

THAT the 2025 Budget Submission from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be received for information.

Recommendation No. 6 *Community Partners - 2025 Budget Requests*

THAT the report titled Community Partners - 2025 Budget Requests be received for information;

AND THAT the Skookumchuck Museum / Egmont Heritage Centre 2025 Budget Request of \$55,000 be approved and included into 2025 Budget for [648] Museum Service;

AND THAT the delegated authorities be authorized to sign the funding and service agreement;

AND FURTHER THAT the Draft 2025-2029 Financial Plan be amended accordingly.

Recommendation No. 7 *Pender Harbour Health Centre 2025 Budget Request*

THAT Pender Harbour Health Centre 2025 Budget Request of \$185,040 be approved and included into 2025 Budget for [410] Pender Harbour Health Centre;

AND THAT the delegated authorities be authorized to sign the funding and service agreement;

AND FURTHER THAT the Draft 2025-2029 Financial Plan be amended accordingly.

Recommendation No. 8 *Pender Harbour Health Centre Capital Roof Project Request*

THAT the Pender Harbour Health Centre Capital Roof Project Request for \$92,250 be referred to 2025 Round 2 Budget for updated [410] Capital Reserves amount and other funding source options.

Recommendation No. 9 *Sunshine Coast Community Services Society 2025 Budget Request for the Youth Outreach Worker Program*

THAT the Sunshine Coast Community Services Society 2025 Budget Request for the Youth Outreach Worker Program of \$59,127 be approved and included into 2025 Budget, funded 50% Population and 50% Assessment for each Electoral Areas' Grant-in-Aid [121-129];

AND THAT the delegated authorities be authorized to sign the funding and service agreement;

AND FURTHER THAT the Draft 2025-2029 Financial Plan be amended accordingly.

Recommendation No. 10 *Sunshine Coast Search and Rescue Society 2025 Budget Request*

THAT the Sunshine Coast Search and Rescue Society 2025 Budget Request of \$21,000 be approved and included into 2025 Budget for [222] Sunshine Coast Emergency Planning (SCEP);

AND THAT the Sunshine Coast Marine Search and Rescue Station 14 Gibsons 2025 Budget Request of \$5,100 be approved and included into 2025 Budget for [222] SCEP;

AND THAT the delegated authorities be authorized to sign the funding and service agreements;

AND FURTHER THAT the Draft 2025-2029 Financial Plan be amended accordingly.

Recommendation No. 11 *Gibsons and District Public Library (GDPL) 2025 Budget Request*

THAT the Gibsons and District Public Library (GDPL) 2025 Budget Request of \$836,806 be approved and included into 2025 Budget for [640] GDPL;

AND THAT the Electoral Area D 2025 contribution of \$92,259 to [640] GDPL from the [646] Roberts Creek Library Service be approved;

AND THAT the delegated authorities be authorized to sign the funding and service agreement;

AND FURTHER THAT the Draft 2025-2029 Financial Plan be amended accordingly.

Recommendation No. 12 *Draft Corporate Work Plan Update*

THAT the report titled Draft Corporate Work Plan Update be received for information.

Recommendation No. 13 *Canada Community-Building Fund - Community Works Funds Scope Update*

THAT the report titled Canada Community- Building Fund – Community Works Fund Scope Update be received for information.

Recommendation No. 14 *Growing Communities Fund Update*

THAT the report titled Growing Communities Funds Update be received for information.

Recommendation No. 15 *2024 Project Carry-forward Requests*

THAT the report titled 2024 Project Carry- Forward Requests be received for information;

AND THAT the following projects be cancelled:

- Hillside Development Project - Investment Attraction Analysis [540] - \$90,000 with funds being returned to Operating Reserves;
- Coopers Green Park Hall and Parking-Design Plans [650] - \$40,389 with the funds being returned to Canada Community-Building Fund - Community Works Funds (CWF);
- Lower Road Retaining Wall [665] - \$525,341 with \$15,247 being returned to Operating Reserves and \$510,094 to CWF;

AND THAT the Union of British Columbia Municipalities (UBCM) be notified to remove the Coopers Green Park Hall and Parking Design Plans project from the CWF project list;

AND THAT \$84,452 in CWF expended on the Coopers Green Park Hall and Parking Design Plans project be returned to UBCM and reallocated to the respective Electoral Area B CWF entitlement, recovered through Taxation;

AND THAT the UBCM be notified to remove the 2023 Lower Road Retaining Wall project from the CWF project list;

AND THAT \$16,677 in CWF expended on the Lower Road Retaining Wall project be returned to UBCM and reallocated to the respective Electoral Area D CWF entitlement, recovered through Taxation;

AND FURTHER THAT the items above and carry-forward projects in Attachment A inclusive of full-time equivalents (FTE) be included in the Sunshine Coast Regional District (SCRD) draft 2025-2029 Financial Plan, including authorization to continue with the projects prior to the adoption of the Financial Plan.

Recommendation No. 16 *2025 Proposed Projects Spreadsheets*

THAT the 2025 Proposed Project Spreadsheets be received for information.

Recommendation No. 17 *2025 Round 1 Budget Proposal - Regional Water Services [370]*

THAT the report titled 2025 Round 1 Budget Proposal for Regional Water Service [370] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Regional Water Service Base Budget Increase, \$110,000 funded from User Fees;
- Budget Proposal 4 – Permit Requirements for Siphon Systems at Chapman Lake and Edwards Lake, \$235,000 funded from Operating Reserves, including 0.20 additional FTE for 2025;

AND THAT the following budget proposals be referred to 2025 Round 2 Budget:

- Budget Proposal 2 – Gray Creek Intake and Treatment Design Engineering (Phase 1), \$864,550 funded from Growing Communities Funds, including 0.22 additional FTE for 2025;
- Budget Proposal 3 – Langdale Wellfield Construction, \$22,657,471, including 0.45 additional FTE for 2025 and ongoing, funded: \$17,922,047 Long-Term Debt;
- \$4,128,580 Canada Community-Building Funds (\$1,329,294 from Area B, \$113,331 from Area D, \$2,678,427 from Area E and \$7,528 from Area F); and \$606,844 from Growing Communities Funds;
- Budget Proposal 5 – Feasibility Study and Development Raw Water Reservoirs (2025/2026), \$397,872 funded from Capital Reserves (\$322,872) and Operating Reserves (\$75,000), including 0.35 additional FTE for 2025.

Recommendation No. 18 2025 Round 1 Budget

THAT the following budget proposal be approved and included in 2025 Round 2 Budget as amended:

- Budget Proposal 7 – Church Road Water Treatment Plant – Sodium Hypochlorite Storage Unit (Option 2) – landscaping and wooden fencing of the existing storage unit only, \$10,000 funded from Canada Community-Building-Community Works Funds – Area E.

Recommendation No. 19 2025 Round 1 Budget

THAT the following budget proposal be approved and included in 2025 Round 2 Budget:

- Budget Proposal 8 – Vehicle Replacements (2), \$250,000 funded from Municipal Finance Authority Loan;

AND THAT a loan of up to \$250,000 for a term of 5 years be requested through the Municipal Finance Authority section 403 of the *Local Government Act (Liabilities Under Agreement)* to fund the two Regional Water Service Vehicle Replacements.

Recommendation No. 20 2025 Round 1 Budget

THAT the following budget proposal be referred to 2025 Round 2 Budget:

- Budget Proposal 9 – Senior Utility Operator 1.0 FTE (including light duty truck), \$163,089:
 - \$95,000 for light duty truck funded from Capital Reserves; and
 - 1.0 FTE - prorated at 0.5 FTE for 2025 at \$61,369 funded from User Fees;
 - Base Budget Increase - \$6,720 staffing and vehicle costs funded from User Fees for 2025 and \$7,220 staffing and vehicle costs 2026 and ongoing.

Recommendation No. 21 2025 Round 1 Budget

THAT the following budget proposal be approved and included in 2025 Round 2 Budget:

- Budget Proposal 10 – Utility Engineering Equipment, \$25,000 funded from Capital Reserves..

Recommendation No. 22 2025 Round 1 Budget Proposal - Water Services [365, 366, 370]

THAT the report titled 2025 Round 1 Budget Proposal for Water Services [365 / 366 / 370] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – North Pender Harbour Water Service Minor Capital (Base Budget), \$30,000 funded from Capital Reserves;
- Budget Proposal 2 – North Pender Harbour Water Service (Base Budget), \$30,000 funded from User Fees;
- Budget Proposal 3 – South Pender Harbour Water Service Minor Capital (Base Budget), \$50,000 funded from Capital Reserves;
- Budget Proposal 4 – South Pender Harbour Water Service (Base Budget), \$44,000 funded from User Fees;

AND FURTHER THAT for 2026 budget deliberations staff develop a short-term capital work plan to support Minor Capital for the North Pender Harbour Water Service and South Pender Harbour Water Service.

Recommendation No. 23 *2025 Round 1 Budget*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 5 – Water Supervisory Control Data Acquisition (SCADA) Upgrades (Treatment, Pump Stations, Reservoirs) – Phase 2, \$362,230 funded from Capital Reserves (\$54,335 [365], \$90,558 [366] and \$217,338 [370]), including 0.08 additional FTE for 2025.

Recommendation No. 24 *2025 Round 1 Budget*

THAT the following budget proposal be deferred to 2026:

- Budget Proposal 6 – Sunshine Coast Regional District Water Service Climate Change Resilience Analysis, \$90,000 funded from Operating Reserves (\$4,500 [365], \$9,000 [366] and \$76,500 [370]).

Recommendation No. 25 *2025 Round 1 Budget*

THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 7 – Leak Detection Equipment Phase 2, \$75,000 funded from Operating Reserves (\$3,750 [365], \$7,500 [366], \$63,750 [370]);
- Budget Proposal 8 – Concrete Reservoir Maintenance, \$416,000 funded from Operating Reserves (\$247,000 [366] and \$169,000 [370]);
- Budget Proposal 9 – Bylaw 320 Update – Additional Funding, \$60,000 funded from Operating Reserves (\$3,000 [365], \$6,000 [366] and \$51,000 [370]);

- Budget Proposal 10 - Preliminary Service Review, \$75,000 funded from Operating Reserves (\$7,500 [365], \$11,250 [366] and \$56,250 [370]).

Recommendation No. 26 *2025 Round 1 Budget*

THAT the following budget proposal be deferred to 2026:

- Budget Proposal 11 – Commercial Food-Growing Farms Policy Development, \$85,000 funded by Agricultural Amenities Fund, including 0.15 additional FTE for 2025 at \$16,523 (\$8,500 [365], \$12,750 [366] and \$63,750 [370]).

Recommendation No. 27 *2025 Round 1 Budget*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 12 – McNeil Lake Instrumentation [366], \$20,125 funded from Capital Reserves.

Recommendation No. 28 *2025 Round 1 Budget*

THAT the following budget proposal be referred to 2025 Round 2 Budget pending further information on the 3-year timeline and the provincial requirements:

- Budget Proposal 13 – Cross Connection Control Program, \$90,000 funded from Operating Reserves (\$4,500 [365], \$9,000 [366] and \$76,500 [370]).

Recommendation No. 29 *2025 R1 Budget Proposal - Wastewater Treatment Plants [381-395]*

THAT the report titled 2025 Round 1 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 3 – Painted Boat Wastewater Treatment Plant (Base Budget) [394], \$2,000 funded from User Fees;
- Budget Proposal 4 – Lee Bay Wastewater Treatment Plant Electrical Upgrades [386], \$110,000 funded from Capital Reserves;
- Budget Proposal 5 – Secret Cove / Jolly Roger Outfall Maintenance Phase 2 [384/385], \$20,000 funded from Operating Reserves (\$10,000 from each function);
- Budget Proposal 7 – Rate Stabilization [382/386/391], \$9,870 funded as follows:
 - \$1,274 from Woodcreek [382] Operating Reserves;
 - \$7,618 from Lee Bay [386] Operating Reserves;
 - 978 from Curran Road [391] Operating Reserves.

Recommendation No. 30 *2026 Budget*

THAT the following budget proposal be deferred to 2026:

- Budget Proposal 6 – Curran Road Wastewater Treatment Plant Modifications [391], \$91,000 funded \$60,000 from Capital Reserves and \$31,000 from Operating Reserves.

Recommendation No. 31 *2025 Round 1 Budget Proposal - Feasibility - Area A [151]*

THAT the report titled 2025 Round 1 Budget Proposal for Area A Feasibility Studies [151] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Feasibility Study Pender Landing Wastewater Treatment Plant Service Establishment, \$37,500 funded through Taxation.

