



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

Thursday, January 9, 2025, 9:30 a.m.

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

		Pages
1. CALL TO ORDER		
2. AGENDA		
2.1 Adoption of Agenda		
3. MINUTES		
3.1 Regular Board meeting minutes of December 12, 2024		3
4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS		
5. PRESENTATIONS AND DELEGATIONS		
6. REPORTS		
6.1 Committee of the Whole meeting recommendation Nos. 1 - 7 of December 12, 2024		16
6.2 Electoral Area Services Committee meeting recommendation Nos. 1 - 8 of December 19, 2024		20
6.3 Cross-Connection Control Program - Environmental Planning Coordinator; Assistant Manager, Utility Engineering Voting: All Directors - 1 vote each		24
6.4 Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of November 27, 2024 Voting: All Directors - 1 vote each		28
7. COMMUNICATIONS		
7.1 Alexis Bach, Roberts Creek Community School Society, dated December 27, 2024 Regarding request for a letter of support for grant application to the BC Gaming Commission		32
8. MOTIONS		
9. BYLAWS		
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) “personal information about an identifiable individual...”; “labour relations or other employee relations”; “negotiations and related discussions respecting to 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

December 12, 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
L. Lee, Electoral Area A
J. Gabias, Electoral Area B
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, shíshálh Nation Government District

ALSO PRESENT: T. Perreault, GM Corporate Services
S. Reid, Corporate Officer
R. Rosenboom, GM Infrastructure Services
I. Hall, GM Planning and Development
S. Gagnon, GM Community Services
K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS: Media: 0
Public: 3

CALL TO ORDER

The meeting was called to order at 1:02 p.m.

AGENDA

345/24 It was moved and seconded

THAT the agenda be adopted as presented.

CARRIED

MINUTES

Regular Board meeting minutes of November 28, 2024

346/24 It was moved and seconded

THAT the Regular Board meeting minutes of November 28, 2024 be adopted as corrected.

CARRIED

PRESENTATIONS AND DELEGATIONS

Gaetan Royer, Chair, Sunshine Coast Chamber of Commerce

Gaetan Royer, Chair, and Ed Pednaud, Executive Director, Sunshine Coast Chamber of Commerce addressed the Board regarding economic development on the Sunshine Coast

Chair Toth requested more information regarding the Provincial Nominee Program.

REPORTS

Committee of the Whole meeting recommendation Nos. 1 and 4 - 8 of November 28, 2024

Recommendation Nos. 2, 3, and 9 previously adopted.

347/24 It was moved and seconded

THAT Committee of the Whole meeting recommendation Nos. 1 -9 of November 28, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Budget Project Status Report*

THAT the report titled Budget Project Status Report - November 2024 be received for information.

Recommendation No. 4 *New Recycle BC Agreements for Recycling Depots*

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.

Recommendation No. 5 *2025 Call for Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC)*

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 Board 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).

Recommendation No. 6 *Pender Harbour Transfer Station Site Operations Contract Extension*

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 21, 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.

Recommendation No. 7 *Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement Amendment No. 1*

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.

Recommendation No. 8 *Request for Proposal 2435204 Contract Award for Sechelt Landfill Contact Water Pond Relocation Construction*

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.

CARRIED

Summary of Intergovernmental Water Summits

348/24 It was moved and seconded

THAT the report titled Summary of Intergovernmental Water Summits be received for information.

2025 Chair Appointments

349/24 It was moved and seconded

THAT the report titled 2025 Chair Appointments be received;

AND THAT the list of Chair appointments be affirmed as presented, 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 (<i>Voting members are Electoral Area Directors</i>)
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

CARRIED

MOTIONS

Motion For Which Notice Has Been Given

Chair Toth brought forward the following motion for consideration:

350/24 It was moved and seconded

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

- a) Clarification that “Constituency Business” relates to SCR D 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-0340-50005) 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.

CARRIED

BYLAWS

Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024

351/24 It was moved and seconded

THAT the report titled 2025 Revenue Anticipation Borrowing Bylaw be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) be Authorized to borrow up to \$20,000,0000 for Revenue Anticipation purposes for 2025;

AND FURTHER THAT Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024 be given three readings and be adopted.

CARRIED

352/24 It was moved and seconded

THAT *Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024* be read a first, second, and third time.

CARRIED

353/24 It was moved and seconded

THAT *Sunshine Coast Regional District 2025 Revenue Anticipation Borrowing Bylaw No. 769, 2024* be adopted.

CARRIED

Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.47, 2024

354/24 It was moved and seconded

THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.47, 2024* be read a first, second, and third time.

CARRIED

355/24 It was moved and seconded

THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.47, 2024* be adopted.

CARRIED

Planning and Development Procedures and Fees Amendment Bylaw No. 522.19, 2024

356/24 It was moved and seconded

THAT *Planning and Development Procedures and Fees Amendment Bylaw No. 522.19, 2024* be read a first, second, and third time.

CARRIED

357/24 It was moved and seconded

THAT *Planning and Development Procedures and Fees Amendment Bylaw No. 522.19, 2024* be adopted.

CARRIED

Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No.428.27, 2024

358/24 It was moved and seconded

THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No.428.27, 2024* be read a first, second, and third time.

CARRIED

359/24 It was moved and seconded

THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No.428.27, 2024* be adopted.

CARRIED

Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.17, 2024

360/24 It was moved and seconded

THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.17, 2024* be read a first, second, and third time.

CARRIED

361/24 It was moved and seconded

THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.17, 2024* be adopted.

CARRIED

Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.9, 2024

362/24 It was moved and seconded

THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.9, 2024* be read a first, second, and third time.

CARRIED

363/24 It was moved and seconded

THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.9, 2024* be adopted.

CARRIED

Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No.714.7, 2024

364/24 It was moved and seconded

THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.7, 2024* be read a first, second, and third time.

CARRIED

365/24 It was moved and seconded

THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.7, 2024* be adopted.

CARRIED

Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.28, 2024

366/24 It was moved and seconded

THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.28, 2024* be read a first, second, and third time.

