

**DISTRICT OF SEHELDT
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
Held in Community Use Room, 5797 Cowrie Street, Sechelt, BC and
via Zoom Electronic Meeting Platform
Wednesday, February 24, 2023**

PRESENT Chair J. Henderson; Councillors D. Bell; D. Inkster; D. McLaughlan B. Rowe; A. Shepherd and A. Toth

STAFF Chief Administrative Officer A. Yeates; Director of Planning and Development A. Allen; Director of Financial Services D. Douglas; Director of Engineering and Operations K. Dhillon; Human Resources Manager L. Roberts; Manager of Financial Services B. Smith; Corporate Officer K. Poulsen; Financial Services Accountants E. Johnson and K. Allnutt; and Administrative Assistant A. McKay

1. CALL TO ORDER AND DECLARATION OF CONFLICT

Chair Henderson called the Committee of the Whole Meeting to order at 10:33 am and asked for declarations of conflict. There were none.

2. ADOPTION OF AGENDA

Recommendation No. 1 – Adoption of Agenda

Moved/Seconded

That the agenda be adopted, as presented.

CARRIED

3. APPOINTMENTS AND DELEGATIONS

None.

4. NEW BUSINESS

None.

5. BUSINESS ITEMS

The Director of Financial Services explained that in response to direction from Council at the previous budget meeting, staff prepared a reprioritized budget priorities list, along with

additional information on projects as requested. Supplementary information was handed out to Council prior to the meeting.

5.1 RCMP Parking Access Capital Budget Business Case

The RCMP parking gate project was discussed. Staff provided clarification about the concept for the proposed parking and details on the lease agreements.

Recommendation No. 2 – Moved/Seconded

That a cost estimate for the review of the parking for all of Block 7 be provided.

CARRIED
Opposed – Councillor McLauchlan

5.2 2023 Provisional Budget-Version 3

Staff introduced an in-room sound system with microphones for council chambers as a new budget item for 2023.

Staff presented a list of re-prioritized budget requests with the objective of keeping the tax rates as low as possible. An internal review of projected revenues resulted in some increases in projected revenue, reducing the estimated deficit for 2023 by approximately \$550,000.

Staff provided clarifications on operational budget requests listed on the handout to the Council including:

- Additional revenues
- Additional operating requests
- Expense reductions
- Sewer operations
- Septage operations
- Taxation analysis

In discussion it was noted:

- The bylaw officer budget request would be a full-time position funded for 6 months in 2023
- The requests for the Director of Administration and Human Resources (HR) Advisor include incremental pay increases that would be added to existing salaries to provide more appropriate compensation for work that is already being done
- The creation of these new positions would allow for the Administration department to be restructured to create the capacity for additional in-house HR services such as training and organizational assessments, as well as to improve the efficiency of reporting to ensure all staff in the department are well supported
- New equipment for bylaw enforcement would improve safety of staff and has been included in the proposed budget for 2023 from the beginning of the budget process

- Negotiations with other Sunshine Coast local governments regarding the Joint Field Strategy project are being led by the Sunshine Coast Regional District and the project is progressing, subject to financial contributions from each local government
- The crack sealing budget request would address cracks in roads across Sechelt, with areas being prioritized according to severity of the crack with respect to public safety and extending the life of asset
- The crack sealing program is scheduled over four years so that all areas are addressed over the cycle
- The Community Safety budget request was added to the budget in response to a Council resolution to support the Community Safety Select Committee
- The Library funding request includes the District's portion of the additional funding that was requested by the Library during their delegation on February 1, 2023
- The Public Safety Reserve could be used to fund the Community Safety Budget request
- The District's 2021 request to add a 12th RCMP member to the 11 members were allocated to serve Sechelt previously could be cancelled to reduce the amount of taxation for 2023
- The Affordable Housing Reserve can be used for any aspect of affordable housing, including purchasing land, building projects or other related activities
- The proposed delayed hires would not negatively impact operations.

Recess - The Chair recessed the meeting at 12:02 pm.

Reconvene – The meeting reconvened at 12:48 pm.

Projects to be funded from reserves and grants were discussed.

New projects were discussed:

- The cost to replace the electric vehicle (EV) charging stations located at the front of the municipal hall and to install two new stations in the back parking lot could be funded by grants
- The cost to service EV charging stations is significant and a cost recovery fee to be charged to charging station users was recommended by staff
- The cost for charging stations that are capable of charging for use is much higher than those that are free for users
- Council microphones are at end of life and could be funded from grants.

In a discussion of sewer operational costs, the following was noted:

- The District will be servicing debt for the construction of the Water Resource Centre (WRC) until June 2025
- The proposed 10.4% increase in sewer user fees would mean the sewer user fee increasing from \$614 to \$678
- The Environmental Impact Study would provide an assessment for where the effluent could be discharged, depending on the level of permitting granted to the District
- Different levels of permitting can be requested by the District for the WRC
- The Environmental Impact Study is not a statutory requirement for 2023

- No reclaimed water projects are proposed for 2023 currently.

In a discussion of septage operations, the following was noted:

- The crown land lease for the septage receiving station on Dusty Road will end in 2031
- If the District does not need to purchase land to relocate the septage receiving facility, any unneeded funding that had been allocated would be transferred to reserves.

Staff explained that user fees cover operating expenses and parcel taxes are generally used for debt servicing and infrastructure renewal.