Recommendation No. 32 *Solid Waste Management Plan Update - Inclusion of Long-Range Disposal Options*

THAT the report titled Solid Waste Management Plan Update – Inclusion of Long-Range Disposal Options be received for information.

Recommendation No. 33 *2025 Round 1 Budget Proposal - Regional Solid Waste [350]*

THAT report titled 2025 Round 1 Budget Proposal for Regional Solid Waste [350] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Solid Waste Operations Maintenance Base Budget Increase for FTE Component (0.93 FTE), \$75,704 funded from User Fees (Tipping Fees), prorated to 0.63 FTE for 2025 and including a \$20,000 base budget increase for maintenance;
- Budget Proposal 2 – Environmental Monitoring for Sechelt Landfill and Pender Harbour Transfer Station (Base Budget), \$100,000 funded from User Fees (Tipping Fees);
- Budget Proposal 3 – Solid Waste Contracts (Base Budget), \$64,280 funded from Taxation;
- Budget Proposal 4 – Solid Waste Management Plan (SWMP) Update – Inclusion of Long-Range Disposal Options, \$86,782 funded from Eco-Fee Operating Reserves;

- Budget Proposal 5 – Sechelt Landfill Generator Purchase, \$80,300 funded from Landfill Operating Reserves;
- Budget Proposal 6 – Solid Waste Operations Supervisory Staff On-Site Vehicle, \$20,750 funded from Landfill Operating Reserves.

Recommendation No. 34 *Sechelt Landfill BC Hydro Connection*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 7 – Sechelt Landfill BC Hydro Connection – Additional Funding Required, \$71,666 funded through Municipal Finance Authority Short-Term Loan (Capital Costs) and in 2026 and ongoing a \$4,000 Base Budget Increase through Taxation (Electricity Costs).

AND THAT the Sunshine Coast Regional District authorize up to \$71,666 to be borrowed, under Section 403 of the *Local Government Act*, from Municipal Finance Authority, for the purpose of the Sechelt Landfill BC Hydro Connection project;

AND FURTHER THAT the loan be repaid within five years with no rights of renewal.

Recommendation No. 35 *2025 Round 1 Budget Proposal - General Government [110]*

THAT the report titled 2025 Round 1 Budget Proposal for General Government [110] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Corporate Work Planning (One-Time and Base Budget Increase), \$30,000 (One-Time) funded from Operating Reserves and 2026 and ongoing \$15,000 funded from Taxation.

Recommendation No. 36 *2025 Round 1 Budget Proposal - Field Road Building Maintenance [114]*

THAT the report titled 2025 Round 1 Budget Proposal for Field Road Building Maintenance [114] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Field Road Building Maintenance – Mandatory Repairs and Maintenance – Base Budget Increase, \$60,000 funded from Support Services.

Recommendation No. 38 *2025 Round 1 Budget Proposal - Human Resources [115]*

THAT the report titled 2025 Round 1 Budget Proposal for Human Resources [115] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Certificate of Recognition (COR) Audit Process, \$11,000 funded as follows:
 - \$6,000 from Operating Reserves for 2025;
 - \$5,000 from Support Services for 2025 and 2026; and
 - External audit and recertification - \$17,500 (starting 2027 and every 3rd year) from Operating Reserves.

Recommendation No. 39 2025 Round 1 Budget Proposal - Information Services [117]

THAT the report titled 2025 Round 1 Budget Proposal for Information Technology [117] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Improve Data Backup and Restoration Capabilities (Base Budget Increase), \$30,000 funded from Support Services.

Recommendation No. 40 2025 Round 1 Budget Proposal - Corporate Fleet Rate Increase [210, 212, 216, 218, 313, 370, 650]

THAT the report titled 2025 Round 1 Budget Proposal for Various Functions – Corporate Fleet Rate Increase [210, 212, 216, 218, 313, 370, 650] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Corporate Fleet Rate Increase, \$87,300 funded as follows:
 - [210] \$20,300 Taxation;
 - [212] \$8,900 Taxation;
 - [216] \$6,000 Taxation;
 - [218] \$4,500 Taxation;
 - [313] \$4,700 Internal Recoveries;
 - [370] \$32,000 User Fees;
 - [650] \$10,900 Taxation.

Recommendation No. 41 (SCRD) Volunteer Fire Departments [210, 212, 216, 218] – Firefighter Compensation Action Plan Project Results

THAT the report titled Sunshine Coast Regional District (SCRD) Volunteer Fire Departments [210, 212, 216, 218] – Firefighter Compensation Action Plan Project Results be received for information.

Recommendation No. 42 2025 Round 1 Budget Proposal - Gibsons and District Fire Protection [210]

THAT the report titled 2025 Round 1 Budget Proposal for Gibsons and District Fire Protection [210] be received for information;

AND THAT the following budget proposals be referred to 2025 Round 2 Budget:

- Budget Proposal 1 – Gibsons and District Volunteer Fire Department (GDVFD) Assistant Fire Chief (1.0 FTE) – Prevention and Safety, prorated to 0.50 FTE for 2025 at \$75,521 funded through Taxation, increasing to 1.0 FTE in 2026;
- Budget Proposal 2 – SCRD Firefighter Compensation Action Plan (Gibsons and District Fire Protection).

Recommendation No. 43 2025 Round 1 Budget

THAT the following budget for Gibsons & District Fire Department [210] proposal be approved and included into the 2025 Round 2 Budget, as amended:

- Budget Proposal 3 – Heating, Ventilation and Air Conditioning (HVAC) Heat Pump, \$33,000 funded through Local Government Climate Action Program (LGCAP).

Recommendation No. 44 2025 Round 1 Budget Proposal - Roberts Creek Fire Protection [212]

THAT the report titled 2025 Round 1 Budget Proposal for Roberts Creek Fire Protection [212] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 – Roberts Creek Fire Protection Base Budget Increase, \$15,000 funded through Taxation to 2029;

Recommendation No. 45 2025 Round 1 Budget

THAT the following budget proposals be referred to 2025 Round 2 Budget:

- Budget Proposal 2 – SCRD Firefighter Compensation Action Plan (Roberts Creek Fire Protection);

- Budget Proposal 3 – Roberts Creek Assistant Chief of Training and Safety, prorated to 0.25 FTE for 2025 at \$35,270 funded through Taxation, increasing to 0.50 FTE in 2026.

Recommendation No. 46 *2025 Round 1 Budget Proposal - Halfmoon Bay Fire Protection [216]*

THAT the report titled 2025 Round 1 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

The Finance Committee recommended that the following budget proposals be referred to 2025 Round 2 Budget:

- Budget Proposal 1 – Halfmoon Bay Deputy Chief, prorated to 0.40 FTE for 2025 at \$46,734 funded through Taxation, increasing to 0.50 FTE in 2026;
- Budget Proposal 2 – SCRD Firefighter Compensation Action Plan (Halfmoon Bay Fire Protection).

Recommendation No. 47 *2025 Round 1 Budget*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 3 – Halfmoon Bay Fire Protection Kitchen Cabinet Upgrade, \$18,000 funded from Operating Reserves.

Recommendation No. 48 *2025 Round 1 Budget Proposal - [218] Egmont and District Fire Protection*

THAT the report titled 2025 Round 1 Budget Proposal for Egmont and District Fire Protection [218] be received for information;

AND THAT the following budget proposal be referred to 2025 Round 2 Budget:

- Budget Proposal 1 – SCRD Firefighter Compensation Action Plan (Egmont and District Fire Protection).

Recommendation No. 49 *2025 Round 1 Budget Proposal - Emergency Telephone 911 [220]*

THAT the report titled 2025 Round 1 Budget Proposal for 911 Emergency Telephone [220] be received for information;

AND THAT the following budget proposal be referred to 2025 Round 2 Budget with optional funding sources to be considered:

- Budget Proposal 1 - 911 Radio Upgrade – Final Phase (2 years), \$1,100,000 funded by Equipment Financing Debt - \$735,830 and Capital Reserves - \$365,170 (\$750,000 in 2025 and \$250,000 in 2026).

Recommendation No. 50 *2025 Round 1 Budget*

THAT the following budget proposal be referred to 2025 Round 2 Budget:

- Budget Proposal 2 - Chapman 911 Tower Project Budget Increase, \$125,000 funded from Capital Reserves.

Recommendation No. 51 *2025 Round 1 Budget*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 3 - 2025 911 E-Comm Levy Increase (Base Budget), \$8,315 funded through Taxation.

Recommendation No. 52 *2025 Round 1 Budget Proposal - Public Transit [310]*

THAT the report titled 2025 Round 1 Budget Proposal for Public Transit [310] be received for information;

AND THAT the following budget proposal be referred to 2025 Round 2 Budget pending the approval of the Annual Operating Agreement:

- Budget Proposal 1 - 2025/26 Annual Operating Agreement – Base Budget Lift.

Recommendation No. 53 *2025 Round 1 Budget*

THAT that the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 2 - Transit Training Base Budget Alignment (0.16 FTE – 2025 and ongoing not prorated for 2025), \$15,850 cost neutral to move the budget to the correct [310] account;
- Budget Proposal 3 - Transit Expansion Priorities 2025+, \$171,000 funded by User Fees \$8,200, Taxation \$39,500 and BC Transit Share \$123,300 (\$1,100,000 funding required for 2026).

Recommendation No. 54 *2025 Round 1 Budget Proposal - Public Transit and Fleet Maintenance Facility [310 and 312]*

THAT the report titled 2025 Round 1 Budget Proposal for Public Transit and Fleet Maintenance Facility [310 and 312] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - Transit and Fleet Maintenance Facility Required Maintenance and Space Optimization (Phase 1), \$85,000 funded \$28,280 from Capital Reserves for [312] and \$56,720 from Operating Reserves for [310].

Recommendation No. 55 *2025 Round 1 Budget Proposal - Building Maintenance [313]*

THAT the report titled 2025 Round 1 Budget Proposal for Building Maintenance [313] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - Covered Salt Storage Bin at Mason Yards (Snow and Ice Control), \$17,600 funded from Operating Reserves.

Recommendation No. 56 *2025 Round 1 Budget Proposal - Mason Road Yards [315]*

THAT the report titled 2025 Round 1 Budget Proposal for Mason Road Yards [315] be received for information;

AND THAT the following budget proposal be referred to 2025 Round 2 Budget with optional funding sources to be considered:

- Budget Proposal 1 - Mason Road Yards Infrastructure Upgrades (Phase 1) - Supporting Phase 2 of Electric Vehicle Project, \$167,000 funded from Municipal Finance Authority Short Term Loan.

Recommendation No. 57 *2025 Round 1 Budget Proposal - Recreation Facilities [615]*

THAT the report titled 2025 Round 1 Budget Proposal for Recreation Facilities [615] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - Facility Services Inflationary Expense Increase - Base Budget Lift, \$105,600 funded \$90,600 base budget through Taxation and \$15,000 one time from Operating Reserves;
- Budget Proposal 2 - FTE Alignment for Joint Use Agreement Staffing (0.24 FTE ongoing not prorated for 2025, and base budget amendments), \$18,992 funded through Internal Recoveries (Cost Neutral);
- Budget Proposal 3 - Sechelt Aquatic Centre - Pumps for Water Features (slide, lazy river, play feature), \$44,100 funded from Operating Reserves;
- Budget Proposal 4 - Joint Health and Safety (Recreation Services) 0.1107 FTE and Base Budget, \$18,590 funded through Taxation (ongoing not prorated).

Recommendation No. 58 *2025 Round 1 Budget Proposal - Ports Services [345]*

THAT the report titled 2025 Round 1 Budget Proposal for Ports Services [345] be received for information;

AND THAT the following budget proposal be referred to 2025 Round 2 Budget with the funding source Community Works Funds allocation split between each Electoral Area based on the tax apportionment of Ports Services:

- Budget Proposal 1 - Keats Landing Dock Major Repairs – Project Budget Lift, \$268,500 funded from Community Works Funds (Area F).

Recommendation No. 59 *2025 Round 1 Budget Proposal - Pender Harbour Aquatic and Fitness Centre [625]*

THAT the report titled 2025 Round 1 Budget Proposal for Pender Harbour and Aquatic Fitness Centre [625] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - FTE Alignment for Joint Use Agreement Staffing (0.02 FTE and base budget amendments, ongoing not prorated for 2025), \$1,574 funded through Internal Recoveries (Cost Neutral).

Recommendation No. 60 *Cliff Gilker Bridges and Trails Remediation (Park Recovery Project) Options*

THAT the report titled Cliff Gilker Bridges and Trails Remediation (Park Recovery Project) Options be received for information.