CARRIED

367/24 It was moved and seconded

THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.28, 2024* be adopted.

CARRIED

Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.27, 2024

368/24 It was moved and seconded

THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.27, 2024* be read a first, second, and third time.

CARRIED

369/24 It was moved and seconded

THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.27, 2024* be adopted.

CARRIED

The Board recessed at 1:57 p.m. at reconvened at 2:00 p.m.

Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024

370/24 It was moved and seconded

THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024* be read a first time.

CARRIED

371/24 It was moved and seconded

THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024* be read a second time.

CARRIED

372/24 It was moved and seconded

THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024* be read a third time.

CARRIED

373/24 It was moved and seconded

THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.4, 2024* be adopted.

CARRIED

Sunshine Coast Regional District Plumbing Amendment Bylaw No. 400.4, 2024

374/24 It was moved and seconded

THAT *Sunshine Coast Regional District Plumbing Amendment Bylaw No. 400.4, 2024* be read a first, second, and third time.

CARRIED

375/24 It was moved and seconded

THAT *Sunshine Coast Regional District Plumbing Amendment Bylaw No. 400.4, 2024* be adopted.

CARRIED

DIRECTORS' REPORTS

The Directors provided an update of their activities in the community.

IN CAMERA

The Board moved In Camera at 2:14 p.m.

The Board recessed at 2:14 p.m. and reconvened at 2:17 p.m.

The Board moved out of In Camera at 2:36 p.m.

376/24 It was moved and seconded

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..."

CARRIED

RELEASE OF ITEMS FROM IN CAMERA

377/24 It was moved and seconded

THAT the following appointments by Chair Lee to a steering committee for recruitment of a Chief Administrative Officer be accepted by the Board:

- Director White
- Director Toth
- Director Stamford
- Chair Lee

CARRIED

378/24 It was moved and seconded

THAT Tall Cedars Recruitment be engaged to provide professional services in the recruitment of a Chief Administrative Officer;

AND THAT an amount be approved of up to \$25,000 for these services.

CARRIED

379/24 It was moved and seconded

THAT the 2024-2028 Financial Plan be amended to incorporate the spending of up to \$25,000 to Tall Cedars Recruitment for the service of recruiting a Chief Administrative Officer.

CARRIED

380/24 It was moved and seconded

THAT staff provide an update for the Gibsons and District Fire Protection 2024 budget deficit to 2025 Round 2 Budget.

CARRIED

381/24 It was moved and seconded

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

- *Budget Proposal 1 - Lower Road Retaining Wall Cost Sharing, \$524,410 funded as Option 2 \$200,000 from Operating Reserves and \$324,410 from Community Works Funds (funded by Electoral Area D).*

CARRIED

382/24 It was moved and seconded

THAT the contract for Sechelt Landfill Operations be awarded to Sicotte Bulldozing Ltd. for a term of three years in the amount up to \$2,775,000 (plus GST);

AND THAT the Base Budget for Solid Waste Services [350] be increased to reflect the new contract costs funded from Property Taxation;

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

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

AND FURTHER THAT staff continue to explore options for an in-house service delivery model for landfill operations.

CARRIED

383/24 It was moved and seconded

THAT the SCRCD support MOTI's offer to project manage the detailed design for the project (both retaining wall and culvert replacement) and provide a financial contribution of \$53,206 funded through the approved project budget (operating reserve portion of funding);

AND THAT that staff bring forward the necessary reports and budget proposal through the 2025 Financial Planning process to position the SCRCD to be able to accept MOTI's offer to manage the project construction and transfer ownership of the asset to MOTI upon completion;

AND FURTHER THAT staff return with a subsequent report with recommendations for next steps once the detailed design is complete.

CARRIED

384/24 It was moved and seconded

AND THAT the Public and Technical Advisory Committee Terms of Reference be amended to extend the current member terms for an additional two-year term;

AND FURTHER THAT staff communicate reappointment to existing Committee members.

CARRIED

385/24 It was moved and seconded

AND THAT the Sunshine Coast Regional District (SCRCD) accept the grant award provided through Gift Funds Canada on behalf of Doreen and Duncan Macadam Fund in the amount of \$2,607,319.32;

AND THAT the donation be approved for use as follows:

- \$315,401.53 for upgrades or additional services to the residents of the Gibsons and the Sunshine Coast including, but not limited to, water services, libraries, and fire services;
- \$2,291,917.79 to the Gibsons and District Fire Protection [210] for the purpose of upgrading and providing equipment and vehicles;

AND THAT options for use of funds be provided as part of the 2025 Round 2 Budget deliberations, including the long range implications to the Gibsons and District Volunteer Fire Services capital plan;

AND FURTHER THAT a formal letter of acceptance be submitted to Gift Funds Canada with confirmation of acceptance of the grant consistent with these charitable uses only, with no personal benefit to the donor(s).

CARRIED

ADJOURNMENT

386/24 It was moved and seconded

THAT the Regular Board meeting be adjourned.

The meeting adjourned at 2:36 p.m.

Certified Correct by the Corporate Officer

Date Confirmed

Chair



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

December 12, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.

PRESENT: Chair D. McMahon, Electoral Area E
J. Gabias, Electoral Area B
L. Lee, Electoral Area A
K. Backs, Electoral Area D
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, Chief Administrative Officer
S. Reid, Corporate Officer
K. Wiebe, Deputy Corporate Officer (part)
S. Gagnon, GM Community Services
I. Hall, GM Planning and Development (part)
R. Rosenboom, GM Infrastructure Services (part)
J. Waldorf, Manager, Capital Projects (part)
K. Doyle, Manager, Asset Management (part)
A. O'Donohue, Assistant Manager, Recreation Services (part)
L. Mosimann, Administrative Assistant/Recorder

OTHERS: Media – 0
Public - 3

1. CALL TO ORDER

The meeting was called to order at 9:32 a.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda was adopted as presented.

3. PRESENTATIONS AND DELEGATIONS

3.1 Transit Operations and Maintenance Facility Planning

Rob Ringma, Senior Manager, Government Relations, and James Wadsworth, Infrastructure Planning Manager, BC Transit, addressed the Committee regarding transit/fleet operations and maintenance facility planning.

