



Staff Reports

Sanitary Sewer and Outfall Project

Loan Authorization Bylaw No. 1313, 2024

Water Main and Road Restoration Project

Loan Authorization Bylaw No. 1314, 2024

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STAFF REPORT

TO: Council **MEETING DATE:** February 23, 2024
FROM: Director of Infrastructure Services **FILE NO:** 1705-02-2024
SUBJECT: Capital Budget Early Adoption Items and AAP Direction

REPORT FOR INFORMATION AND DECISION

PURPOSE

The purpose of this report is to seek approval from Council to initiate the process for securing funding for debt funded 2024 capital budget items prior to formal adoption of the 2024-2028 financial plan.

BACKGROUND

On January 23, 2024 staff presented the Preliminary Sanitary Sewer and Water 5-Year Capital Plans to Committee for consideration. At that presentation, it was indicated that staff would bring forward a request for early approval of funding for those 2024 projects included in the capital plans that require debt funding to complete. Those projects are:

- Skyline Drive Water Main Construction (Water - \$2,185,000)
- Outfall Replacement Design (Sanitary - \$450,000)
- Collection Systems Repairs (Sanitary - \$375,000)

DISCUSSION

Projects

Skyline Drive Water Main:

The Skyline Drive water main is in poor condition, leading to multiple repairs over the past 24 months to address leaks and is considered the highest priority water main project both from an operational and a service reliability perspective. Due to the cost of the replacement, the project will require debt funding as indicated in the preliminary water 5-year capital plan. The intended scope of the project also includes replacing the water mains on Avalon Drive, Shoal Lookout, and Allison Way which are in similarly poor condition.

Due to the poor road condition of Skyline Drive, it is recommended that additional funds from the general services budget be allocated to completing a full road restoration for the full width of Skyline Drive along the project area. This funding will be included in the preliminary general services 5-year capital plan, scheduled for the March 19th Committee of the Whole meeting.

Sanitary Sewer Outfall and Collection System Repairs:

The sanitary sewer projects proposed for debt funding in 2024 include the engineering design work for the replacement of the ocean outfall, and the completion of various critical repairs to the collection system. Both projects were identified as high priorities in the Sanitary Sewer Strategic Plan, which staff have received in draft form and will be finalized and presented to Committee in late Q1/Q2.

The funding requirements for the projects is outlined in the Financial Plan section of this report. Due to the level of debt funding required, an Alternative Approval Process will be required.

COMMUNICATION

Communication requirements for the AAP are outlined in the *Local Government Act*. If approval is granted to proceed, Staff will prepare a report to introduce the Loan Authorization Bylaw(s), which will include a description of the communication plan for the AAP.

If the AAP is successful, Staff will develop a communication plan for the two construction projects. This will include some combination of public notifications via Town social media, local newspaper, and direct communication to immediately affected residents.

POLICY / PLAN IMPLICATIONS

Strategic Plan Implications

These projects align with the Strategic Plan's objective to 'focus on core municipal responsibilities in budget'.

Financial Plan Implications

Subsequent to the January 23rd presentation of the Water and Sanitary Sewer 5-year capital plans to Committee, Council adopted the following resolutions at the February 6th Council meeting:

R2024-20 THAT the 5-year capital plan for water be integrated into the 2024-2028 Financial Plan as presented.

R2024-19 THAT the 5-year capital plan for sanitary sewer be integrated into the 2024-2028 Financial Plan as presented.

The project budget and corresponding funding source for these three projects is as follows:

Table 1 - Project Estimates and Funding Sources

PROJECT	COST ESTIMATE	FUNDING SOURCE
SKYLINE WATER MAIN REPLACEMENT	\$2,185,000	Debt
SKYLINE EXCESS PAVING	\$550,000	Debt
OCEAN OUTFALL DESIGN	\$450,000	Debt
SANITARY COLLECTION SYSTEM REPAIRS	\$375,000	Debt

The total debt required to fund the projects is \$3,560,000.

Other Policy or Plan Implications

The 2017 Water Master Plan identified the water mains on Skyline Drive, Avalon Drive, Shoal Lookout and Allison Way as priority replacement projects for either condition or capacity.