Recommendation No. 61 *2025 Round 1 Budget Proposal - Community Parks [650]*

THAT the report titled 2025 Round 1 Budget Proposal for Community Parks [650] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - Parks Inflationary Expense Increase – Base Budget Lift, \$192,500 funded through Taxation;
- Budget Proposal 2 – Parks Service Review, \$100,000 funded through Taxation.

Recommendation No. 62 *2025 Round 1 Budget*

THAT the following budget proposal be referred to 2025 Round 2 Budget with Community Works Funds cost share options or option of amenity funds, based on a reduced Scope of Work valued at \$1,198,850:

- Budget Proposal 3 - Cliff Gilker Bridges and Trail Remediation (Park Recovery), \$1,671,000 funded from Community Works Funds – Area D.

Recommendation No. 63 *2026 Budget*

THAT the following budget proposal be deferred to 2026:

- Budget Proposal 4 – Egmont Park Repairs, \$184,000 funded through Taxation.

Recommendation No. 64 *2025 Round 1 Budget*

THAT the following budget proposal be referred to 2025 Round 2 Budget with option to use an alternate source of funding such as climate action funding:

- Budget Proposal 5 - Chaster Park Temporary Access and Parking Enhancements, \$143,000 funded through Taxation.

Recommendation No. 65 *2025 Round 1 Budget Proposal - Dakota Ridge Recreation Service Area [680]*

THAT the report titled 2025 Round 1 Budget Proposal for Dakota Ridge Recreation Service Area [680] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - Piston Bully and Equipment Repair and Maintenance Base Budget Lift, \$73,500 funded:
 - One-time \$58,500 from Operating Reserves; and
 - Base Budget \$15,000 through Taxation.

Recommendation No. 66 *2025 Round 1 Budget Proposal - Regional Sustainability Services [136]*

THAT the report titled 2025 Round 1 Budget Proposal for Regional Sustainability [136] be received for information;

AND THAT the following budget proposal be referred to 2025 Round 2 Budget with staff report detailing the project scope, staff capacity, and providing funding options such as Community Works Funds:

- Budget Proposal 1 - Framework for Land Use Planning for Environmentally Sensitive Areas, \$50,000 funded through Taxation.

Recommendation No. 67 *2025 Round 1 Budget*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 2 - Human Resource Adjustment for Coastal Floodplain Mapping Project (0.43 FTE increase to the Climate Action Coordinator role (existing PT position) funded by approved grant funding.

Recommendation No. 68 *2025 Round 1 Budget Proposal - Hillside Development Project [540]*

THAT the report titled 2025 Round 1 Budget Proposal for Hillside Development Project [540] be received for information;

AND THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 1 - Hillside Headlease Renewal Project (2 years), \$180,000 funded from Operating Reserves - \$90,000 each in 2025 and 2026.

Recommendation No. 69 *2025 Round 1 Budget Proposal - Regional Water Services [370]*

THAT the following budget proposal be referred to 2025 Round 2 Budget with further consideration of other funding options, including alternatives such as Community Works Funds versus Growing Communities Funds:

- Budget Proposal 6 – Pressure Reducing Valves for Advanced Optimization Use Church Road Wellfield, \$315,000 funded from Growing Communities Funds, including 0.08 additional FTE for 2025.

CARRIED

321/24 It was moved and seconded

THAT Finance Committee meeting recommendation No. 37 of November 25, 2024 be received, adopted, and acted upon as amended as follows:

The Finance Committee recommended that the following budget proposal be referred to 2025 Round 2 Budget with optional funding sources to be considered:

- *Budget Proposal 2 - Field Road Vehicle Compound Extension and Upgrades for Additional Electric Vehicles (Part of EV Phase 2 – 2022 Project), \$150,000 funded through Municipal Finance Authority Short Term Loan.*

CARRIED

**Committee of the Whole meeting recommendation Nos. 2, 3, and 9 of November 28, 2024
(Direct to Board)**

322/24 It was moved and seconded

THAT Committee of the Whole meeting recommendation Nos. 2, 3, and 9 of November 28, 2024 be received, adopted and acted upon as follows:

Recommendation No. 2 *Regional Water Service Area 2025 Rate Bylaw Amendment Update*

THAT the report titled Regional Water Service Area 2025 Rate Bylaw Amendment Update be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 4.90% and parcel taxes by 6.50% for an overall rate increase of 5.51%;

AND THAT the Water Supervisory Control Data Acquisition (SCADA) Upgrades Project be funded from Community Works Funds (funded evenly between all Areas A-F);

AND FURTHER THAT the Draft 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 3 *Regional Water Service Area 2025 Rate Bylaw Amendment Update*

THAT the Gray Creek Intake and Water Treatment Plant Project be funded from Growing Communities Funds;

AND THAT the Pressure Reducing Valves (PRV) for Advanced Optimization of Church Road Project be funded from Growing Communities Funds;

AND THAT the Draft 2025-2029 Draft Financial Plan be amended accordingly.

Recommendation No. 9 *Request for Proposal 2434504 Dock Upgrades at Hopkins Landing – Award Report*

THAT the report titled Request for Proposal 2434504 Dock Upgrades at Hopkins Landing – Award Report be received for information;

AND THAT the project budget be increased from \$519,366 to \$594,700, funded through Ports [345] Capital Reserves;

AND THAT the contract to provide Dock Upgrades for Hopkins Landing be awarded to Heavy Metal Marine Ltd. in the amount of up to \$503,805 (excluding GST);

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

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

CARRIED

Hwy 101 Fencing Removal Project Update and Permit Dissolution

323/24 It was moved and seconded

THAT the report titled Highway 101 Fencing Removal Project Update and Permit Dissolution be received for information;

AND THAT staff be directed to work with the Ministry of Transportation (MoTI) to dissolve the MoTI/SCRD permit for maintaining and operating the section of paved bicycle and walking pathway along Highway 101 from the intersection of Electoral Area E and Town of Gibsons boundary on HWY 101 to the intersection of Lower Road with HWY 101;

AND FURTHER THAT the delegated authorities be authorized to take the necessary steps to dissolve the permit.

CARRIED

RFP 2461401 Fitness Equipment Replacement - Contract Award

324/24 It was moved and seconded

THAT the report titled RFP 2461401 Fitness Equipment Replacement - Contract Award be received for information;

AND THAT a contract to provide Fitness Equipment Replacement be awarded to Fit22 Consulting Inc. in the amount of up to \$169,300 (excluding GST);

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

CARRIED

RFP 2437014 Environmental Flow Needs Assessment for Chapman Creek

325/24 It was moved and seconded

THAT the report titled Request for Proposal 2437014 Environmental Flow Needs Assessment for Chapman Creek be received for information;

AND THAT a contract be awarded to Ecofish Research Ltd. in the amount of up to \$500,000 (excluding GST);

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

CARRIED

Placement of Notice on Title

326/24 It was moved and seconded

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

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the Community Charter against the land title of Lot 2, District Lot 1316, Plan VAP20414, PID 006-623-808, Folio 746.02206.010.

CARRIED

327/24 It was moved and seconded

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the Community Charter against the land title of Lot A, Block 0, District Lot 1638, Plan LMP10379, PID 018-241-832, Folio 746.05049.000.

CARRIED

2025 Insurance Renewals

328/24 It was moved and seconded

THAT the report titled 2024 Insurance Renewals: Municipal Insurance Association of British Columbia (MIABC), Aon Reed Stenhouse Inc. (Aon) and Insurance Corporation of British Columbia (ICBC) be received for information;

AND THAT payment of up to \$180,000 be authorized for liability insurance to MIABC;

AND THAT payment of up to \$480,000 be authorized for property insurance to Aon;

AND THAT payment of up to \$130,000 be authorized for fleet insurance to ICBC;

AND FURTHER THAT the draft 2025-2029 Financial Plan be amended to reflect the changes in premiums.

CARRIED

COMMUNICATIONS

Gaetan Royer, Chair, Sunshine Coast Chamber of Commerce, dated September 23, 2024

329/24 It was moved and seconded

THAT, in response to the letter dated September 23, 2024, the SCRD request more information from the Sunshine Coast Chamber of Commerce about their participation in the Provincial Nominee Program Entrepreneur Immigration Pilot Program, including relevant information on the program and the number of applicants on the coast and the impact on our community.

CARRIED

MOTIONS

Motions For Which Notice Has Been Given

Director McMahon brought forward a motion requesting a staff report on a recent boundary extension application.

330/24 It was moved and seconded

THAT staff provide a report on a recent boundary extension application to include Area E properties in the Town of Gibsons, including details of the feedback provided to the Town of Gibsons by SCRD staff.

CARRIED

The Board recessed at 2:20 p.m. and reconvened at 2:27 p.m.

The Corporate Officer brought forward the following motion for consideration:

331/24 It was moved and seconded

THAT the Committee of the Whole meeting scheduled for January 9, 2025 at 9:30 a.m. be cancelled;

AND THAT the Regular Board meeting scheduled for January 9, 2025 at 1:00 p.m. be rescheduled to commence at 9:30 a.m. on January 9, 2025.

CARRIED

BYLAWS

Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9, 2023

332/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9, 2023* be read a third time.

CARRIED

333/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9, 2023* be adopted.

CARRIED

Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.123, 2023

334/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.123, 2023* be read a third time.

CARRIED

335/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.123, 2023* be adopted.

CARRIED

West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024

336/24 It was moved and seconded

THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024* be read a third time.

CARRIED

Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

337/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024* be read a third time.

CARRIED

Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.4, 2023

338/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.4, 2023* be read a first time.

CARRIED

Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.11, 2024

339/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.11, 2024* be read a first, second, and third time.

CARRIED

NEW BUSINESS

Director Gabias brought forward a motion to endorse the 'Collaboration with Local Governments' advocacy letter to Premier Eby.

340/24 It was moved and seconded

THAT the SCR D endorse the 'Collaboration with Local Governments' advocacy letter to be sent to Premier Eby asking for better collaboration between the Province and Local Governments, as well as support on the following topics:

- reconciliation (which needs to be supported locally to actually work, not imposed from offices in Victoria);
- support for BC Ferries as an essential public service;
- reliable transit expansion funding;
- regional active transportation support and integration in rural areas;
- connective docks and roads for essential transportation;

- local involvement and input in oversight of BC Housing contractors/operations;
- local engagement in rural area subdivision approvals and stormwater management in support of regional and fringe-area planning, especially in response to climate change;
- flexibility for local recycling services to expand in order to meet diversion targets; and,
- a willingness to prioritize our need for collaborative water supply solutions between First Nations and local governments, and supporting these solutions by reducing provincial red tape.

AND THAT Hon. Randene Neill, MLA, Powell River-Sunshine Coast and the Gambier Island Local Trust Area Trustees be copied on the letter;

AND FURTHER THAT the letter be circulated to the Town of Gibsons and District of Sechelt for their endorsement.

CARRIED

IN CAMERA

The Board moved In Camera at 2:38 p.m.

341/24 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the *Community Charter*, "personal information about an identifiable individual..."; "labour relations or other employee relations"; "negotiations and related discussions respecting the proposed provision of a municipal service...".

CARRIED

The Board moved out of In Camera at 3:10 p.m.

RELEASE OF ITEMS FROM IN CAMERA

342/24 It was moved and seconded

THAT a workshop session regarding the Official Community Plan be convened with the Board to:

- a. Collaboratively explore and provide input on the scope (the "why"), purpose, and goals of the Official Community Plan (OCP), enhancing shared understanding between the Board and staff;
- b. Present and discuss options for local neighbourhood and electoral area representation within the OCP document, including consideration of a single regional document, a regional document with sub-area plans, or maintaining separate electoral area OCPs;

- c. Gather feedback from Directors to align with electoral area priorities, strengthen local participation, and establish a collaborative process with staff for ongoing refinement throughout the OCP development;
- d. Review and offer feedback on the OCP public engagement plan, including guiding principles and the role of Advisory Planning Commissions (APCs), to ensure an inclusive and transparent engagement process;
- e. Discuss options for flexible, achievable timelines for the OCP process, balancing resource capacity and effective public engagement;

AND FURTHER THAT the initiation of the OCP engagement process be temporarily paused to allow for these elements to be addressed in a collaborative manner.

CARRIED

343/24 It was moved and seconded

THAT changes to Advisory Planning Commission operation be made in accordance with Option 1:

- (a) Restructure schedule and format to hybrid meetings on two evenings, with staff support; and
- (b) Implement monthly referral report backs, a reference library and enhance training.

CARRIED

ADJOURNMENT

344/24 It was moved and seconded

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:10 p.m.