Recommendation No. 1

The Committee of the Whole recommended that the report titled Mason Road Lease Renewal and Site Plan Project Update be received for information;

AND THAT through subsequent reports, when appropriate, staff keep the SCRD Board updated on the planning;

AND THAT a 2026 Budget Proposal be provided on options to resource the Transit/Fleet Operations and Maintenance Facility Planning;

AND THAT for 2025, approval in principle be provided to develop an interim plan to establish an offsite satellite parking area that supports modest bus expansion;

AND FURTHER THAT a subsequent report with the recommended offsite satellite parking area and implications for Board approval be provided in 2025.

3.2 Cost Risk Analysis and Value Engineering Study on the Langdale Well

Joel McAllister, Project Manager, Onsite Engineering Ltd., addressed the Committee regarding Langdale Wellfield Project design options.

Recommendation No. 2

The Committee of the Whole recommended that the report titled Cost Risk Assessment and Value Engineering Report (CRAVE): Langdale Wellfield Well Development – Phase 3, Round 2 be received for information;

AND THAT a 2025 Budget Proposal be presented at the 2025 Round 2 budget meetings for the construction phase of the Langdale Wellfield Project with the option of blending with a watermain alignment along North/Chamberlin Road.

The Committee recessed at 10:41 a.m. and reconvened at 10:48 a.m.

4. REPORTS

4.1 Volumetric Billing Rate Structure Update

Recommendation No. 3

The Committee of the Whole recommended that the report titled Volumetric Billing Rate Structure Update be received for information;

AND THAT mock volumetric billing be implemented in 2025 for North and South Pender Water Services using the Base Rate method.

4.2 Recreation Programming Review

Recommendation No. 4

The Committee of the Whole recommended that the report titled Recreation Programming Review be received for information.

4.3 Municipal Regional District Tax (MRDT) - Affordable Housing Plan - Regional Housing Coordinator

Recommendation No. 5

The Committee of the Whole recommended that the report titled Municipal Regional District Tax (MRDT) – Affordable Housing Plan – Regional Housing Coordinator be received for information;

AND THAT SCRD’s portion of the Online Accommodation Platform Funding through Destination BC and Sunshine Coast Tourism in the estimated amount of \$105,000 be reserved with the intent to continue regional housing coordination and planning support work through the Regional Planning Service [500];

AND THAT 2025-2026 Online Accommodation Platform Funding be used to:

- (1) Continue the Regional Housing Coordinator contracted role
- (2) Provide long-range planning, grant and policy support to local governments related to affordable housing
- (3) Provide specialized technical planning support to local governments related to affordable housing;

AND FURTHER THAT a Budget Proposal for the Regional Housing Coordinator project be brought forward as part of the 2025 R2 Budget Process.

4.4 2025 Board Appointments

Recommendation No. 6

The Committee of the Whole recommended that the report titled 2025 Board Appointments be received for information;

AND THAT the Board confirm appointments of Directors to the committees and organizations with the following amendments to Attachment A of the report:

- AVICC Special Committee on Solid Waste Management
Appointee Justine Gabias, Alternate Donna McMahon
- Joint Use of Schools Steering Committee
Appointees: Justine Gabias, Alton Toth, Darren Inkster
- Sunshine Coast Seniors Planning Table
Liaison Kelly Backs
- Municipal Finance Authority
Appointee Alton Toth, Alternate Justine Gabias
- Island Coastal Economic Trust (ICET)
Board Chair Alton Toth, Alternate Justine Gabias
- Sunshine Coast Chamber of Commerce
Liaison Kate-Louise Stamford, Alternate Kelly Backs

4.5 Joint Use Steering Committee Minutes of October 30, 2024

Recommendation No. 7

The Committee of the Whole recommended that the Joint Use Steering Committee minutes of October 30, 2024, be received for information.

8. ADJOURNMENT

The meeting adjourned at 11:40 a.m.

Chair



SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS FROM THE ELECTORAL AREA SERVICES COMMITTEE
MEETING

December 19, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: 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

ALSO PRESENT: A. Toth, SCRD Board Chair
I. Hall, GM Planning and Development
S. Gagnon, GM Community Services
K. Wiebe, Deputy Corporate Officer
J. Huntington, Manager, Parks Services (part)
C. Gwilliam, Parks Planning & Community Dev. Coordinator (part)
J. Jackson, Manager, Planning and Development (part)
D. Rajala, Planning Technician 3 (part)
C. Armitage, Executive Assistant
A. O'Brien, Administrative Assistant/Recorder

OTHERS: Public – 2
Media – 0

1. CALL TO ORDER

The meeting was called to order at 9:30 a.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda was adopted as presented.

3. PRESENTATIONS AND DELEGATIONS

3.1 Daniel Rogers President, Keats Island Conservation Society and Bob Rabnett, President, Eastbourne Community Association

Daniel Rogers, President, Keats Island Conservation Society and Bob Rabnett, President, Eastbourne Community Association presented to the Committee regarding Keats Island, West Beach Park erosion.

The Committee thanked Mr. Rogers and Mr. Rabnett for their presentation.

Recommendation No. 1

The Electoral Area Services Committee recommended that the delegation materials from Daniel Rogers, President, Keats Island Conservation Society and Bob Rabnett, President, Eastbourne Community Association regarding Keats Island, West Beach Park erosion be received for information.

3.2 Reed Bailey, Team Lead, Land Use Planning, BC Ministry of Agriculture and Food

Reed Bailey, Team Lead, Land Use Planning, BC Ministry of Agriculture and Food and Conley Keys, Regional Agrologist, presented to the Committee regarding B.C. Land Use Planning for Agriculture.

The Committee thanked Mr. Bailey and Mr. Keys for the presentation.

Recommendation No. 2

The Electoral Area Services Committee recommended that the delegation materials from the BC Ministry of Agriculture and Food regarding B.C. Land Use Planning for Agriculture be received for information.