The 2023 Sanitary Sewer Strategic Plan identified the ocean outfall design and collection system repairs as priorities to complete in 2024.

NEXT STEPS

It is anticipated that the Loan Authorization Bylaw, and accompanying report, will be brought forward for First, Second, and Third reading to a Council meeting in March 2024.

In the event that Council should give first, second and third reading to the Bylaw, prior to the adoption of the Bylaw, approval of the electors is required. At that time, the Corporate Officer will prepare a further report to Council and seek a resolution authorizing staff to undertake an Alternative Approval Process to determine the opinion of the electors regarding the debt funding and establishing the number of days for electors to submit response forms.

The AAP Process

Since 1873, local governments in BC have been required to obtain elector approval from eligible electors before the municipal Council can proceed with a decision to undertake long-term capital borrowing. Council must obtain this elector approval before adopting the Loan Authorization Bylaw. Elector approval can be obtained through assent voting (formerly known as a referendum) or by way of the Alternative Approval Process (AAP). The AAP option was introduced in 2003, under the *Community Charter* (s. 86) and can help Council better understand whether or not the community views the projects as significant. An AAP may be preferable to Assent Voting because they offer increased convenience in that they allow a better manner for eligible electors to communicate their views to Council. Also, conducting an AAP is typically less expensive than

assent voting and allows the opinion of the public to be obtained at a lower short-term cost than by conducting assent voting.

An AAP enables local governments to directly engage citizens about a proposed bylaw intended to undertake long-term borrowing, a boundary extension or other matter requiring elector approval. Careful consideration must be given to developing a detailed timeline to conduct an AAP.

An AAP is administered by the Corporate Officer through a petition-like process (whereas Assent Voting is administered by a Chief Election Officer, as a vote under election-like rules). Notice of the AAP must be published in a locally circulated newspaper once a week for two consecutive weeks. Electors will have at least 30 days following the publication of the second notice to sign and then submit an elector response form. The AAP must allow for a minimum 30-day period in which response forms can be submitted per the *Interpretation Act, s. 25*.

In the event that 10% or more of the eligible electors sign and submit response forms to the Corporate Officer indicating they do not support the borrowing, the Town cannot proceed with the matter proposed in the bylaw without first holding an assent voting event. The number of eligible electors is drawn from the Provincial Voters List (per section 76 of the *Local Government Act*).

RECOMMENDATIONS / ALTERNATIVES

THAT the following projects be pre-approved and funded from debt:

- **Skyline Water Main Replacement \$2,185,000**
- **Skyline Excess Paving \$550,000**
- **Ocean Outfall Design \$450,000**
- **Sanitary System Collection Repairs \$375,000**

AND THAT staff be directed to prepare a Loan Authorization Bylaw(s) for First, Second and Third reading to initiate the debt funding process for long-term borrowing required for the above-mentioned projects.

Respectfully Submitted,

Trevor Rutley
 Director of Infrastructure Services

Report reviewed by:

X	Chief Administrative Officer
X	Director of Corporate Services
X	Director of Finance
	Director of Infrastructure Services
	Director of Planning and Development

DELEGATIONS

Gaetan Royer & Doug Marteinson, Sunshine Coast Chamber of Commerce

Gaetan Royer gave a presentation introducing the new Sunshine Coast Chamber of Commerce, and answered questions from Council. The Mayor thanked Mr. Royer for the presentation.

COMMITTEE REPORTS

Committee-of-the-Whole Meeting - February 6, 2024

The minutes of the Committee-of-the-Whole meeting held February 6, 2024 were received.

ADMINISTRATION REPORTS

R2024-30 Capital Budget Early Adoption Items and AAP Direction

MOVED by Councillor De Andrade
SECONDED by Councillor Croal

THAT the following projects be pre-approved and funded from debt:

- Skyline Water Main Replacement \$2,185,000
- Skyline Excess Paving \$550,000
- Ocean Outfall Design \$450,000
- Sanitary System Collection Repairs \$375,000

AND THAT staff be directed to prepare a Loan Authorization Bylaw(s) for First, Second and Third reading to initiate the debt funding process for long-term borrowing required for the above-mentioned projects.