Certified Correct by the Corporate Officer

Date Confirmed

Chair



Sunshine Coast
CREDIT UNION



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S U N S H I N E C O A S T
CHAMBER OF
C O M M E R C E

**PRESENTATION TO SCRD Board
December 2024**

As we expand Chamber services across the Coast

let's applaud those who served these Chambers:



Purchased by Gibsons Chamber Doug Marteinson for a merger of the Coast's 3 Chambers of Commerce in 2018

and finally activated January 2024:

www.SunshineCoastChamber.ca

Local businesses need:

- **competent infrastructure planning & construction**
- **reliable transportation systems** →
- **attractive tourism infrastructure**
- **governments that help get things done**
- **public sector officials who are customer-oriented**
- **an economic climate that supports investments**
- **policies that facilitate re-investments** →
- **task forces rather than forever committees**



Who we are

The Sunshine Coast Chamber of Commerce was officially formed January 10, 2024. This marked the successful merger, endorsed unanimously by the membership, of three former Chambers in Gibsons, District of Sechelt and Pender Harbour.

We offer to the business sector many benefits of a strong Chamber of Commerce serving the entire Sunshine Coast of British Columbia.

Our Purpose:

- is to promote and protect the interests of Sunshine Coast businesses;
- advocate on behalf of businesses at the local, regional, and national levels;
- provide a platform for businesses to connect and network with each other;
- offer affordable group benefits to business owners;
- offer educational support and resources to members.

A Strong Board

The Sunshine Coast Merger Task Force and its interim Board were replaced by Directors duly elected by the membership at our Chamber's Inaugural General Meeting held June 28, 2024. The Merger Task Force was then thanked for its efforts and disbanded.

The newly elected Board immediately set out to create a new Strategic Plan. This plan incorporates a few transition activities yet to be completed. It maps out a new and much broader vision for membership growth; our goal is to have a positive impact on the economic vitality of our region. This new Strategic Plan sets a clear path forward for the Sunshine Coast Chamber of Commerce.

After several review meetings and consideration of community feedback, the Board adopted the Sunshine Coast Chamber of Commerce Strategic Plan 2024 – 2026 on day / month / 2024. We value your comments.



SUNSHINE COAST
CHAMBER OF
COMMERCE

604-989-1633

Government Liaison

Local governments appointed the following ex-officio liaison representatives

Gibsons:	Councillor de Andrade
SCRD:	Director Kate Stamford
Sechelt:	Councillor Adam Shepard
shisháhl Nation	Councillor Philip Paul

Mission Statement

We champion the collective voice of our members to create an environment in which Sunshine Coast businesses prosper, families thrive and communities flourish.

We advocate for a business environment that is inclusive, innovative and competitive. We believe that if businesses succeed, they can help support families and grow communities in a sustainable way.

Our Board

Gaetan Royer, Chair	Rory Gowler, Vice Chair
David Blaiklock, Treasurer	Rasie Bamigbade, Secretary
Arthur Cullinan, Director	Laurie Reid, Director
Ellen Eaton, Director	Jessica Hemingway, Director
Archie MacLean, Director	

Our Staff

Ed Pednault	Transition Executive Director
Laura Heavens	Communications & Social media

Contact us

For more information: **604-989-1633**
For Benefits information: info@sunshinecoastchamber.ca
www.sunshinecoastchamber.ca
<https://www.facebook.com/SunshineCoastChamber>
Linkedin.com/ twitter Instagram:

Strategic Plan 2024 – 2026

At the end of an open and transparent process, marked by frequent updates and opportunities to provide input, the Board of the Sunshine Coast Chamber of Commerce set out its vision for the growth of the business community and clear objectives to build a strong economy that benefits all business owners, visitors and residents of British Columbia's Sunshine Coast region.

Honour the past & build a better future on the Coast!

Strategic Plan 2024 – 2026

Our Chamber provides outstanding services to its members, listens to its membership & fosters partnerships with other organizations.

We leverage the strength of our membership to influence local policies that support entrepreneurship and economic prosperity.

We help sustain a thriving and diversified coastal economy.

Growth opportunities

- Promote Coast's unique lifestyle
- Less competition in select sectors
- More disposable income here
- Regional Economic Development
- A new Board's enthusiasm

Key challenges

- Resistance to change
- Ferry, roads & water infrastructure
- Broad geographic area & mobility

Our Vision for 2024 – 2026

- We support regional growth.
- Our members are actively engaged.
- We advocate with a strong voice & address our members' concerns.
- Members value our group benefits, events and programs.
- The Coast is open for business and welcomes investment.
- We form strong partnerships.

Success indicators

- Clear economic development plan
- Revenues have grown
- Expenses are within budget
- Participation in events is strong
- First Nations are represented
- All candidate meetings are held
- Newsletters reach broad audience
- Member retention is strong
- Owners enjoy prosperity
- Other groups seek our advice and participation

Stable Governance

Complete harmonious transition

- Set 2024 - 2025 deliverables for staff
- Help transition Legacy Chambers

Create strong governance structure

- Develop Board succession plan
- Develop & adopt Board policies (Laurie + Arthur)
 - Sponsorship Privacy
 - Human Resources
 - Communication
 - Board orientation manual
- Governance training (Arthur)
- Monthly review of FS & cash flow
- Monthly review of operations plan
- Prepare Budget (interim)2024 full 2025
- Support fundraising plan 2025
- Annual review of Strategic Plan
- Expand social media presence (staff)

Strengthen Member Engagement

Operationalize member outreach

- Monthly newsletter to members
- Member benefits promotion
- Hold events in all communities
- Communications Community calendar

Attract new members

- Info session for small business
- Develop event marketing & fin plan
- Recruit business ambassadors
- Get SCREDO list of businesses
- Invite local/senior government officials to address members' concerns
- Publish a gorgeous annual report

Collaboration & Partnerships

Align actions with public plans

- Town of Gibsons
- shísháhl Nation & Squamish Nation
- District of Sechelt
- Sunshine Coast Regional District
- School District
- Capilano University
- Coastal Health Authority
- Transportation & Utilities

Align actions with partners' plans

- Sechelt & Gibsons Downtown Business Associations
- Sunshine Coast Tourism
- Avoid duplication
- Reinforce each other's roles

Collaborate with community

- Foster reconciliation initiatives
- Host tour / event in House of Clans
- Introduce Chamber to community groups:
 - Local associations
 - Off-coast groups

Support mutual interest initiatives

- Downtown Association projects
- Community fundraising initiatives

Investigate visionary projects

Immediate

- Plan & host all-candidates event
- Host SC Business Awards

2024

- Develop branding & messaging
- Develop unified advocacy system to represent business sector
- Attract Filming / partner SC Tourism
- Develop plan for mall kiosk upgrade
- Broaden menu of members benefits
- Set up mentoring network for new entrepreneurs (Arthur + Ellen)
- Youth engagement plan

2025

- Invest in Sunshine Coast Forum
- Clarify system mapping
- Youth entrepreneur membership
- Improve the mall kiosk - facelift

Committees & Task forces

Board Nomination Committee

- Vice Chair + Arthur +

Chamber events Committee

- Jessica, Rasie & Taya

Chamber Profile Committee Newsletter, social media

- Laura Heavens + Laurie + Ed

Filming Location Task Force

- SCCoC Gaetan + Annie Wise + Taya

HR Task Force

- Rasie + Jessica + Archie

Invest in Sunshine Coast Task Force

- Gaetan + Ellen + Archie +



"We acknowledge that we are fortunate to live in the traditional territory of the shísháhl and Squamish First Nations."



SUNSHINE COAST
CHAMBER OF
COMMERCE

A scenic mountain landscape with a blue color overlay. The image shows a range of mountains in the distance, with a dense forest of evergreen trees in the foreground. A semi-transparent blue rectangle is positioned behind the text, and the entire image has a blue tint.

OUR 4 REQUESTS

1. We ask local governments to help us connect with new & existing business owners:

- issue a Chamber e-brochure with:
 - each business license application
 - each business license renewal

- add an opt-in or opt-out button

‘share your contact info with SC Chamber?’

on business license application forms.

2. GrowthZone, a regional database, used to be funded by local governments (through SCREDO).

We request funding: **\$6,500 / year** to maintain a valuable business database for the region.

1.
2.
3. Chamber programs: Business Awards & Keep it Coastal

2025 Economic Development Strategic goal:

Invest in Sunshine Coast Forum

We invite you to a preliminary planning session:

- explore *Invest in Sunshine Coast Forum* ideas
- decide how the region would prepare for it
- identify investment attraction initiatives
- help us make this forum a success

4. Sunshine Coast Collaboration.

We invite you to set up a Collaboration Task Force
SCCoC, SCRCD, ToG and DoS would explore:

- Harmonized Initiatives
- Harmonized documents (same definitions...)
- Eliminate duplications & triplications

Lost opportunities

- **SC Housing Needs Report** (3 invoices paid to 2 consulting firms)
- Same text for **Small-scale Multi-Unit Housing**

**We wish to thank our
Ex-officio members of the 2024-25 Board of Directors**

Local Government liaison:

Shishalh Nation – Councillor Philip Paul

Gibsons – Councillor Annemarie De Andrade

District of Sechelt – Councillor Adam Shepherd

SCRD – Director Kate Stamford



S U N S H I N E C O A S T
CHAMBER OF
C O M M E R C E

Chamber membership is good business!

A scenic landscape of misty mountains and a forested valley. The word "QUESTIONS" is overlaid in white text in the center. The background features a range of mountains with a soft, hazy atmosphere, and a dense forest of evergreen trees in the foreground. The overall color palette is dominated by cool blues and greens, creating a serene and atmospheric mood.

QUESTIONS



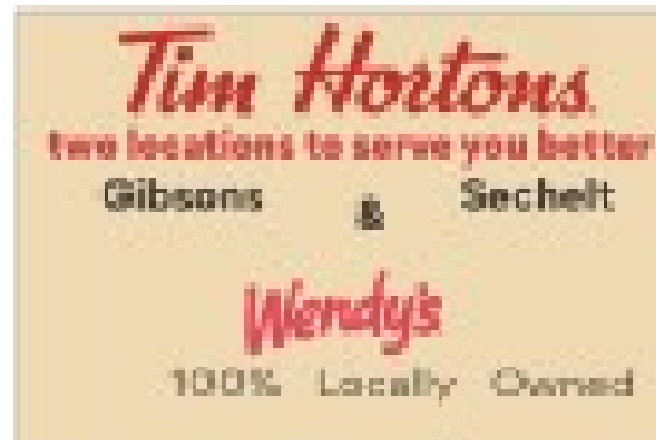
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Jointly Prepared Housing Needs Reports

Partnerships between two or more local governments to undertake this work could offer potential benefits and efficiencies. A regional district could also consider coordinating the collection and reporting of housing needs information on behalf of their members, as long as required community-specific information and reporting is provided for each individual electoral area and participating municipality.



SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING

November 28, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHelt, B.C.

PRESENT: Chair: K. Backs, Electoral Area D
 L. Lee, Electoral Area A
 J. Gabias, Electoral Area B
 D. McMahon, Electoral Area E
 K. Stamford, Electoral Area F
 A. Toth, District of Sechelt
 D. Inkster, District of Sechelt
 S. White, Town of Gibsons
 P. Paul, shíshálh Nation Government District

ALSO PRESENT: T. Perreault, GM Corporate Services
 S. Reid, Corporate Officer
 I. Hall, GM Planning and Development
 R. Rosenboom, GM Infrastructure Services
 S. Gagnon, GM Community Services
 M. Sole, Manager, Solid Waste Services
 A. Bellerby, Sr. Mgr., Protective Services
 T. Crosby, Administrative Assistant/Recorder

OTHERS: Media: 1
 Public: 0

1. CALL TO ORDER

Director Backs assumed the Chair for the meeting.

Director Backs appointed Director McMahon as Vice-Chair for the meeting.

The meeting was called to order at 9:31 a.m.

2. AGENDA**2.1 Adoption of Agenda**

The agenda was adopted as amended.

4. REPORTS**4.1 Budget Project Status Report****Recommendation No. 1**

The Committee of the Whole recommended that the report titled Budget Project Status Report - November 2024 be received for information.

4.2 INSERT: Regional Water Service Area 2025 Rate Bylaw Amendment - Updated

The Committee recessed at 10:04 a.m. and reconvened at 10:15 a.m.

The Committee recessed at 10:36 a.m. and reconvened at 10:43 a.m.

Recommendation No. 2

The Committee recommended that the report titled Regional Water Service Area 2025 Rate Bylaw Amendment Update be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 4.90% and parcel taxes by 6.50% for an overall rate increase of 5.51%;

AND THAT the Water Supervisory Control Data Acquisition (SCADA) Upgrades Project be funded from Community Works Funds (funded evenly between all Areas A-F);

AND FURTHER THAT the draft 2025-2029 Financial Plan be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 28, 2024.