4. REPORTS**4.1 Hotel Lake Park Memorandum of Understanding Renewal****Recommendation No. 3**

The Electoral Area Services Committee recommended that the report titled Hotel Lake Park Memorandum of Understanding Renewal be received for information;

AND THAT the delegated authorities be authorized to renew the Memorandum of Understanding with the Pender Harbour Living Heritage Society for a five-year term, to support Hotel Lake Park trail and dock improvements.

4.2 Development Permit Application DP000369 for 1200 Steward Road (Bonniebrook Industries) - Electoral Area F**Recommendation No. 4**

The Electoral Area Services Committee recommended that the report titled Development Permit Application DP000369 for 1200 Steward Road (Bonniebrook Industries) - Electoral Area F be received for information;

AND THAT the Development Permit DP000369 be issued, subject to the following condition:

- Confirmation from the Director of the Land Remediation Section of the Ministry of Environment and Climate Change Strategy that all requirements pertaining to site remediation have been met in accordance with the Environmental Management Act and the Contaminated Sites Regulation.

4.3 Electoral Area A Advisory Planning Commission Meeting Minutes of November 27, 2024

Recommendation No. 5

The Electoral Area Services Committee recommended that the Electoral Area A Advisory Planning Commission Meeting Minutes of November 27, 2024 be received.

4.4 Electoral Area E Advisory Planning Commission Meeting Minutes of November 26, 2024

Recommendation No. 6

The Electoral Area Services Committee recommended that the Electoral Area E Advisory Planning Commission Meeting Minutes of November 26, 2024 be received.

4.5 Electoral Area F Advisory Planning Commission Meeting Minutes of November 26, 2024

Recommendation No. 7

The Electoral Area Services Committee recommended that the Electoral Area F Advisory Planning Commission Meeting Minutes of November 26, 2024 be received.

5. COMMUNICATIONS

5.1 Scott Nelson, President, Connect the Coast Society, dated October 2, 2024

At the discretion of the Chair, Alun Wooliams, Board Director, Connect the Coast Society addressed the Committee regarding the requests detailed in their correspondence.

Recommendation No. 8

The Electoral Area Services Committee recommended that the correspondence from Scott Nelson, President, Connect the Coast Society dated October 2, 2024 regarding request for ongoing financial and staff support be received for information.

7. IN CAMERA

The Committee moved In Camera at 10:27 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (e) of the *Community Charter* - "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality" and "the acquisition, disposition or expropriation of land or improvements..."

AND THAT Director Toth be authorized to attend the In-Camera portion of the meeting.

The Committee moved out of In Camera at 10:42 a.m.

8. ADJOURNMENT

The meeting adjourned at 10:43 a.m.

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 09, 2025

AUTHOR: Sandi Bandara, Environmental Planning Coordinator
Matt O'Rourke, Assistant Manager, Utility Engineering

SUBJECT: **CROSS CONNECTION CONTROL PROGRAM**

RECOMMENDATION

THAT the report titled Cross Connection Control Program be received for information.

BACKGROUND

At the November 28, 2024 Board Meeting the following resolution #307/24 from Round 1 Budget was adopted:

Recommendation No. 15 *Cross Connection Control Program – 2025 Budget Requests*

The Finance Committee recommended that the Cross Connection Control Program-2025 Budget requests be referred to the 2025 Round 2 Budget pending a staff report to January 09, 2025, Committee of the Whole regarding the cross connection control program.

DISCUSSION

The BC Plumbing Code and the Drinking Water Protection Act requires water purveyors to provide a multi-barrier approach to safe drinking water with protections at every level, from source water and treatment to distribution, monitoring, and emergency planning. A Cross Connection Control (CCC) Program protects potable water from contamination by addressing backflow risks.

Backflow occurs when water flows in reverse, potentially carrying harmful contaminants into the public drinking water system. This can happen when municipal water pressure drops, such as during firefighting or a watermain break, or when private plumbing systems have higher pressure than the municipal system. Cross connections, which link potable water systems to potential sources of contamination, enable backflow to introduce pollutants like pesticides, cleaning chemicals, wastewater, and bacteria into the water supply. These contaminants pose significant public health risks and can spread quickly through the municipal water distribution system if backflow is not properly controlled.

This report provides the Board with an overview of the purpose and benefits of a CCC Program.

Objective

Vancouver Coastal Health requires a CCC Program as a condition for operating a water supply system.

The primary objective of the CCC Program is to safeguard the Sunshine Coast Regional Districts (SCRD's) potable water system from contamination risks posed by cross-connections and backflow incidents. It will achieve this by ensuring all high-risk premises are equipped with properly installed, tested, and maintained backflow prevention devices.

The implementation of a Cross Connection Control Program will deliver several critical benefits to the SCRD:

- **Protection of Public Health:** Ensuring backflow prevention devices are in place and operational protects public health by preventing contaminants from entering the potable water supply. This aligns with provincial requirements, including the BC Building Code and the Drinking Water Protection Act, as well as industry standards and municipal best practices.
- **Mitigation of Legal and Financial Risks:** Addressing cross-connection hazards proactively will reduce the likelihood of water contamination incidents, which could result in legal liabilities and costly remediation measures for the SCRD.

Current Situation

The SCRD adopted the *Cross Connection Control and Safe Drinking Water Bylaw No. 425* (Bylaw 425) in 1996, which grants authority to inspect private water systems for prohibited cross-connections and establish requirements for backflow prevention devices. However, the bylaw has not been actively enforced due to the lack of a formal program being developed and implemented. While the SCRD Building Department ensures the installation of backflow prevention devices during construction, there is no ongoing oversight, record-keeping, or system to track the types of devices installed or the dates of their last successful tests. This leaves gaps in ensuring continued protection of the municipal water supply. Recent water meter analysis has identified potential backflow concerns within the SCRD water system; however, no issues affecting public health have been identified.

CCC Program Implementation Plan

A CCC Program would address moderate to severe cross-contamination risks as identified by the Canadian Standards Association (CSA B64 Standard). These standards classify Industrial, Commercial, Institutional (ICI), and Multi-Residential properties into risk categories, allowing the program to focus on users with the highest contamination potential.