The Committee discussed specific budget requests, including:

- Official Community Plan (OCP) Update
- Development Cost Charges (DCC) Bylaw Update
- Engineering Contracted Services Increase
- Engineering Technologist position.

Recess – The Chair recessed the meeting at 2:22 pm.

Reconvene – The meeting was reconvened at 2:34 pm.

Recommendation No. 3 – Moved/Seconded

That Resolution No. 2023-2B-2 to adopt the minutes of the Committee of the Whole Meeting of February 1, 2023, be rescinded; and

That Recommendations 1, 2 and 4 – 13 from the minutes of the Committee of the Whole Meeting of February 1, 2023 be endorsed, and the minutes be adopted.

CARRIED

Recommendation No. 4 – Moved/Seconded

That the following budget items be approved and incorporated into the 2023 budget:

1. Projected Short-Term Rental revenue (\$118,500)
2. Projected Service Agreement revenue (\$30,000)
3. Projected New Construction revenue (\$8,000)
4. Projected Building Permit Fees (\$140,000), and
5. 2022 surplus to be transferred to the operational budget for 2023 (\$250,000).

CARRIED

Opposed – Councillor Inkster

Recommendation No. 5 – Moved/Seconded

That the additional operating requests be approved and incorporated into the 2023 budget:

1. Bylaw Officer (\$41,000)
2. ARO Accounting (\$30,000)
3. Director of Administration (\$47,079)
4. Human Resources Advisor (\$11,175)
5. Software for Short Term Rental bylaw enforcement (\$15,000)
6. Bylaw Protective Equipment (\$13,500)
7. Joint Field Strategy (\$13,200)
8. Crack Sealing (\$30,000)
9. Cloud Back Up (\$33,000)
10. Writers Festival Box Office Roof Demossing (\$3,000)
11. Seaside Centre Skirting Board Refinishing (\$3,000)
12. Seaside Centre Mezzanine Floor Refinishing (\$6,500)
13. Kirkland House Roof Demossing (\$3,000)
14. Mission House Pavers for Crush Pad (\$3,000)
15. Library Funding (\$34,984)
16. Official Community Plan Update (\$50,000)
17. Development Cost Charges Bylaw Update (\$150,000).

CARRIED

Opposed- Councillor McLaughlan and Councillor Inkster

Recommendation No. 6 – Moved/Seconded

That the RCMP 12th Member allocated to Sechelt (\$149,527) be funded from the Public Safety Reserve.

CARRIED

Recommendation No. 7 – Moved/Seconded

That the expense reduction of delayed hiring for the Deputy Corporate Officer (\$18,365) and Senior Policy Planner (\$30,000) be approved and incorporated into the 2023 budget.

CARRIED

Recommendation No. 8 – Moved/Seconded

That the following additional operating requests be approved to be funded from the BC Safe Restart (COVID) Grant and incorporated into the 2023 budget:

1. Private Security- Parks/Washrooms/Facilities (\$10,000)
2. Avaya Mitigation to Teams Soft Phones (\$60,000)
3. Application Review and Permitting Online (\$20,000)
4. Bylaw Computer and Mount in Vehicle (\$6,000)
5. Budgeting and Financial Reporting Software (\$25,000)
6. Council Meeting Management Software (\$4,100) be funded by the BC Safe Restart (COVID) Grant, approved and incorporated into the 2023 budget; and

That the following additional operating requests be approved to be funded through the Public Safety Reserve and incorporated into the 2023 budget:

1. High Potency Drug Processing (\$9,000)
2. Body Worn Cameras (\$110,000)
3. Tables (8) and stacking chairs (24) (\$2,120)
4. Sit Stand Desks (3) (\$10,500)
5. Vehicle Barriers at Detachment Entry (\$8,000)
6. Community Safety (\$30,000); and

That the additional operating request for Bear Proof Garbage Bins (\$50,000) be approved to be funded from the Solid Waste Reserve and incorporated into the 2023 budget; and

That the additional operating request for Tangible Capital Asset and Asset Management Software (\$200,000) be approved to be funded by grants and contributions and incorporated into the 2023, contingent on receiving the grant.

CARRIED

Recommendation No. 9 – Moved/Seconded

That Electric Vehicle Charging Stations (\$50,000) be approved to be funded from the Canada Community Building Fund and Provincial Grants and incorporated into the 2023 budget; and

That Council Microphones (\$50,000) be approved to be funded by the BC Safe Restart (COVID) Grant and incorporated into the 2023 budget.

CARRIED
Opposed-Councillor Inkster

Recommendation No. 10 – Moved/Seconded

That the additional operating request for Sewer Operations in the amount of \$140,000 and \$60,000 to be allocated from 2022 Sewer Surplus be approved and incorporated into the 2023 budget.

CARRIED

Opposed- Councillor McLauchlan

Recommendation No. 11 – Moved/Seconded

That the additional operating request for Septage Operations in the amount of \$100,000 and \$30,000 from 2022 Septage Surplus be approved and incorporated in to the 2023 budget.

CARRIED

6. ADJOURNMENT

Recommendation No. 12 – Moved/Seconded

That the Committee of the Whole meeting of February 24, 2023 be adjourned at 3:18 pm.

CARRIED

Certified Correct:

John Henderson, Chair

Kerianne Poulsen, Corporate Officer