Recommendation No. 3

The Committee recommended that the Gray Creek Intake and Water Treatment Plant Project be proposed to be funded from Growing Communities Funds;

AND THAT the Pressure Reducing Valves (PRV) for Advanced Optimization of Church Road Project be proposed to be funded from Growing Communities Funds;

AND FURTHER THAT the draft 2025-2029 Financial Plan be amended accordingly

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 28, 2024.

Director White opposed.

4.3 New Recycle BC Agreements for Recycling Depots

Recommendation No. 4

The Committee of the Whole recommended that the report titled New Recycle BC Agreements for Recycling Depots be received for information;

AND THAT the delegated authorities be authorized to execute the updated Master Service Agreement (MSA) and associated Statements of Work (SOW) Agreements with Recycle BC for operating recycling depots;

AND THAT the value, as a result of recycle BC incentives, of up to \$193,848 be used to offset Taxation;

AND FURTHER THAT the 2025-2029 Draft Financial Plan be updated accordingly.

4.4 2025 Call for Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC)

Recommendation No. 5

The Committee of the Whole recommended that the report titled 2025 Call for Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received for information;

AND THAT the following topics be drafted as AVICC resolutions and presented to the January 9, 2025, Committee of the Whole meeting:

- Firefighter funding model
- Official Community Plan Renewal and Ministry of Transportation and Infrastructure Participation
- Inaccuracies in the Housing Reports (Provincial Calculations Structure for Rural Areas)
- Stormwater and Ministry Responsibilities
- Abandoned and derelict boats (rafting).

4.5 Pender Harbour Transfer Station Site Operations Contract Extension

Recommendation No. 6

The Committee of the Whole recommended that the report titled Pender Harbour Transfer Station Site Operations Contract Extension be received for information;

AND THAT the contract for Pender Harbour Transfer Station Site Operations be extended to Salish Environmental Group Inc. for an additional two-year period to December 31, 2026, and a value up to \$472,315 with the total contract value of \$1,132,999;

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

5. IN CAMERA

The Committee moved In Camera at 11:07 a.m.

The Committee recessed at 11:07 a.m. and reconvened at 11:13 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (b) and (k) of the *Community Charter* – "personal information about an identifiable individual who holds or is being considered for a position...", "personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity" and "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public".

The Committee moved out of In Camera at 11:51 a.m.

The Committee recessed at 11:51 a.m. and reconvened at 11:52 a.m.

6. REPORTS (continued)

6.1 Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement Amendment No. 1

Recommendation No. 7

The Committee of the Whole recommended that the report titled Universal Water Metering Phase 3 – Archaeological Monitoring Service Agreement Amendment No. 1 be received for information;

AND THAT the Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement value be increased by \$255,068 to \$936,329 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the amended Service Agreement.

6.2 Request for Proposal 2435204 Contract Award for Sechelt Landfill Contact Water Pond Relocation Construction

Recommendation No. 8

The Committee of the Whole recommended that the report titled Request for Proposal 2435204 Contract Award for Sechelt Landfill Contact Water Pond Relocation Construction be received for information;

AND THAT a contract be awarded to Saxon Contracting Ltd. in the amount of up to \$887,345 (excluding GST);

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

AND THAT the Sechelt Landfill Extending Useful Life project budget be increased by \$421,012 to \$941,012 funded from Landfill Operating Reserves;

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

6.3 Request for Proposal 2434504 Dock Upgrades at Hopkins Landing - Award Report

Recommendation No. 9

The Committee of the Whole recommended that the report titled Request for Proposal 2434504 Dock Upgrades at Hopkins Landing – Award Report be received for information;

AND THAT the project budget be increased from \$519,366 to \$594,700, funded through Ports [345] Capital Reserves;

AND THAT the contract to provide Dock Upgrades for Hopkins Landing be awarded to Heavy Metal Marine Ltd. in the amount of up to \$503,805 (excluding GST);

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

AND THAT the 2024-2028 Financial Plan be amended accordingly;

AND FURTHER THAT that this recommendation be forwarded to the Regular Board meeting of November 28, 2024.

9. ADJOURNMENT

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – December 12, 2024

AUTHOR: Tina Perreault, Chief Administrative Officer/Chief Financial Officer

SUBJECT: WATER SUMMIT SERIES

RECOMMENDATION(S)

THAT the report titled Water Summit Series be received for information.

BACKGROUND

Four water summit meetings were held in 2023; a summary of these meetings is attached for formal receipt by the Sunshine Coast Regional District Board.

DISCUSSION

The attachment titled "Water Summit Series: ʔuyuttsut, sxwenammutas, nelh tems sʔiwuts" summarizes the key outcomes of the 2023 Water Summit Series, which involved elected officials from the Sunshine Coast and the shíshálh Nation. The attachment outlines collaboratively developed Shared Water Values, including collaboration, sustainability, reconciliation, and youth involvement, as well as the Shared Water Vision emphasizing sustainable water management and transformative community shifts. It also details the focus, discussions, and recommendations from four summit meetings and next steps, including forming a Collaborative Technical Working Group and a communication plan to align water conservation strategies with the Shared Vision and Values.

STRATEGIC PLAN AND RELATED POLICIES

The Water Summits aligns with the Boards 2023-2027 Strategic Plan focus Areas of "Water Stewardship".

CONCLUSION

The Water Summit Series underscores a unified regional commitment to sustainable water management and reconciliation, aligning with the SCRD's Strategic Focus Areas and laying a foundation for collaborative action.

ATTACHMENT

Attachment A - Water Summit Series: ʔuyuttsut, sxwenammutas, nelh tems sʔiwuts

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

Water Summit Series: ?uyuttsut, sxwenammutas, nelh tems s?iwuts SUMMARY

In 2023, elected officials from all governments on the Sunshine Coast attended a Water Summit Series to address the water crisis in the region. The Water Summit Series aimed to build understanding, identify collaborative values, and develop a vision for a broad plan of action to address the water crisis.

The Water Summit Series resulted in a set of Shared Water Values and a Shared Water Vision that were collaboratively developed and drafted by staff, officials and members from shíshálh Nation, the Sunshine Coast Regional District, the Town of Gibsons, and the District of Sechelt.

SHARED WATER VALUES

- **Collaboration:** We must strengthen collaboration through honesty, trust, and transparency. We know we are stronger and can be faster working together. We recognize the decisions we make have long-term impacts and will seek youth involvement in the implementation of these values.
- **Sustainability, protection, resiliency, and a respect for nature:** Together we seek to protect the environment, growing sustainably through planning that is respectful for the natural world while providing sustainable service delivery.
- **Reconciliation, upholding UNDRIP, and recognition of Title and Rights:** Reconciliation requires we work together in new ways to implement UNDRIP, develop decision-making frameworks and incorporate Indigenous values.

SHARED WATER VISION

The shíshálh Nation, Sunshine Coast Regional District, Town of Gibsons, and District of Sechelt share a deep commitment to cooperatively manage water resources sustainably while respecting and connecting with nature. Our collaborative goal is to *create vibrant neighbourhoods and economies while taking a multi-generational approach to protecting watersheds and other natural resources for future generations.*

We acknowledge that achieving our collective water conservation goals require a fundamental shift in the ways we utilize water. We recognize a *collective responsibility to care for drinking water* and that we must build off each other's strengths, leveraging shared resources to make transformative shifts. We advocate for transformative shifts by *empowering our communities to preserve this scarce resource through education, innovation, and collaboration.* We strive to foster a sustainable future where *water is utilized responsibly for the benefit of both present and future generations.*

Reconciliation, upholding UNDRIP and the recognition of shíshálh and Squamish Title and Rights are important parts of these significant changes. Changing mindsets and ways of using water will require monumental efforts by each of our governments. Our governments must each take monumental steps towards *shifting perspectives on individual and commercial water use practices, adopting innovative technologies and effective solutions as we navigate climate change and evolving communities.* Living this vision requires that we consistently engage in dialogue, respect our shared values, and seek a mutual path forward.



Water Summit 1

Focus: building understanding between all governments in the region through discussions on shared drinking water systems, challenges and immediate priorities for the Chapman Water System.

Water supply challenges in the region result from the cumulative impacts of climate change, aging infrastructure, geography, land use pressures, water use in the region, and other challenges. These challenges are multi-faceted and cannot be resolved with one single solution.

Sunshine Coast Regional District (SCRD) committed to sustainable water service delivery, and outlined various factors to be considered as part of service delivery:

- **Economic:** cost of service, avoidance of excessive increases, ability to meet future expenses, capital planning, transparency and equity.
- **Environmental:** healthy environment, energy efficiency, ecological integrity, ecological integrity, natural assets, and resource management.
- **Social:** quality of life, equity, democracy and governance, and community member responsibility.

Water Summit 2

Focus: gathering feedback from elected officials and senior staff to identify the values that guide water stewardship and planning, understand how these values may compliment or conflict with one another, and begin to consider and prioritize solutions.

- **Collaboration:** strengthening ties between neighbouring governments and working together to make way for collaborative decision-making in the future.
- **Sustainability, protection, and respect for nature:** while economic development is important for the region, it must be balanced with respect and acknowledgement of the land and resources.
- **Reconciliation, upholding UNDRIP, and recognition of title and rights:** understanding the role that culture, a sense of place, tradition, and Elders' wisdom play in decolonizing water planning and usage.
- **Youth involvement:** future generations need to be included when creating any set of shared values for decision making.





Water Summit 3

Focus: reviewing and finalizing the Shared Values and Shared Water Vision Statements to evaluate potential solutions and water conservation practices that are rooted in the shared values and vision.

Outcomes and recommendations for finalizing Shared Values and Shared Water Vision Statements:

- Use active language to emphasize the importance of advocacy and the critical impact of climate change
- Action plans should be developed with measurable goals and KPIs for setting targets and achieving solutions
- Vision and values should be integrated across policies and projects for each government
- Acting based on shared values and visions adds political strength, allowing governments to support each other
- Squamish Nation should be involved in vision and values development, and should be invited to discuss their water-related their concerns and gain support
- There is need for broader public buy-in from community on the shared vision and vales
- Water should be used for essential purposes such as drinking, personal hygiene, fire services, health care and other uses essential to public welfare

Water Summit 4

Focus: ratifying the Shared Values and Shared Water Vision Statements as foundational for collaborative decision-making on water resource management, and discussing recommendations for aligning water conservation strategies with the Shared Values and Shared Water Vision Statements.

The region's Water Efficiency Plan includes reducing outdoor water use, working towards volumetric billing, increasing water literacy, ensuring operations are rerunning efficiently, ensuring the OCPs and bylaws are up to date.

Recommendations proposed to align water conservation strategies with the Shared Values and Shared Water Vision Statements:

- Identifying high consumers
- Integrating water-wise practices into urban planning
- Aligning water conservation strategies with the community's vision and values
- Updating Official Community Plans (OCPs)
- Merging water restrictions in Stages 2 and 3
- Supporting residents in addressing water leaks
- Promoting rain capture
- Intensifying public education

What comes after the Water Summit Series?

- **Collaborative Technical Working Group:** a Technical Working Group was tasked with evaluating all conservation projects and opportunities against the Vision and Values, and proposing a plan of action
- **Communication Plan:** communicate progress on water resource management activities and projects to the public.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – December 12, 2024
AUTHOR: Kristi Wiebe, Deputy Corporate Officer
SUBJECT: 2025 CHAIR APPOINTMENTS

RECOMMENDATION(S)

THAT the report titled 2025 Chair Appointments be received;
AND THAT the list of Chair appointments be affirmed as presented.

BACKGROUND

The Board Chair appoints the Chair and Vice-Chair of SCRD standing committees on an annual basis.