CARRIED

R2024-31 Contract Award - OCP and Zoning Bylaw Update Project

MOVED by Councillor Croal
SECONDED by Councillor Thompson

THAT the Official Community Plan and Zoning Bylaw contract (PLN-2023-01) be awarded to McElhanney in the amount of \$250,000 excluding GST.

CARRIED



STAFF REPORT

TO: Regular Council
FROM: Tracey Hincks,
Deputy Corporate Officer
SUBJECT: 2024 ALTERNATIVE APPROVAL PROCESS

MEETING DATE: March 19, 2024
FILE NO: 4200-20

REPORT FOR INFORMATION / DECISION

PURPOSE

The purpose of this report is to present the attached bylaws for three reading prior to submission to the province for approval by the Inspector of Municipalities, to initiate an electoral approval process for long-term borrowing.

BACKGROUND

Council adopted the following Resolutions at the Regular Council Meeting held on February 23, 2024:

R2024-30 Capital Budget Early Adoption Items and AAP Direction

MOVED by Councillor De Andrade
SECONDED by Councillor Croal

THAT the following projects be pre-approved and funded from debt:

- *Skyline Water Main Replacement \$2,185,000*
- *Skyline Excess Paving \$550,000*
- *Ocean Outfall Design \$450,000*
- *Sanitary System Collection Repairs \$375,000*

AND THAT staff be directed to prepare a Loan Authorization Bylaw(s) for First, Second and Third reading to initiate the debt funding process for long-term borrowing required for the above-mentioned projects.

DISCUSSION

Local governments wishing to pursue long-term debt financing must do so with approval of the electors. Staff have been directed to proceed with an Alternative Approval Process (AAP) to

authorize long-term borrowing for the Town's sanitary sewer ocean outfall design as well as for improvements to the collection system, water main, and road restoration infrastructure. The AAP for these projects will be conducted concurrently through a singular process to support public awareness and transparency as well as facilitate a more efficient use of staff resources.

Subject to the two attached bylaws receiving three readings by Council and also subject to these bylaws having received approval by the Inspector of Municipalities, staff will bring a report to Council to introduce the logistics, legislative requirements, and proposed schedule to move forward with the AAP. As part of the process, Council will set the deadline for receiving elector response forms, approve the synopsis of each of the bylaws for notice purposes, approve elector response forms and determine the total number of electors to which the AAP applies.

COMMUNICATION

If the AAP is successful, Staff will develop a communication plan for the two infrastructure projects. This will include a combination of public notifications via Town social media, local newspaper, and direct communication to immediately affected residents.

POLICY / PLAN IMPLICATIONS

Strategic Plan Implications

These projects align with the Strategic Plan's objective to focus on core municipal responsibilities in budget.

Financial Plan Implications

Subsequent to the January 23rd presentation of the Water and Sanitary Sewer 5-year capital plans to Committee, Council adopted the following resolutions at the February 6th Council meeting:

R2024-19 THAT the 5-year capital plan for sanitary sewer be integrated into the 2024-2028 Financial Plan as presented.

R2024-20 THAT the 5-year capital plan for water be integrated into the 2024-2028 Financial Plan as presented.

RECOMMENDATIONS / ALTERNATIVES

Staff *recommend* Loan Authorization Bylaw Nos. 1313 and 1314 be given three readings and be submitted to the province for Inspector of Municipalities approval to initiate an electoral approval process for long-term borrowing.

THAT the following bylaws be given 1st, 2nd and 3rd readings and forwarded to the Inspector of Municipalities for approval:

- **Sanitary Sewer and Outfall Project Loan Authorization Bylaw No. 1313, 2024; and**

- ***Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024.***

Attachments

- Attachment A – *Sanitary Sewer and Outfall Project Loan Authorization Bylaw No. 1313, 2024; and*
- Attachment B – *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024.*

Respectfully Submitted,
 Tracey Hincks
 Deputy Corporate Officer

Report reviewed by:

X	Chief Administrative Officer
X	Director of Corporate & Legislative Services
X	Director of Finance
X	Director of Infrastructure Services
	Director of Planning and Development

LOAN AUTHORIZATION BYLAW

TOWN OF GIBSONS

Bylaw No. 1313, 2024

A bylaw to authorize the borrowing of the estimated cost of upgrades to the sanitary sewer collection system infrastructure and engineering for capital improvements to the Town's sanitary sewer ocean outfall.