1. Phase 1: Program Design and Bylaw Update

In Phase 1, the SCRD will engage a consultant to assist in developing the framework for the CCC Program and updating the relevant bylaws. This includes revising the fees bylaw to incorporate charges for backflow prevention device installation, testing, cross-connection inspections, and report submissions. The consultant will also conduct a gap analysis to identify deficiencies in the current system and assess the feasibility of implementing Phases 2 and 3, with recommendations for future budget proposals. Additionally, a database of

high-risk users will be created, and a public engagement strategy will be developed to prepare for stakeholder outreach in Phase 2. As part of this phase, intergovernmental collaboration with the District of Sechelt will be initiated to align the program with their efforts and ensure consistent implementation. This phase will lay the foundation for the program's legal, administrative, and technical operations.

2. Phase 2: Infrastructure and Protocol Implementation

Phase 2 will focus on installing backflow prevention devices at high-risk properties and implementing testing protocols. Staff training will also be provided to ensure proper inspection and enforcement procedures are followed. Public education and outreach efforts will be made to raise awareness among impacted users, ensuring they understand the program's purpose, benefits, and requirements. This phase will ensure that the necessary infrastructure is in place to effectively mitigate contamination risks and lay the foundation for ongoing program operations.

3. Phase 3: Program Administration and Bylaw Enforcement

In Phase 3, the program will become fully operational, with regular inspections, compliance reviews, and enforcement of the bylaws. The SCRD will continue to manage and oversee the program through ongoing inspections and reporting systems. Feedback mechanisms will be established to continuously improve the program and ensure it remains effective and responsive to emerging risks.

Financial Implications

The phased approach ensures fiscal responsibility while establishing a robust CCC Program. Proposed funding options for Phase 1 include in Round 2, 2025 budget:

Option 1: Allocate \$90,000 in 2025 to comprehensively complete Phase 1, covering consultant engagement, bylaw updates, public outreach, and system setup.

Option 2: Allocate \$40,000 in 2025 to engage a consultant for preliminary program design and planning, with remaining tasks deferred to future funding requests.

Investing in Option 1 positions SCRD for a smoother transition to Phases 2 and 3, minimizing delays and cost escalations.

Cost Recovery through User Fees

A CCC Program could operate under a user-pay model, which aligns costs with risk. Fees will target ICI and Multi-Residential users, as these properties pose the highest contamination risks. Proposed fee categories include:

- Backflow Prevention Device and Installation Permit Fees
- Backflow Testing and Report Submission Fees
- Tester Registration Fees

This approach shifts the cost to higher-risk users, ensuring a net-zero budget for the program. Once fully operational, user fees will cover administrative, inspection, and compliance costs.

Timeline and Next Steps

The associated timelines for the options presented above are included in the table below.

Option		Timeline
Option 1	Phase 1: Program Design and Bylaw Update	2025
	Phase 2: Infrastructure and Protocol Implementation	2026
	Phase 3: Program Administration and Bylaw Enforcement	2027
Option 2	Phase 1: Program Design and Bylaw Update	2025-2026
	Phase 2: Infrastructure and Protocol Implementation	2027
	Phase 3: Program Administration and Bylaw Enforcement	2028 and beyond

Given the current non-compliance with the regulations and associated risk of cross-contamination, staff are suggesting an expedited development and implementation of a CCC-Program as per Option 1.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

At 2025 Round 1 Budget the Finance Committee requested information regarding the CCC Program. This report is provided for information only in support of the Committee’s consideration of the 2025 Budget Submissions at 2025 Round 2 Budget Finance Committee meeting on January 13, 2025.

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

**SUNSHINE COAST REGIONAL DISTRICT
SOLID WASTE MANAGEMENT PLAN
PUBLIC AND TECHNICAL ADVISORY COMMITTEE**

Wednesday, November 27, 2024

RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN PUBLIC AND TECHNICAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM, 1975 FIELD ROAD, SECHELT, BC

PRESENT:

(Voting Members)	Chair	J. Sutherland
	Members	S. Selzer
		N. Brenchley
		P. Robson
		S. Van Poppelen
		M. Ernst

ALSO PRESENT:

(Non-Voting)	Manager, Solid Waste Services	M. Sole
	Solid Waste Programs Coordinator	A. Patrao
	Recorder	R. Newland
	Stantec	V. Bartlett
	Director, Electoral Area A	L. Lee
	Director, Electoral Area E	D. McMahon

REGRETS:

Director, Town of Gibsons	S. White
Vice Chair	D. Reeve
Members	A. Joe
	E. Machado
	J. Walton

CALL TO ORDER 1:01 p.m.

AGENDA The agenda was adopted as presented.

MINUTES The minutes of the April 17, 2024, Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting were accepted as circulated.

REPORTS

Future Disposal Options

Marc Sole, Manager, Solid Waste Services, Sunshine Coast Regional District (SCRD), provided a brief verbal update on Future Disposal Options, that will form the details of Strategy 10 of the Solid Waste Management Plan (Plan), more updates to come in Q1 of 2025.

COMMUNICATIONS

Memo: Main Plan Components of The Sunshine Coast Regional District's Solid Waste Management Plan

Veronica Bartlett, Senior Environmental Planner, Stantec, provided a presentation on the main components of the Solid Waste Management Plan, which included the following:

- Introductions and recap of the planning process.
- Overview of preferred strategies.
 - There is a five-year effectiveness review required by the Ministry of Environment (MOE) and it covers all plan commitments. The memo points to some specific strategies that the SCRD may want to look at more closely.
- Group Discussions on strategies, actions and priorities.
 - General Discussion/Comments.
 - Education is a common theme, and suggestions were made that the SCRD analyze the effectiveness of education methods.
 - Consider moving beyond education to enforcement tools for commercial loads.
 - Support education around sorting recyclables to help reduce contamination for businesses and residents.
 - More collaboration with member municipalities towards common objectives considered important.
 - Specify in the Plan importance of collaboration.
 - Work towards consistent messaging/signage for the region.
 - Sharing educational materials.
 - Reducing waste and increasing advocacy for provincial and federal support.
 - More staffing needs also a common theme.
 - More staff at SCRD facilities to inspect commercial loads.
 - Consider cost effectiveness of work being done in house instead of contracted work.
 - Food waste bins were discussed.
 - Promote best practices for keeping bins clean and free from contamination by considering smaller bins for certain applications, collaborating on education, and reducing wildlife conflict.