DISCUSSION

As of January 1, 2025, the Chair appointments are as follows:

Committee of the Whole (second Thursday)	Chair	Donna McMahon
	Vice Chair	Leonard Lee
	Members	All Directors
Committee of the Whole (fourth Thursday)	Chair	Kelly Backs
	Vice Chair	Alton Toth
	Members	All Directors
Electoral Area Services Committee	Chair	Kate Stamford
	Vice Chair	Donna McMahon
	Members	All Directors (Voting members are Electoral Area Directors)
Finance Committee	Chair	Alton Toth
	Vice Chair	Silas White
	Members	All Directors
Board Policy Review Committee	Chair	Kate Stamford
	Vice Chair	Donna McMahon
	Members	Kelly Backs and Alton Toth

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Committee Chair appointments have been outlined above. Staff recommend that the Board receive and affirm the appointments.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S.Reid
CAO	X – T.Perreault	Other	

**Motion For Which Notice Has Been Given
SCRD Regular Board – December 12, 2024**

Per Chair Toth

That the Constituency Expenses policy (BRD-0340-50-010) be amended to incorporate the following changes:

- a) Clarification that “Constituency Business” relates to SCRD related political activities only, and should further the business of the organization.
- b) Clarification that invoiced receipts submitted should be in the Director’s name.
- c) Amend the \$100 home internet and phone related expenses to include incidental supportive items such as cables and chargers.
- d) Amend constituency events to add “public” and indicate examples (snacks for a meet and greet, coffee at a coffee chat, community faire booth rental, etc).
- e) Replace “Constituency office expenses” with “Office supplies supporting SCRD Business” and provide examples such as paper, ink, and other consumables.
- f) Add a clause that expenses must not be submitted for reimbursement to any other organization or agency (no “double dipping”).
- g) Add a clause for all expense forms submitted to be published quarterly either on the SCRD website or as part of a committee agenda.
- h) Change the approval of Directors Expenses from CAO to Board Chair and CAO, with the exception that the Chair expenses be approved by the Vice-Chair and CAO.
- i) Add a clause that any expenses denied by the Board Chair or CAO may be approved through a vote of the Board.

And further that the Reimbursement of Directors’ Travel and Other Expenses policy (BRD-0340-50-005) be amended to incorporate the following changes:

- a) Clarification that meal expenses may be claimed when attending a conference out of region, as part of the function of an appointed SCRD liaison (or their alternate) to an outside agency, or as part of a business meeting with constituents or constituency groups.
- b) Add a definition for business meeting as “a meeting related to a SCRD services between SCRD elected officials, with community group, or member of the public on SCRD matters.”
- c) Clarification that additional meal expenses during travel are only to be claimed when out of SCRD boundaries, either travelling to or from a previously approved conference or meeting.

d) Add a clause that approval for meal or travel expenses may be denied by the Board Chair or CAO if not for SCRD related business.

e) Add a clause that when Director's travel is primarily by public transit, a monthly transit pass is an eligible expense.

f) Add a clause for e-bikes to match the employee policy such as "Travel Allowance payable for kilometres travelled by bicycle (or e-bike), (excluding distance covered by ferry crossing) will be paid at 50% of the equivalent vehicle rate and Directors must follow all provincial and associated safety regulations"

g) Clarification that expenses must not be submitted for reimbursement to any other organization or agency (no "double dipping"). This affirmation should also be added directly to the expense form, to align with other local government practices.

h) Add a clause for all expense forms submitted to be published quarterly either on the website or as part of a committee agenda.

i) Change the approval of Directors Expenses from CAO to Board Chair and CAO, with the exception that the Chair expenses be approved by the Vice-Chair and CAO.

j) Add a clause that any expenses denied by the Board Chair or CAO may be approved through a vote of the Board.

And that both amended policies be brought to a January Board meeting for consideration of adoption.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board- December 12, 2024

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

SUBJECT: 2025 REVENUE ANTICIPATION BORROWING BYLAW

RECOMMENDATION(S)

- (1) THAT the report titled 2025 Revenue Anticipation Borrowing Bylaw be received for information;
 - (2) AND THAT the Sunshine Coast Regional District (SCRD) be Authorized to borrow up to \$20,000,000 for Revenue Anticipation purposes for 2025;
 - (3) AND FURTHER THAT Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024 be given three readings and be adopted.
-

BACKGROUND

Property tax, parcel tax, and grant revenues are the main source of funding for projects and operational expenditures approved as part of the Financial Plan Bylaw. As a result, borrowing is required to cash-flow between January 1 and August 1, 2025 when revenues are received. Under section 404 of the *Local Government Act* (Revenue anticipation borrowing), a Board may, by bylaw, borrow funds to bridge this timing (excerpt below):

Revenue anticipation borrowing

- 404**
- (1) A board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received.
 - (2) Money borrowed under this section must be repaid when the anticipated revenue with respect to which the borrowing was authorized is received.

The preliminary Round 1 Financial Plan anticipates revenue from property taxes in excess of \$33 million. These revenues are requisitioned from and collected by the Provincial Surveyor of Taxes and Member Municipalities and must be remitted to the SCRD on or before August 1st in each year.

The purpose of this report is to secure cash flow funding for 2025 for the SCRD.

DISCUSSION

The Revenue Anticipation Bylaw for 2024 authorized borrowing of up to \$15,000,000 which was deemed sufficient. The amount proposed for 2025 is \$20,000,000. In 2024, \$13,083,363 of \$15,000,000 in funding was drawn.

Funds are borrowed through the MFA and are repaid as soon as possible after receipt of the tax revenue or as cash-flow conditions change. Interest expenses incurred on short-term borrowing

are offset by revenue from the investment of tax requisition funds in the latter half of the year. These amounts will be allocated to the functions based on their budgeted Operating Expenses within the financial plan. The total interest incurred on Revenue anticipation borrowing in 2024 was \$159,417 while the interest earned on tax requisition funds is estimated to be \$280,000.

As of the date of writing this report, the rates being offered on investments are at or above the current short-term financing rate offered through the Municipal Finance Authority (MFA). Therefore, the use of revenue anticipation borrowing would cost less than what would be yielded by holding the investment. As much of the tax requisition funds are held in a Pooled High Interest Savings Account, the yield on investments is subject to change. Staff will continue to compare the rates received on investments to short-term borrowing to determine whether to borrow or redeem investments to supplement operational cashflow needs.

The table below summarizes the borrowing as a percentage of the prior year's ad valorem taxation (over the past three years as well as the proposed amount for 2025. The proposed borrowing amount is consistent with prior years.

	2023	2024	2025
Revenue Anticipation Borrowing Bylaw	\$15,000,000	\$15,000,000	\$20,000,000
Amount Used	9,950,000	13,083,363	TBD
Prior Year Ad Valorem Property Taxation	\$26,262,456	\$29,334,776	\$33,017,751
Borrowing Percentage	57.1%	51.1%	60.2%

Staff recommend increasing the authorized limit of revenue anticipation borrowing due to increased operational and capital expenditures. The limit has not been increased since 2022 however the total operational and capital expenditures have grown substantially due to inflationary factors. This is illustrated by the increased use of revenue anticipation borrowing used. In keeping pace with the growth in expenditures, the limit of revenue anticipation is required to increase to ensure cashflow needs are supplemented until August 2025.

Short-term borrowing through the MFA incurs interest based on a floating daily rate. The current interest rate as of the writing of this report was 4.33%. Actual interest expenses incurred is dependent on the amount and duration of borrowing as well as the interest rate in effect at the time. The interest expense is offset by income earned on the investment of tax requisition funds in the latter half of the year.

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

Timeline for next steps or estimated completion date

Subject to adoption of the Bylaw, a loan application will be submitted to the Municipal Finance Authority in the first quarter of 2025. Final approval of the loan is contingent on a loan agreement and promissory note being signed by the appropriate signing authorities.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw to provide for short-term borrowing to fund a portion of operating expenditures incurred between January 1 and August 1.

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

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 769

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

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

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

AND WHEREAS there are no liabilities outstanding under Section 404;

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

- 1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024.*
- 2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Sunshine Coast Regional District an amount or amounts not exceeding the sum of TWENTY MILLION DOLLARS (\$20,000,000).
- 3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the Corporate Seal of the Regional District and signed by the Chair and the Chief Financial Officer.
- 4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

ADOPTED this 12th day of December, 2024

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.47

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

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.47, 2024.*
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Delete Schedules “B”, “D”, and “E” in their entirety and replace with the revised Schedules “B”, “D”, and “E” attached hereto.
 - b) Delete Section 4.4 in Schedule J in its entirety and replace with the revised Section 4.4 as follows:
 - 4.4 Despite sections 4.1 and 4.3 above, commercial farms are temporarily exempted from Stage 4 water conservation regulations for food crops, in the years 2023 up to the end of 2028.
3. This Bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME	this	12 th	day of	December, 2024
READ A SECOND TIME	this	12 th	day of	December, 2024
READ A THIRD TIME	this	12 th	day of	December, 2024
ADOPTED	this	12 th	day of	December, 2024

CORPORATE OFFICER

CHAIR

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

SCHEDULE "B"

This Schedule does not apply to the North Pender Harbour Water Service Area as established under Bylaw No. 1070 (see Schedule "D") OR the South Pender Harbour Water Service Area as established under Bylaw No. 1074 (see Schedule "E")

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Up to and including one acre in area	\$ 479.24
	(2) Greater than one acre, up to and including two acres	\$ 510.11
	(3) Greater than two acres, up to and including three acres	\$ 575.16
	(4) Greater than three acres, up to and including four acres	\$ 652.08
	(5) Greater than four acres, up to and including five acres	\$ 686.53
	(6) Greater than five acres, \$33.81 for each additional acre or part of an acre, up to and including ten acres	
	(7) Greater than ten acres, \$19.00 for each additional acre or part of an acre, up to and including twenty acres	
	(8) Greater than twenty acres, \$12.88 for each additional acre or part of an acre	
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each dwelling unit (a dwelling unit being a single suite in a dwelling, a single strata lot, or any building or structure customarily used as a self-contained living unit)	\$ 750.00
	(2) Motels – per unit	\$ 396.32
	(3) Apartments	\$ 603.83
	(4) Mobile Homes - per occupied pad	\$ 603.83
	(5) Hospital and Intermediate Care Facilities - per bed	\$ 396.32
	(6) All other users not herein provided for - per user	\$ 750.00
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 84 m ³ (cubic meters) used per quarter	\$ 187.51
	Per cubic meter (or part thereof) used over 84 m ³ /quarter	\$ 2.22
4.	<u>Meter Rentals – billed quarterly</u>	<u>Per Quarter</u> <u>Annual</u>
	(1) Up to and including 3/4"	\$ 9.00 \$ 36.00
	(2) Over 3/4", up to and including 1"	\$ 12.00 \$ 48.00
	(3) Over 1", up to and including 1 ½"	\$ 30.00 \$ 120.00
	(4) Over 1 ½", up to and including 2"	\$ 36.00 \$ 144.00
	(5) Over 2", up to and including 4"	\$ 45.00 \$ 180.00
	(6) Over 4", up to and including 6"	\$ 60.00 \$ 240.00

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

Schedule "B" continued

5. Manual Water Meter Readings

Per reading \$25.00 (up to a maximum of \$300 per annum)

6. Connection Charges

(1)	3/4" Connection	\$ 1,200.00
(2)	1" Connection	\$ 1,800.00
(3)	Over 1" (minimum)	\$ 2,000.00

(Plus additional costs incurred for fittings and installation)

7. Turning Off/On Fees

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

8. Hydrant Rental

An annual charge of TWENTY DOLLARS (\$20.00) shall be levied for each hydrant operating from the Utility. The charge will be payable by the Fire Improvement Districts and Fire Protection Districts served by the Regional District Water Authority.

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

SCHEDULE “D”

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

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Residential	\$ 530.00
	(2) Institutional	\$ 530.00
	(3) Commercial	\$1,203.24
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each parcel containing 1 dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self-contained living unit)	\$1,000.00
	(2) Multiple Family Dwellings (where more than one dwelling exists on a parcel)	\$1,798.94
	(3) Institutional Building	\$ 918.42
	(4) All other users not herein provided for - per user	\$1,000.00
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 227 m ³ (cubic meters) used per quarter	\$ 375.75
	Per cubic meter (or part thereof) used over 227 m ³ /quarter	\$ 4.25
4.	<u>Manual Water Meter Readings</u>	
	Per reading	\$25.00 (up to a maximum of \$300 per annum)
5.	<u>Connection Charges</u>	
	(1) 3/4" Connection	\$ 1,200.00
	(2) 1" Connection	\$ 1,800.00
	(3) Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	
6.	<u>Turning Off/On Fees</u>	
	Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.	

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

SCHEDULE "E"

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

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Up to and including two acres in area	\$ 600.00
	(2) Greater than two acres, up to and including ten acres	\$ 821.07
	(3) Greater than ten acres	\$1,042.12
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each dwelling unit (a dwelling unit being a single dwelling a single strata lot, or any building or structure customarily used as a self-contained living unit)	\$ 925.00
	(2) For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages, etc.	\$ 925.00
	(3) For each office or place of business wherein is employed not more than one person	\$ 925.00
	(4) For each office or place of business wherein is employed more than one person	\$1,321.36
	(5) All other users not herein provided for - per user	\$ 925.00
	(6) For each clubhouse or hall	\$1,321.36
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 45 m ³ (cubic meters) used per quarter	\$ 330.35
	Per cubic meter (or part thereof) used over 45 m ³ /quarter	\$ 3.40
4.	<u>Manual Water Meter Readings</u>	
	Per reading	25.00 (up to a maximum of \$300 per annum)
5.	<u>Connection Charges</u>	
	(1) 3/4" Connection	\$ 1,200.00
	(2) 1" Connection	\$ 1,800.00
	(3) Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	
6.	<u>Turning Off/On Fees</u>	
	Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.	