WHEREAS it is deemed desirable and expedient to complete upgrades to the sanitary sewer collection system infrastructure and engineering for capital improvements to the Town's sanitary sewer ocean outfall.

AND WHEREAS the estimated cost of capital improvements to the sanitary sewer collection system and ocean outfall infrastructure including expenses incidental thereto is the sum of Eight Hundred and Twenty-Five Thousand Dollars (\$825,000), of which the sum is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Town of Gibsons in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out improvements to the sanitary sewer collection system and ocean outfall infrastructure generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding Eight Hundred and Twenty-Five Thousand Dollars (\$825,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with construction of said improvements.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is Ten (10) years.
3. This bylaw may be cited as *Sanitary Sewer and Outfall Project Loan Authorization Bylaw No. 1313, 2024*.

READ a First Time this	day of	2024
READ a Second Time this	day of	2024
READ a Third Time this	day of	2024
RECEIVED the approval of the Inspector of Municipalities this	day of	2024
RECEIVED the approval of the electors	day of	2024
ADOPTED this	day of	2024

Mayor

Corporate Officer

ATTACHMENT "B"

LOAN AUTHORIZATION BYLAW

TOWN OF GIBSONS

Bylaw No. 1314, 2024

A bylaw to authorize the borrowing of the estimated cost of constructing capital upgrades to the Town's water distribution infrastructure and restoring road network infrastructure.

WHEREAS it is deemed desirable and expedient to construct capital upgrades to the Town's water distribution infrastructure and restore the road network infrastructure;

AND WHEREAS the estimated cost of capital improvements including expenses incidental thereto is the sum of up to Two Million One Hundred and Eighty-Five Thousand Dollars (\$2,185,000) is for water distribution infrastructure and of which Five Hundred and Fifty Thousand Dollars (\$550,000) is for restoration of road network infrastructure and of which the sum of Two Million Seven Hundred and Thirty-Five Thousand Dollars (\$2,735,000) is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Town of Gibsons in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of capital upgrades to the Town's water distribution infrastructure and restoration of the road network infrastructure generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding Two Million Seven Hundred and Thirty-Five Thousand Dollars (\$2,735,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said improvements.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is Twenty (20) years.
3. This bylaw may be cited as *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024*.

READ a First Time this	day of	2024
READ a Second Time this	day of	2024
READ a Third Time this	day of	2024
RECEIVED the approval of the Inspector of Municipalities this	day of	2024
RECEIVED the approval of the electors	day of	2024
ADOPTED this	day of	2024

Mayor

Corporate Officer

BYLAWS

R2024-51 Rates, Fees and Charges Amendment Bylaw No. 1196-23, 2024

MOVED by Councillor Croal
SECONDED by Councillor De Andrade

THAT "Town of Gibsons Rates, Fees and Charges Amendment Bylaw No. 1196-23, 2024" be adopted.

CARRIED

R2024-52 OCP Amendment Bylaw 985-34, 2023 - Lot 14 Venture Way

MOVED by Councillor Croal
SECONDED by Councillor Thompson

THAT "Official Community Plan Amendment Bylaw No. 985-34, 2023" be adopted.

CARRIED

R2024-53 Zoning Amendment Bylaw 1065-75, 2023 - Lot 14 Venture Way

MOVED by Councillor Croal
SECONDED by Councillor De Andrade

THAT "Zoning Amendment Bylaw No. 1065-75, 2023" be adopted.

CARRIED

R2024-54 Bylaws for Alternative Approval Process - Loan Authorization Bylaw No. 1313, 2024 (Sanitary Sewer and Outfall Project) and Bylaw No. 1314, 2024 (Water Main and Road Restoration Project)

MOVED by Councillor De Andrade
SECONDED by Councillor Croal

THAT the following bylaws be given 1st, 2nd and 3rd readings and forwarded to the Inspector of Municipalities for approval:

- Sanitary Sewer and Outfall Project Loan Authorization Bylaw No. 1313, 2024; and
- Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024.