- Acknowledgement that, with regards to user fees, it can be difficult to find the right balance between cost for users versus cost of the service.
- Strategy 2: Improve Circular Economy and Recycling Opportunities for Local Businesses
 - 2A: Support suitable business organizations to pursue circular innovation through education.
 - Key focus should be waste reduction and on garbage that is from commercial sources.
 - 2B: Revisit procurement policies to better include circular economy aspects and encourage alignment across regional municipalities.
 - Policies should include that solicited tenders should have responsible waste management requirements.
- Strategy 4: Improve Recycling and Organics Diversion Opportunities for Residents
 - PTAC supports exploring diversion opportunities such as bulky item pick ups or expanded collection events.
- Strategy 5: Improve Compliance and Regulatory Requirements to Enhance Diversion
 - PTAC noted importance of getting businesses on board for source separation and options discussed included increased enforcement.
 - SCRD staff explained rationale for including third-party review of other regulatory options.
- Strategy 6: Encourage CDR Waste Prevention and Diversion
 - PTAC noted that some construction sites don't have a lot of room for separating and options for future diversion should be investigated.
- Strategy 7: Encourage Tourist, Seasonal Resident and Event Waste Reduction and Diversion
 - PTAC noted that best practices should be shared and provided to everyone. This consistency would also make it easy for the hauler.
 - Marinas should also be considered here as part of tourism waste.
 - PTAC noted an opportunity to require event organizers to source separate recyclables and compostable organics when using SCRD facilities and best practices shared with member municipalities.
- Strategy 8: Improve Wildlife Management Related to Waste Management
 - 8A: Collaborate with relevant parties to support existing educational campaigns.
 - PTAC would also like support with reducing wildlife attractants from commercial/businesses.
 - 8B: Revise the *SCRD Waste Collection Bylaw No. 431* to integrate requirements relating to wildlife attractants in curbside collection.
 - PTAC supported reducing negative wildlife interactions.
- Strategy 10: Secure Short- and Long-Term Disposal Options for the Region
 - Intentionally left blank as details will come in the new year.
- Strategy 11: Prevent and Address Littering, Illegal dumping, and Marine

Debris

- Brief explanation/clarification of the Good Samaritan Program was given by Andrea Patrao, Solid Waste Operations Coordinator.
- Veronica Bartlett clarified these were additions/enhancements to existing programs and that 11C and 11D may be able to be combined.
- The group agreed that more support/incentives for prevention and clean up is needed, including financial incentives for non-profits to help address illegal dumping.
- A suggestion was made to explore collection days where residents can bring in more items for free or at low tipping fees, bundled with education and reuse. Staff explained that such initiatives are often counterproductive to reducing waste and can have spillover effects, such as hoarding waste and unsightly properties. Furthermore, increased taxation would be required to offset reduced revenue from an event like this.
- The group noted the need to advocate to the province for increased Conservation Officer capacity to deal with illegally dumped materials and abandoned boats to support the Regional District.
- Strategy 12: Improve Invasive Species Management
 - PTAC agreed more work/support needed for invasives.
- Strategy 14: Ensure Cost - Effective Waste Management and Long-Term Cost Recovery
 - PTAC very supportive with agreement all around.
- Next Steps
 - Rachel Newland, Infrastructure Services Assistant, offered PTAC members the option to email any additional or clarifying feedback.
 - Some PTAC members provided input which was then forwarded to Stantec.
 - Veronica briefly went over the next steps which included the following:
 - Future Disposal Options (Q1 2025)
 - Finalize Draft SWMP with all preferred strategies, actions, and costs (Q2 2025)
 - Public Engagement (Fall 2025)
 - By the end of 2025:
 - Board approval
 - Submit to MOE

NEXT MEETING 2025 (TBD)

ADJOURNMENT 4:02 p.m.



ROBERTS CREEK COMMUNITY SCHOOL



1088 ROBERTS CREEK ROAD, ROBERTS CREEK BC
V0N 2W0 604.885.3480

Dec 27, 2024

To Whom It May Concern

Re - Request for a Letter of Support

I am requesting a letter of support from Sunshine Coast Regional District for our recent grant application to the BC Gaming Commission to support the expansion of the Nights Alive drop-in youth recreational program facilitated by Roberts Creek Community School Society. I have submitted a draft letter to Director Backs for your review. Please feel free to edit, amend and add as you see fit.

If you have any questions, please feel free to contact me,

Sincerely,

Alexis Bach

Roberts Creek Community School Society
rccssel.ca

1088 Roberts Creek Rd,
Roberts Creek, BC • 604-885-3480



ROBERTS CREEK COMMUNITY SCHOOL



1088 ROBERTS CREEK ROAD, ROBERTS CREEK BC
V0N 2W0 604.885.3480

Coordinator
Roberts Creek Community School Society

Name of Organization

Roberts Creek Community School Society

Date Created:

01 -12 -24

Budget Planning Year:

2025 (July 1 2025 - June 30 2026)

Budget	% Inflation	Financial Planning			
2025		2026	2027	2028	2029

REVENUE:

Local Government Request											
SCRD	\$	10,200.00	101%	\$	10,302.00	\$	10,405.02	\$	10,509.07	\$	10,614.16
Budget Proposal (if required)											
-											
Total Request	\$	10,200.00		\$	10,302.00	\$	10,405.02	\$	10,509.07	\$	10,614.16