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 522.19**

A bylaw to amend Planning and Development Procedures and Fees Bylaw No. 522, 2003

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

PART A – CITATION

- 1. This bylaw may be cited as *Planning and Development Procedures and Fees Amendment Bylaw No. 522.19, 2024.*

PART B – AMENDMENT

- 2. *Planning and Development Procedure and Fees Bylaw No. 522, 2003* is hereby amended as follows:
 - a) Replace Schedule B with the revised Schedule B attached hereto.
- 3. This bylaw comes into force and effect January 1, 2025.

PART C – ADOPTION

READ A FIRST TIME	this	12 th	day of	December, 2024
READ A SECOND TIME	this	12 th	day of	December, 2024
READ A THIRD TIME	this	12 th	day of	December, 2024
ADOPTED	this	12 th	day of	December, 2024

CORPORATE OFFICER

CHAIR

SCHEDULE B – PLANNING FEES

Description	Pre-Application Fee	Base Fee	Additional Fee*
DEVELOPMENT PERMITS (DP)			
Staff Issued DP (Hazard and Environment)	\$500	\$1,500	\$400 per additional DPA
Board Issued DP (Form and Character, Ag Buffer)		\$2,000	\$400 per additional DPA
Remedial DP Pre-Application (Work without Permit)	\$2,500	-	-
DEVELOPMENT VARIANCE PERMITS (DVP)			
Development Variance Permit	\$600	\$3,250	\$300 per additional variance
BOARD OF VARIANCE			
Board of Variance	\$600	\$3,000	\$300 per additional variance
TREE CUTTING PERMITS			
Tree Cutting Permit	N/A	\$200	\$25 per additional tree after 10
SUBDIVISION			
Subdivision creating up to two additional lots	\$500	\$5,000	-
Subdivision creating more than two additional lots	\$1,000	\$5,000	\$1,000 per additional lot after two
Frontage Waiver	-	\$2,000	\$250 per additional lot
Strata Conversion	\$500	\$3,000	\$1,000 per additional lot/unit
Lot Line Adjustment or Consolidation	\$500	\$2,000	-
Subdivision Conditions Amendment or Extension	-	\$500	-
BYLAW AMENDMENTS AND TEMPORARY USE PERMITS			
OCP or Zoning Bylaw Amendment	\$2,000	\$10,000	\$1,500 per public hearing
Joint OCP and Zoning Bylaw Amendment	\$2,500	\$15,000	\$1,500 per public hearing
Temporary Use Permit	\$1,000	\$4,000	-
LIQUOR AND CANNABIS LICENCES			
Liquor Licence	-	\$3,500	-
Cannabis Licence	-	\$4,500	-
OTHER FEES AND CHARGES			
Change of Applicant	-	\$200	-
Covenant Discharge or Amendment	-	\$1,000	-
Site Inspection	-	-	\$300 per site inspection **
Property Information Request (Comfort Letter)	-	\$500	-
Title Document	-	-	\$50 per document
PERMIT AMENDMENTS AND WORK WITHOUT PERMITS			
<ol style="list-style-type: none"> All amendments or extensions to liquor and cannabis licenses, temporary use permits, development permits, tree cutting permits, and development variance permits shall be subject to 50% of the original Base Fee and Additional Fee. The application fee shall be 200% of the original Fee where work has started without the required development permit, tree cutting permit, development variance permit, or board of variance approval. 			
REFUNDS			
<ol style="list-style-type: none"> 50% of the Base Fee and Additional Fee will be refunded when an application is withdrawn within 21 days of submission. If a bylaw amendment does not proceed to a public hearing, or third reading if a public hearing is not required, a refund of 25% of the original application fee will be provided. A non-profit organization or public utility operated by a local government may apply to the SCR D Board to reduce fees up to 50% for a bylaw amendment, development permit, or development variance permit. 			

* Additional Fees are added to Base Fees and apply to each unit/DPA/variance/lot/title/hearing after the first. For clarity, additional lot for subdivision refers to the new lots being created and does not include the existing or remainder lot.

** One site inspection shall be included as part of the Base Fee of the application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 428.27

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

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.27, 2024*.
2. *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996* is hereby amended as follows:
 - a) Delete schedule “B” in its entirety and replace with the revised Schedule “B” attached hereto.
 - b) Delete schedule “C” in its entirety and replace with the revised Schedule “C” attached hereto.
3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

ADOPTED this 12th day of December, 2024

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 428**

SCHEDULE "B"

FRONTAGE AND CONNECTION CHARGES

1.	<u>Frontage Charges</u>	<u>Per Annum</u>
	Sewage Treatment Facilities	
a.	Greaves Road (Bowsprit)	
	2024	\$500.00
	2025	\$550.00
	2026	\$600.00
	2027	\$650.00
b.	Canoe Road	
	2024	\$524.00
	2025	\$574.00
	2026	\$624.00
	2027	\$674.00
c.	Curran Road (Hydaway)	
	2024	\$353.00
	2025	\$403.00
	2026	\$453.00
	2027	\$503.00
d.	Langdale	
	2024	\$500.00
	2025	\$550.00
e.	Lee Bay	
	2024	\$302.00
	2025	\$352.00
	2026	\$402.00
	2027	\$452.00
f.	Jolly Roger	
	2024	\$252.00
	2025	\$302.00
	2026	\$352.00
	2027	\$402.00
g.	Merrill Crescent	
	2024	\$500.00
	2025	\$550.00
	2026	\$600.00
	2027	\$650.00

h.	Secret Cove	
	2024	\$352.00
	2025	\$452.00
	2026	\$552.00
	2027	\$652.00
i.	Square Bay	
	2024	\$317.00
	2025	\$367.00
	2026	\$417.00
	2027	\$467.00
j.	Sunnyside	
	2024	\$502.00
	2025	\$602.00
	2026	\$702.00
	2027	\$802.00
k.	Roberts Creek Co-Housing	
	2024	\$500.00
	2025	\$550.00
	2026	\$600.00
	2027	\$650.00
	2028	\$700.00
l.	Lillies Lake Village	
	2024	\$304.00
	2025	\$354.00
	2026	\$404.00
	2027	\$454.00

2. Connection Charges

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

**SUNSHINE COAST REGIONAL DISTRICT
 BYLAW NO. 428**

SCHEDULE "C"

<u>USER CHARGES</u>	<u>ANNUAL</u>
1. For each Single Detached Family Residence or each multiplex residential or apartment unit (including residence auxiliary to principal use)	
a. Greaves Road (Bowsprit)	\$ 827.00
b. Canoe Road	\$ 985.31
c. Curran Road	\$ 742.68
d. Langdale	\$1,427.22
e. Lee Bay	\$ 487.67
f. Jolly Roger	\$ 1,050.00
g. Merrill Crescent	\$1,948.25
h. Secret Cove	\$ 900.00
i. Square Bay	\$1,150.00
j. Sunnyside	\$ 850.00
k. Roberts Creek Co-Housing	\$1,307.48
l. Lillies Lake Village	\$1,143.48
2. Restaurant, Cafeteria, Coffee Shop, Licensed Lounge or Pub	\$1,307.25
3. For a marina operating within the specified area	\$ 918.85
4. For all other users not herein provided for	\$ 457.50
5. Credit to be applied to user charges for Secret Cove Treatment Plant users providing SCRD approved pre-treatment of their wastewater prior to treatment by the SCRD equipment	25%

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 430.17

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

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

1. This bylaw may be cited as *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.17, 2024*.
2. *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996* is hereby amended as follows:
 - a) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.
3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

ADOPTED this 12th day of December, 2024

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 430

SCHEDULE "A"

USER CHARGES

	<u>Annual Rate</u>
For each Single Detached Family Residence	\$800.74

FRONTAGE CHARGES

	<u>Per Annum</u>
	\$550.00

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 644.9

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

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

1. This bylaw may be cited as *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.9, 2024*.
2. *Painted Boat Sewage Treatment Facilities Fees and Charges Bylaw No. 644, 2012* is hereby amended as follows:
 - a) Delete Schedule “A” in its entirety and replace with the revised Schedule “A” attached hereto.
3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

ADOPTED this 12th day of December, 2024

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 644

SCHEDULE "A"

USER CHARGES

ANNUAL

1.	For each Strata Unit	\$650.00
2.	For a Restaurant operating within the service area.	\$2,766.36
3.	For a Spa operating within the service area.	\$1,360.50
4.	For all other users not herein provided for.	\$586.13

FRONTAGE FEE

ANNUAL

5.	For each Parcel in:	
	2023	\$352.00 per Strata Unit
	2024	\$402.00 per Strata Unit
	2025	\$452.00 per Strata Unit
	2026	\$502.00 per Strata Unit
	2027	\$552.00 per Strata Unit

CONNECTION CHARGES

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

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 714.7

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

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

1. This bylaw may be cited as *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.7, 2024*.
2. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018* is hereby amended as follows:
 - a) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.
3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

ADOPTED this 12th day of December, 2024

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW No. 714

SCHEDULE "A"

- | | | |
|----|--|---------------|
| 1. | <u>FRONTAGE CHARGES</u> | <u>ANNUAL</u> |
| | For each parcel of land capable of being connected to the sewage treatment facility. | \$879.42 |
| 2. | <u>USER CHARGES</u> | |
| | For each residential or apartment unit (including residence auxiliary to principal use) | \$1,323.63 |
| 3. | <u>CONNECTION CHARGES</u> | |
| | A deposit of \$2,500.00 will be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred must be borne by the property owner. | |

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 431.28

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

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

1. This bylaw may be cited as *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.28, 2024.*
2. *Sunshine Coast Regional District Waste Collection Bylaw No. 431, 1996* is hereby amended as follows:
 - a) Delete Schedule “A” in its entirety and replace with the revised Schedule “A” attached hereto.
3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME	this	12 th	day of	December, 2024
READ A SECOND TIME	this	12 th	day of	December, 2024
READ A THIRD TIME	this	12 th	day of	December, 2024
ADOPTED	this	12 th	day of	December, 2024

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 431**

“SCHEDULE A”

1.0 Fees

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

	Rate Per Annum	Effective January 1, 2025
a)	For each ‘Single Family Dwelling Unit’	\$212.75
b)	For each ‘Mobile Home in Mobile Home Park’	\$179.36

- 1.2 Tag for disposal of extra garbage: allows for setting out one additional ‘garbage can’ per tag over and above those permitted under section 1.1 \$ 2.50 per tag
- 1.3 Purchase of replacement Food Waste Can (45 litre) for disposal of not more than 20 kg gross weight when filled with collectible food waste \$ 72.00 per food waste can

2.0 Fee Reduction for Eligible Properties

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

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 405.27

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

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

1. This bylaw may be cited as *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.27, 2024.*
2. *Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994* is hereby amended as follows:
 - a) Delete Schedule “B” in its entirety and replace with the revised Schedule “B” attached hereto.
3. This bylaw comes into force and effect on January 1, 2025

READ A FIRST TIME	this	12 th	day of	December, 2024
READ A SECOND TIME	this	12 th	day of	December, 2024
READ A THIRD TIME	this	12 th	day of	December, 2024
ADOPTED	this	12 th	day of	December, 2024

CORPORATE OFFICER

CHAIR

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

LANDFILL SITE FEES

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

1) Municipal Solid Waste (excluding Recyclable Materials & Controlled Waste)

Effective January 1, 2025	\$165 per tonne
Effective January 1, 2026	\$180 per tonne
Effective January 1, 2027	\$195 per tonne

2) Recyclable Materials:

a) Yard and Garden Waste

(for sites that have a scale, weight of the load will be the deciding factor):

- i. Loads equal to or less than 4m³ in volume **OR** equal to or less than 0.5 tonnes by weight NO CHARGE
- ii. Loads greater than 4m³ in volume **OR** more than 0.5 tonnes by weight (accepted **ONLY** at sites with a scale) \$86 per tonne

b) Metal:

- i. Scrap Metal

Effective January 1, 2025	\$170 per tonne
Effective January 1, 2026	\$190 per tonne
Effective January 1, 2027	\$210 per tonne
- ii. Propane Tanks

➤ up to 1 lb (camp size)	\$2.00		
➤ over 1 lb up to 25 lbs	\$10.00		
➤ over 25 lbs up to 100 lbs	\$10.00	OR	\$150 per tonne
- iii. Containing Ammonia (eg. refrigerators) \$80 per unit
- iv. MARR Appliances NO CHARGE

c) Tires:

- i. Passenger

rim removed	\$5	on rim	\$10		
				OR	\$215 per tonne
- ii. Medium Truck

rim removed	\$20	on rim	\$42		
				OR	\$315 per tonne
- iii. OTR

rim removed	\$240	on rim	\$480		
				OR	\$665 per tonne

d) Paint & Product Care Products (accepted **ONLY** at Sechelt Landfill) NO CHARGE

e) Mattresses:

- i. Mattress or Boxspring – DRY (or only surface damp) \$30.00 per mattress or boxspring
- ii. Mattress – WET \$30.00 per mattress
- iii. Mattress or Boxspring – if 5 or more \$35.00 per mattress or boxspring
- iv. Crib Mattress \$5.00 per crib mattress

f) Cardboard \$385 per tonne

- g) Food waste (accepted **ONLY** at Pender Harbour Transfer Station Site)**
 - i. Loads under 30kg \$5
 - ii. Loads under 30kg source separated waste, including separated food waste and separated Municipal Solid Waste \$5
 - iii. Food waste over 30kg and up to a maximum of 45 kg \$150 per tonne

3) Controlled Waste:

- a) Separated Construction / Demolition Waste**
 - i. Dirt and Rocks \$105 per tonne
 - ii. Clean Wood \$170 per tonne
 - iii. Roofing Material \$190 per tonne
 - iv. Treated/Dirty Wood Waste \$265 per tonne
 - v. Acceptable Gypsum \$1,000 per tonne
 - vi. Asphalt, Concrete \$275 per tonne
 - vii. Asbestos, Asbestos Cement and Asbestos-Containing Materials (including but not limited to vermiculite, vinyl floor tile, sheet vinyl flooring with paper backing, ceiling tiles, textured ceiling, stucco, cement panels and roofing) \$275 per tonne
- b) Dead Animals** \$275 per tonne
- c) Boats cut up into sections no larger than 1 square metre (accepted **ONLY** at Sechelt Landfill)** \$265 per tonne
- d) Recreational Vehicles cut up into sections no larger than 1 square metre (accepted **ONLY** at Sechelt Landfill)** \$265 per tonne
- e) Tires filled with foam (accepted **ONLY** at Sechelt Landfill)** \$18 per tire

4) All charges referred to in Sections 1 through 3 are subject to a \$5 minimum charge.

5) Non-Separated Waste (to be charged for the entire load) two times the regular/separated fee of the most expensive material in the load referred to in Sections 1 through 3

6) All loads of non-separated waste are subject to a \$10 minimum charge.

7) The weight of materials delivered to the landfill site, on which fees are based, will be determined by:

- a) Measuring the weight on the scale provided at the landfill site; **or****
- b) In the event that the scale provided is not operational, weight will be estimated by the landfill Attendant employed by the Sunshine Coast Regional District.**

8) All charges referred to in Sections 1 through 8 will be rounded up or down to the nearest quarter of a dollar.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 687.4

A bylaw to amend Sunshine Coast Regional District Building Bylaw No. 687, 2014

The Board of Directors of the Sunshine Coast Regional District in open meeting assembled, enacts the following:

1. This bylaw may be cited as *Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024*.

2. *Sunshine Coast Regional District Building Bylaw No. 687, 2015* is hereby amended as follows:
 - a) Delete schedule “A” in its entirety and replace with the revised Schedule “A” attached hereto.

 - b) Delete Schedule “B” in its entirety and replace with the revised Schedule “B” attached hereto.

3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

ADOPTED this 12th day of December, 2024

CORPORATE OFFICER

CHAIR

Sunshine Coast Regional District Building Bylaw No. 687

SCHEDULE A

APPLICATION PROCESSING FEE

A.1.(1) The non-refundable application processing fee for a **permit to construct**:

- (a) any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of \$41,000 or less \$ 150.00
- (b) any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of more than \$41,000 shall be 25% of the estimated permit fee required pursuant to **Schedule B**

Sunshine Coast Regional District Building Bylaw No. 687

SCHEDULE B

BUILDING PERMIT FEES

B.1.(1) a) For standard buildings except those referenced in B.1.(1)(b)

VALUE OF BUILDING CONSTRUCTION	FEE
\$0.00 to \$1,000.00	\$150.00
\$1,001.00 to \$10,000.00	\$150.00 plus \$11.00 per \$1,000.00 or part thereof exceeding the first \$1,000.00
\$10,001.00 to \$50,000.00	\$249.00 plus \$11.25 per \$1,000.00 or part thereof exceeding the first \$10,000.00
\$50,001.00 to \$3,000,000.00	\$699.00 plus \$9.96 per \$1,000.00 or part thereof exceeding the first \$50,000.00
\$3,000,001.00 to \$10,000,000.00	\$30,081.00 plus \$7.00 per \$1,000.00 or part thereof exceeding the first \$3,000,000.00
\$10,000,001.00 and greater	\$79,089 plus \$7.00 per \$1,000.00 or part thereof exceeding the first \$10,000,000.00

B.1.(1) b) For Multi Family Residential, Industrial, Commercial, Office Buildings, Assembly and Institutional Buildings

add to fees in B.1.(1)a)
\$2.18 per \$1,000.00

B.1.(2) Chimney / Wood Burning Appliance Permit Fees \$85.00

B.1.(3) Subsoil drainage installation for standard buildings \$125.00

B.1.(4)	Building Design Modification Administration Fee - Plan review rate per hour	\$150.00
B.1.(5)	Extension of a building permit when required: <ul style="list-style-type: none"> • original permit value of less than \$30,000 • original permit value of \$30,000 or more and less than \$200,000 • original permit value of \$200,000 or more 	\$100.00 \$250.00 \$500.00
B.1.(6)	Building Permit Fee for a temporary building	\$150.00
B.1.(7)	Renewal fee for a building permit for a temporary building	\$150.00
B.1.(8)	Demolition Permit Fee	\$300.00
B.1.(9) a	Security deposit for a building permit for a non-inhabited temporary building or structure	\$500.00
	Security deposit for a building permit for a temporary structure to provide accommodation during the construction of a principal dwelling unit	\$1,000.00
B.1.(9) b	Security deposit for a building permit for a moved in structure or a Single Family Dwelling	\$8,000.00
B.1.(9) c	Security deposit for a second dwelling required to be demolished or converted to a permitted use	\$2,000.00
B.1.(9) d	Security deposit to complete the exterior of a dwelling unit after occupying the building	\$2,000.00
B.1.(10)	Penalty Fee - The building permit fee shall be increased by 100% of the calculated permit fee for every permit application where construction has commenced before the Building Official issues a permit or has approved a permit upgrade.	
B.1.(11)	For each special inspection during normal working hours (non-refundable)	\$250.00
B.1.(12)	Re-inspection Fee - Where it has been determined by the building inspection that due to Non compliance with the provisions of this bylaw or the British Columbia Building Code more than two (2) inspections are necessary - for each type of inspection in accordance with Section 16.4 after the second inspection	\$250.00

B.1.(13)	Microfilming of Records Fee - To assist in the cost of preparing efficient permanent construction plans and permit records – per document sheet	\$2.50(per sheet)
B.1.(14)	Removal of Notice on Title Fee	\$1,000.00
B.1.(15)	Change of Use Permit - for changing the class of occupancy of a building or part thereof	\$100.00
B.1.(16)	Alternative Solutions - An alternative solution presented by an owner or his consultant must be submitted in the form prescribed by the Building Official and subject to an application fee, including initial review	\$1,000.00 plus \$100.00/hr for any review time in excess of two hours
B.1.(17)	To complete a title search	\$50.00
B.1.(18)	To obtain a copy of a restrictive Covenant	\$50.00

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 400.4

A bylaw to amend *Sunshine Coast Regional District Plumbing Bylaw No. 400, 1994*

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

1. This bylaw may be cited as the *Sunshine Coast Regional District Plumbing Amendment Bylaw No. 400.4, 2024*.
2. *Sunshine Coast Regional District Plumbing Bylaw No. 400, 1994* is hereby amended as follows:
 - a) Delete Schedule A in its entirety and replace with the revised Schedule A attached hereto.
3. This bylaw comes into force and effect on January 1, 2025.

READ A FIRST TIME	this	12 th	day of	December, 2024
READ A SECOND TIME	this	12 th	day of	December, 2024
READ A THIRD TIME	this	12 th	day of	December, 2024
ADOPTED	this	12 th	day of	December, 2024

CORPORATE OFFICER

CHAIR

SCHEDULE A
PLUMBING PERMIT FEES AND INSPECTION SERVICE CHARGES

Plumbing Fees

- 1. **Fixtures** For the purpose of this calculation in addition to the more common plumbing fixtures, hot water storage tanks, automatic washers, built in dishwashers, rod drains and floor drains shall be included as fixtures and be charged at the following rates.
 - (i) The minimum fee for a plumbing **permit** shall be **75.00**
 - (ii) The **permit fee** for each fixture shall be 20.83 per fixture or a maximum of 12 shall be **250.00**
 - (iii) The **permit fee** for each fixture over twelve (12) and to a maximum of twenty-five (25) shall be **15.00**
 - (iv) The **permit fee** for each fixture over twenty-five (25) shall be **12.00**

- 2. **Water Service**
 - The **permit fee** for each water service shall be:
 - (i) Up to two (2) inches in diameter **55.00**
 - (ii) Over two (2) inches in diameter **65.00**

- 3. **Catch Basins etc.**
 - The **permit fee** for each catch basin, grease interceptor, oil interceptor sewage pump or similar fixtures **50.00**

- 4. **Fire Sprinklers**
 - The **permit fee** for each sprinkler system shall be as follows:
 - (i) A minimum fee for each system up to a maximum ten (10) sprinkler heads **75.00**
 - (ii) For each sprinkler head above the first ten (10) to a Maximum of fifty (50) sprinkler heads **3.00**
 - (iii) For each sprinkler head above the first fifty (50) **2.00**
 - (iv) Each added zone **75.00**

Each floor level of a building shall be considered as being a separate installation for the purpose of determining fees.

- 5. **Sanitary Sewer**
 - The **permit fee** for each sanitary building sewer shall be: **50.00**
 - (i) Each sanitary building sewer not in excess of 100 feet. **30.00**
 - (ii) Each additional 100 feet or part thereof in excess of 100 feet. **15.00**

- 6. **Backflow Prevention Device**
 - The **permit fee** for each backflow prevention device shall be: **45.00**

- 7. **Internal Roof Leaders**
 - The **permit fee** for the installation or alteration of rain water leaders or roof drains per leader or roof drain shall be: **45.00**

8. Storm Water Drainage

The **permit fee** for the installation of a storm water drainage system shall be:

- | | | |
|-------|--|---------------|
| (i) | for single and two family dwelling | 60.00 |
| (ii) | for other than single or two family dwelling for the first 500 feet or portion thereof | 150.00 |
| (iii) | for each additional 100 feet or portion thereof | 25.00 |

9. Swimming Pools

The **permit fee** for the installation of **swimming pool** supply and drainage lines, including sump and sewer branch line not over 50 feet in length shall be:

50.00

10. Hot Water Heating

The **permit fee** for the installation of a hot water heating system including a boiler, supply and return lines shall be as follows:

- | | | |
|------|--|--------------|
| (i) | for the first floor | 85.00 |
| (ii) | for each floor in addition to the first connected to the same boiler | 50.00 |

11. Fire Fighting Supply

The **permit fee** for each siamese connection, hose station or hose cabinet used for firefighting shall be

60.00

Service Charges**1. Special Inspection Fee**

For special arrangements or to check condition of a **plumbing system** the fee shall be

250.00

2. Re-Inspection Fee

In every case where, due to non-compliance with the British Columbia Plumbing Code or provisions of this Bylaw, more than two inspections are necessary, the fee for each inspection after the second inspection shall be:

250.00

3. Permit Extension Fee

For the extension of a plumbing **permit** when required an additional fee shall be paid of twenty percent (20%) to the nearest dollar of the original **permit** fee to a maximum of;

75.00

4. Double Permit Fee

For work commenced without a permit a fee of two times the calculated permit fee shall apply.

Application Processing Fee

1. The application processing fee for a **permit** application to construct a **plumbing system** with a **permit** value of more than \$50.00 shall be **75.00** and that portion of the total charges shall be considered paid.
2. The application processing fee for a **permit** application to construct a **plumbing system** for a multi-family residential, industrial, commercial, assembly and institutional **buildings** shall be twenty-five percent (25%) of the estimated total **permit fee** and that portion of the total charges shall be considered paid.
3. The application processing fee shall not exceed \$5,000.00

NOTE: THE APPLICATION FEE IS NON-REFUNDABLE