CARRIED



STAFF REPORT

TO: Council
FROM: Tracey Hincks,
Deputy Corporate Officer
MEETING DATE: April 23, 2024
FILE NO: 4200-20
SUBJECT: **Water Main and Road Restoration Project Loan Authorization Bylaw 1314, 2024 – 3rd Reading as Amended**

REPORT FOR INFORMATION / DECISION

PURPOSE

The purpose of this report is to amend the *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024*.

The *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024* (Bylaw) received First, Second and Third Readings on March 19, 2024. The Ministry has provided feedback and requested further breakdown on the financial allocation. In addition to showing the breakdown the watermain and road restoration components in the upper (Whereas) section of the Bylaw, the Ministry also requests that the breakdown be reflected in the body portion of the Bylaw. Therefore, the Bylaw has been amended to reflect the requested project financial breakdown (Section 1 (a) of the attached Bylaw).

RECOMMENDATIONS / ALTERNATIVES

THAT *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024* Third reading be Rescinded;

AND THAT *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024* be given Third Reading as amended.

Attachments

- Attachment A – *Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024* REVISED

Respectfully Submitted,
Tracey Hincks
Deputy Corporate Officer

Report reviewed by:

X	Chief Administrative Officer
X	Director of Corporate Services
X	Director of Finance
	Director of Infrastructure Services
	Director of Planning and Development

CARRIED

R2024-79 2024 Tax Rate Bylaw No. 1316, 2024

MOVED by Councillor Croal
SECONDED by Councillor Lumley

THAT "2024 Annual Tax Rate Bylaw No. 1316, 2024" be given first, second, and third reading.

CARRIED

R2024-80 Community Recreation Facilities Parcel Tax Bylaw No. 1317, 2024

MOVED by Councillor Croal
SECONDED by Councillor Lumley

THAT "Community Recreation Facilities Parcel Tax Bylaw No. 1317, 2024" be given first, second, and third reading;

CARRIED

R2024-81 Sewer Parcel Tax Bylaw No. 1318, 2024

MOVED by Councillor Croal
SECONDED by Councillor Lumley

THAT "Sewer Parcel Tax Bylaw No. 1318, 2024" be given first, second, and third reading.

CARRIED

R2024-82 Water Parcel Tax Bylaw No. 1319, 2024

MOVED by Councillor Croal
SECONDED by Councillor Lumley

THAT "Water Parcel Tax Bylaw No. 1319, 2024" be given first, second, and third reading.

CARRIED

R2024-83 Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024 – 3rd Reading as Amended

MOVED by Councillor Croal
SECONDED by Councillor Thompson

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THAT "Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024" third reading be rescinded;

AND THAT "Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024" be given third reading as amended.

CARRIED

R2024-84 Update to Traffic and Highway Use Bylaw 1193 – Increasing Fines

MOVED by Councillor Thompson
SECONDED by Councillor Croal

THAT "Traffic and Highway Use Bylaw No. 1125-15, 2024" be given first, second and third readings.

CARRIED

R2024-85 Update to the Towns Public Places Bylaw No. 1012 – Shopping Carts

MOVED by Councillor Croal
SECONDED by Councillor De Andrade

THAT "Public Places Bylaw No. 1012-01, 2024" be given first, second and third readings.

CARRIED

R2024-86 Update to Anti-Noise Bylaw No. 1285-01, 2024

MOVED by Councillor Lumley
SECONDED by Councillor Croal

THAT "Anti-Noise Bylaw No. 1285-01, 2024" be given first, second and third readings.

CARRIED

R2024-87 Zoning Amendment Bylaw No. 1065-76, 2024 for a Garden Suite at 508 Shaw Road

MOVED by Councillor Croal
SECONDED by Councillor Thompson

THAT "Zoning Amendment Bylaw No. 1065-76, 2024" be given first, second, and third reading.

CARRIED



STAFF REPORT

TO: Special Council
FROM: Tracey Hincks
Manager of Corporate Services
MEETING DATE: May 21, 2024
FILE NO: 4200-20
SUBJECT: Sanitary Sewer and Outfall Project and Water Main and Road Restoration Project Alternative Approval Process (AAP)

BACKGROUND / PURPOSE

The purpose of this report is to introduce the legislative requirements, process and proposed schedule to move forward with seeking elector approval to authorize long-term borrowing for the Sanitary Sewer and Outfall Project and Water Main and Road Restoration Project Alternative Approval Process (AAP) .