Grants											
United Way of BC - Schools Out	\$	19,500.00	101%	\$	19,695.00	\$	19,891.95	\$	20,090.87	\$	20,291.78
United Way of BC - Future Leaders	\$	4,500.00	101%	\$	4,545.00	\$	4,590.45	\$	4,636.35	\$	4,682.72
Sub Total Grants	\$	24,000.00		\$	19,695.00	\$	19,891.95	\$	20,090.87	\$	20,291.78

Other Revenue											
-			101%	\$	-	\$	-	\$	-	\$	-
Sub Total Other	\$	-		\$	-	\$	-	\$	-	\$	-

2024 Year (Deficit) / Surplus											
Total Revenue - Organization Generated	\$	24,000.00	101%	\$	19,695.00	\$	19,891.95	\$	20,090.87	\$	20,291.78
TOTAL REVENUE	\$	34,200.00		\$	29,997.00	\$	30,296.97	\$	30,599.94	\$	30,905.94

	2025	2026	2027	2028	2029
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EXPENSES:

Materials and Supplies											
Equipment	\$	900.00	101%	\$	909.00	\$	918.09	\$	927.27	\$	936.54

Snacks	\$ 6,750.00	101%	\$ 6,817.50	\$ 6,885.68	\$ 6,954.53	\$ 7,024.08
-				\$ -	\$ -	
Sub Total	\$ 7,650.00		\$ 7,726.50	\$ 7,803.77	\$ 7,881.80	\$ 7,960.62

Office / Equipment

Advertising & promotion	\$ 105.00	101%	\$ 106.05	\$ 107.11	\$ 108.18	\$ 109.26
Administration	\$ 2,420.00	101%	\$ 2,444.20	\$ 2,468.64	\$ 2,493.33	\$ 2,518.26
Printing	\$ 105.00	101%	\$ 106.05	\$ 107.11	\$ 108.18	\$ 109.26
-						
Sub Total	\$ 2,630.00		\$ 2,656.30	\$ 2,682.86	\$ 2,709.69	\$ 2,736.79

Facility / Utilities

Repairs & maintenance	\$ 105.00	101%	\$ 106.05	\$ 107.11	\$ 108.18	\$ 109.26
-						
Sub Total	\$ 105.00		\$ 106.05	\$ 107.11	\$ 108.18	\$ 109.26

Personnel

Mangement & supervision	\$ 3,165.00	101%	\$ 3,196.65	\$ 3,228.62	\$ 3,260.90	\$ 3,293.51
Staff wages	\$ 15,750.00	101%	\$ 15,907.50	\$ 16,066.58	\$ 16,227.24	\$ 16,389.51
Youth Mentors	\$ 4,500.00					
-						
Sub Total	\$ 23,415.00		\$ 19,104.15	\$ 19,295.19	\$ 19,488.14	\$ 19,683.02

Other Expenses

-						
Sub Total	\$ -		\$ -	\$ -	\$ -	\$ -

Training / Development

Staff training	\$ 400.00	101%	\$ 404.00	\$ 408.04	\$ 412.12	\$ 416.24
-		101%				
Sub Total	\$ 400.00		\$ 404.00	\$ 408.04	\$ 412.12	\$ 416.24

TOTAL EXPENSES	\$ 34,200.00	\$ 29,997.00	\$ 30,296.97	\$ 30,599.94	\$ 30,905.94
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	Budget	% Variance	Financial Planning			
	Budget	Budget	2026	2027	2028	2029
CAPITAL REQUIREMENT						
Purchases:						
-		101%				
-		101%				
Subtotal Purchased	\$ -		\$ -	\$ -	\$ -	\$ -
Proposed Expenditures:						
-		101%				
-		101%				
Sub Total Proposed	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL	\$ -		\$ -	\$ -	\$ -	\$ -

TOTAL COMMITTED EXPENDITURES	\$ 34,200.00	101%	\$ 29,997.00	\$ 30,296.97	\$ 30,599.94	\$ 30,905.94
LESS PROPOSED EXPENDITURES	\$ -	101%	\$ -	\$ -	\$ -	\$ -
LESS ORGANIZATION REVENUE	\$ 24,000.00	101%	\$ 19,695.00	\$ 19,891.95	\$ 20,090.87	\$ 20,291.78
TOTAL TAX REQUISITION	\$ 10,200.00		\$ 10,302.00	\$ 10,405.02	\$ 10,509.07	\$ 10,614.16



Nights Alive (NA) has been an institution with youth on the Sunshine Coast since 1999 and has been funded by the Sunshine Coast Regional District since 2004. This weekly program offers a safe space for young people to socialize, recreate and participate in various activities - sports, games, crafts, cooking, beach fires, storytelling, and more. 140 youth are registered in this coast-wide drop-in program, and an average of 30 youth attend the program at each different location on Fridays. Last year, we joined NA with School's Out to create additional support for grades 6/7 students transitioning from elementary to high school - creating Schools Out Nights Alive- SONA. This year, we have 3 locations serving students in grades 5, 6 & 7 across the Sunshine Coast.

SCRD Budget Year	RCCS Fiscal Year	NA Program Dates	SCRD Grant/ Requested Amount
2022	July 1, 2022 – June 30, 2023	2022-2023 School Year	\$10,000
2023	July 1, 2023 – June 30, 2024	2023-2024 School Year	\$10,000
2024	July 1, 2024 – June 30, 2025	2024-2025 School Year	\$10,100
2025	July 1, 2025 – June 30, 2026	2025-2026 School Year	\$10,200

Description of the 2025 Schools Out Nights Alive (SONA) Program

SONA is open to all grade 5/6/7 students on the Coast, running Fridays from mid-October to mid-June. Activities are interest-driven and may include art activities, cooperative games, cooking, and sports. These allow students to get to know peers in a less formal environment. Field trips to local beaches, pools, and skating arenas will also be incorporated.

2023 - 2024 school year schedule - sole location Roberts Creek Elementary School

Every Friday 2:45 pm-5:30 pm from October 6th, 2023- June 14th, 2024
 - except professional days & holidays

New schedule to accommodate the program's expansion in 2024/2025 -

October 4th - May 30th (except school holidays, & closures)

- o Gibsons Elementary School - 3:00 – 5:00 pm
- o Roberts Creek Elementary School - 3:00-5:00 pm
- o Sechelt Youth Centre - 3:30-5:30 pm

Staffing for the program - a Social-Emotional Learning Navigator, a support staff member, and two Future Leaders youth mentors.