DISCUSSION

Sanitary Sewer and Outfall Project Loan Authorization Bylaw No. 1313, 2024 and Water Main and Road Restoration Project Loan Authorization Bylaw No. 1314, 2024 were given three readings at the regular Council meeting of March 19, 2024. Both bylaws were then submitted to the province for Inspector of Municipalities approval. Statutory approval from the province has been received and the Alternative Approval Process (AAP) may be initiated.

A schedule for an AAP (Attachment A) has been prepared for review and adoption of the deadline for receiving elector response forms. Elector response forms (Attachment B and Attachment C) have been drafted for review and Council approval.

To conduct an AAP, Council must:

- 1) establish the deadline for receiving elector responses;
- 2) establish elector response forms and;
- 3) make a fair determination of the total number of electors of the area to which the approval process applies.

Staff have developed the attached process timeframe and recommend a response deadline of July 3, 2024. This date accommodates the notice requirements set out in the *Community Charter*.

Staff have calculated the total number of eligible electors for the area to be **3,930**. The number of electors was calculated by using the total registered electors on the Provincial voters list within the Service Area (Gibsons) as received from Elections BC on March 26, 2024 (**3,908**) and including the number of non-resident property electors currently registered for the properties

within the Service Area (**22**). This figure must be adopted by Council. Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total (**393**).

Information packages will be prepared prior to the start of the AAP. The information packages will include a copy of the Loan Authorization Bylaw, the alternative approval process formal notice, and general information on the projects to be undertaken. This information will be posted on the Town of Gibsons' website and social media pages and made available at Town Hall.

Immediately after the deadline, the Corporate Officer must determine and certify whether elector approval has been obtained. This determination is final and conclusive and will be presented at the meeting of Council for the purpose of receiving the results of the Alternative Approval Process and adopting Bylaws 1313, 2024 and 1314, 2024.

If approval of the electors is not obtained under the AAP, meaning at least 10% of the electors have stated their opposition, Council may choose to proceed with a referendum as outlined above, cancel the project specific to the debt funding, or delay the project until grant funding is available to allow the projects to continue.

COMMUNICATION

In addition to statutory advertising, information packages will be prepared prior to the start of the AAP. Each information package will include a copy of the loan authorization bylaw and the AAP formal notice as well as information on the Project and a comparison of cost implications for long-term borrowing. Information packages will be made available on the Town of Gibsons website and at Town Hall (474 South Fletcher Road).

POLICY / PLAN IMPLICATIONS

Strategic Plan Implications

These projects align with the Strategic Plan's objective to 'focus on core municipal responsibilities in budget'.

Financial Plan Implications

The cost of statutory advertising for the AAP is estimated to be \$2,000 (2 full page ads).

The anticipated borrowing of funds for the Sanitary Sewer and Outfall Project and the Water Main and Road Restoration Project have been incorporated into the 2024-2028 Financial Plan with intended borrowing of funds in the combined amount of \$3,560,000. The borrowing is projected to be over a 20-year period (\$2,735,000) and 10-year period (\$825,000), with interest and/or debt repayments beginning in the 2025 financial year.

RECOMMENDATIONS / ALTERNATIVES

THAT an Alternative Approval Process be approved and conducted with respect to the elector approval required for Loan Authorization Bylaw Nos. 1313 and 1314;

AND THAT the total number of eligible electors of the area be determined to be 3,930; and the 10% threshold 393;

AND THAT with respect to Bylaw Nos. 1313 and 1314, the Elector Response Forms be established and approved as presented;

AND THAT the deadline for receiving elector responses be July 3, 2024 at 4:00 pm, following the 30-day statutory elector response period;

AND THAT notice for each bylaw be published in accordance with section 86(2) of the *Community Charter* in the Coast Reporter newspaper as well as additional notice provided via the Town of Gibsons website;

AND FURTHER THAT elector response forms may be accepted in any one of the following ways:

- **Delivered in person at the Town of Gibsons Town Hall, 474 South Fletcher Road, Gibsons, BC during regular office hours (Monday to Friday, 8:30 am to 4:00 pm, excluding statutory holidays) or after hours if deposited into the overnight mail drop slot at the front entrance of Town Hall;**
- **By mail to Town of Gibsons, Box 340, Gibsons, BC V0N 1V0;**
- **By emailing a legible scanned copy to: clerk@gibsons.ca with the subject heading: Elector Response Form.**

Respectfully Submitted,

Tracey Hincks
Deputy Corporate Officer

Attachments

- Attachment A – Schedule for Alternative Approval Process
- Attachment B – Elector Response Form – Sanitary Sewer and Outfall Project Loan Authorization Bylaw 1313
- Attachment C – Elector Response Form – Water Main and Road Restoration Project Loan Authorization Bylaw 1314

Report reviewed by:

X	Chief Administrative Officer
X	Director of Corporate Services
X	Director of Finance
X	Director of Infrastructure Services
	Director of Planning and Development

BYLAWS

R2023-117 Zoning Amendment Bylaw No. 1065-79, 2024 Implementing Bill 44 - Small-Scale, Multi-Unit Housing

MOVED by Councillor Thompson
SECONDED by Councillor Croal

THAT "Zoning Amendment Bylaw 1065-79, 2024" be adopted.

CARRIED

R2023-118 Proposed Council Procedure Bylaw No. 1320, 2024

MOVED by Councillor Croal
SECONDED by Councillor Thompson

THAT "Council Procedure Bylaw No. 1207, 2015" be repealed upon adoption of "Council Procedure Bylaw No. 1320, 2024";

AND THAT "Council Procedure Bylaw 1320, 2024" be given first, second and third reading.

CARRIED

ADMINISTRATION REPORTS

R2023-119 Sanitary Sewer and Outfall Project and Water Main and Road Restoration Project Alternative Approval Process (AAP)

MOVED by Councillor Croal
SECONDED by Councillor De Andrade

THAT an Alternative Approval Process be approved and conducted with respect to the elector approval required for Loan Authorization Bylaw Nos. 1313 and 1314;

AND THAT the total number of eligible electors of the area be determined to be 3,930; and the 10% threshold 393;

AND THAT with respect to Bylaw Nos. 1313 and 1314, the Elector Response Forms be established and approved as presented;

AND THAT the deadline for receiving elector responses be July 3, 2024 at 4:00 pm, following the 30-day statutory elector response period;

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AND THAT notice for each bylaw be published in accordance with section 86(2) of the *Community Charter* in the Coast Reporter newspaper as well as additional notice provided via the Town of Gibsons website;

AND FURTHER THAT elector response forms may be accepted in any one of the following ways:

- Delivered in person at the Town of Gibsons Town Hall, 474 South Fletcher Road, Gibsons, BC during regular office hours (Monday to Friday, 8:30 am to 4:00 pm, excluding statutory holidays) or after hours if deposited into the overnight mail drop slot at the front entrance of Town Hall;
- By mail to Town of Gibsons, Box 340, Gibsons, BC V0N 1V0;
- By emailing a legible scanned copy to: clerk@gibsons.ca with the subject heading: Elector Response Form.

CARRIED

R2023-120 494 South Fletcher Interior Renovation - Additional Funding

MOVED by Councillor De Andrade
SECONDED by Councillor Thompson

THAT the 494 South Fletcher Interior Renovation - Construction project budget be increased by \$295,000, with the additional funding coming from the remaining COVID-19 Safe Restart grant and the general accumulated surplus.

CARRIED

R2023-121 Parkland Covenant Discharge

MOVED by Councillor Croal
SECONDED by Councillor Lumley

THAT Staff be directed to discharge Covenant BB1006054 from all property titles.

CARRIED

R2023-122 Zoning Amendment Bylaw No. 1065-80, 2024 - 723 Dogwood Road

MOVED by Councillor Lumley
SECONDED by Councillor Croal

THAT staff be directed to notify neighbours of the date of First Reading for Zoning Bylaw Amendment 1065-80 for 723 Dogwood Road.

CARRIED