We provide free programming to ensure this opportunity is accessible to all students. Our students are moving from small, rural elementary schools, which most have attended since kindergarten, into secondary schools with more than 100 students in each grade. The most cited worry for our students is the fear of being bullied and fitting in with peers (52% expressed a fear of being bullied). This program helps to grow relationships in a supported way and establishes positive connections. In response to the research, the participant experience is also nested in layers of support (Topping, 2011). We have designed our programs to include a Social Emotional Learning (SEL) Navigator in each program. This trusted adult, an experienced educator in our local community, helps participants to make meaning of their experience. The SEL Navigator creates social connectedness within the program, allowing participants to foster friendships with new students who will become classmates in high school.

Provincially, The Middle Years Development Instrument (MDI) research recognizes that children experience significant cognitive, social and emotional changes during the middle years that set the course for success in their adolescent and adult years, including the ability to concentrate and learn effectively, develop and maintain friendships; and navigate thoughtful decision-making. Our 2022-23 MDI results indicate that only 55% of Grade 6 youth on the Sunshine Coast report adequate Nutrition and Sleep – significantly lower than the provincial average of 63%. Our program supports nutrition by providing healthy, robust healthy snacks at all three locations.

MDI results indicate our students are below the provincial average in terms of peer belonging and social connectedness. When asked what they would like to do after school, most students indicated they would like to participate in physical/outdoor activities, which aligns with our program content. Jose and Pryor (2010, p.30) found that the degree of belonging, being valued, and valuing other people experienced during the transition to secondary education is predictive one year later of academic success and higher levels of well-being. A student's experience of this transition has an immense effect on mental health (Waters et al., 2012). Our design intentionally focuses on creating strong and positive connections between students in grades 5/6/7 to support their well-being and social connectedness.

Highlights of the Program -

- o Students help to prepare a free, nutritious snack each Friday
- o Activities that appeal to a wide range of interests may include field trips to local pools or climbing gyms, cooperative games, organized sports, beach gatherings, art activities, and special guests.
- o Youth participate in the program design. A variety of activities are offered each evening.
- o Policies and procedures for the program are in place.
- o Staff will be offered training opportunities.
- o At least one First Aid-trained staff member will always be present.
- o An incident record book is kept on site.



- o The Sunshine Coast Youth Outreach team regularly visits the program.
- o Staff work closely with community school coordinators, school staff and administration to support students as needed.

Benefits of the program

- o The program provides an emotionally and physically safe space for youth to socialize and participate in activities regularly.
- o Staff members are excellent role models who build strong relationships with youth.
- o The Nights Alive Coordinator has extensive experience organizing programming and working with youth, including youth at risk.
- o The program leverages the work of the Sunshine Coast Youth Outreach Team. It is a venue where Outreach Workers can connect with vulnerable youth who need support.

Nights Alive Testimonials

Douglas Styles - RCES Grade 7 Teacher

"My students' enthusiasm for Night's Alive is constant. They cheered when Briar came into the class to announce the beginning of the program this fall."

Alexis Bach, RCCS Coordinator

Alexis administers, manages staff, and oversees the program. In her view, this program's incredible value is its support for youth during a significant transition period - embarking on their teen years. *"As the students become the leaders of their elementary school, it is a natural time for testing boundaries & discovering a new capacity for independence & exploring the identity of self. Our amazing team creates a reliable, safe space for these individuals to explore these new aspects. Giving opportunities for our youth to grow in themselves & come together in a social & inclusive way."*

Briar Hartwell, NA Coordinator 2019-present

"The main success has been ensuring that all staff - adults and youth future leaders alike, feel confident and comfortable in their roles." Briar Hartwell, Lead Coordinator, has done an exceptional job in nurturing an environment where everyone feels confident and comfortable with their expectations while allowing room to exercise new leadership skills and creativity.

Student Feedback –

Mia: "I love Nights - it's a great space to have fun with your friends."

Kenzie: "It's awesome that Nights is open to more than just RCES... I am going to Davis Bay now & can come back on Fridays to see my old friends."

Sienna: "I like our field trips to the pool and that we can go down to the beach and hang out."

Nights ALIVE Budget vs Actuals & Expenses 2023-2024		
Budget Line	Budget	Actuals
Revenue		
SCRD funding	\$10,000.00	\$10,000.00
United Way BC - Schools Out funding		\$5,000.00
United Way BC - Future Leaders funding		\$1,500.00
Internal Funding	\$700.00	\$157.25
Total Revenues	\$10,700.00	\$16,657.25
Expenses		
Materials and Supplies		
Equipment	\$300.00	\$109.34
Snacks	\$1,000.00	\$1,555.43
-		
<i>Sub Total</i>	<i>\$1,300.00</i>	<i>\$1,664.77</i>
Office / Equipment		
Advertising & promotion	\$300.00	\$70.00
Administration	\$1,680.00	\$1,680.00
Printing/Computers	\$50.00	\$70.00
-		
<i>Sub Total</i>	<i>\$2,030.00</i>	<i>\$1,820.00</i>
Facilty / Utilities		
Repairs & maintenance	\$50.00	\$45.23
-		
<i>Sub Total</i>	<i>\$50.00</i>	<i>\$45.23</i>
Personnel		
Mangement & supervision	\$1,000.00	\$1,050.00
Staff wages	\$7,000.00	\$6,950.00
Youth Mentors	\$1,500.00	\$1,500.00
<i>Sub Total</i>	<i>\$9,500.00</i>	<i>\$9,500.00</i>
Other Expenses		
-		
<i>Sub Total</i>	<i>\$0.00</i>	<i>\$0.00</i>
Training / Development		
Staff training	\$300.00	\$150.00
-		
<i>Sub Total</i>	<i>\$300.00</i>	<i>\$150.00</i>
TOTAL EXPENSES	\$13,180.00	\$13,180.00