



SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, FEBRUARY 28, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 21, 2019

Annex A
Pages 1-27

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Special Infrastructure Services Committee recommendation Nos. 1-7 of February 20, 2019 Annex B
pp 28-29
4. Infrastructure Services Committee recommendation Nos. 1-11 of February 21, 2019 Annex C
pp 30-33
5. Parcel Tax Roll Review Panel minutes of February 21, 2019 (*for receipt only*) Annex D
p 34
6. Chief Administrative Officer's Report Annex E
pp 35-36

COMMUNICATIONS

MOTIONS

7. THAT Gretchen Bozak be appointed to the West Howe Sound (Area F) Advisory Planning Commission for the remainder of the two-year term.

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to March 31, 2019)

Agricultural Advisory Committee (AAC)	February 26 at 3:30 pm
West Howe Sound (Area F) Advisory Planning Commission	February 26 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	February 27 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	February 27 at 7:00 pm
Corporate and Administrative Services Committee	February 28 at 9:30 am
Regular Board	February 28 at 1:30 pm
Special Corporate and Administrative Services Committee (Round 2 Budget)	March 4 at 9:30 am
Special Corporate and Administrative Services Committee (Round 2 Budget)	March 5 at 9:30 am
Planning and Community Development Committee	March 14 at 9:30 am
Regular Board	March 14 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	March 18 at 7:00 pm
Natural Resources Advisory Committee (NRAC)	March 20 at 3:30 pm
Infrastructure Services Committee	March 21 at 9:30 pm
Agricultural Advisory Committee (AAC)	March 26 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	March 26 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	March 26 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	March 27 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	March 27 at 7:00 pm
Corporate and Administrative Services Committee	March 28 at 9:30 am
Regular Board	March 28 at 1:30 pm
Sunshine Coast Regional Hospital District	March 28 to follow Board meeting

Other SCR D Meetings (Intergovernmental, Public Hearings, Information Sessions)

SCR D Budget Presentation to the District of Sechelt	February 27
Short Term Rental Public Information Meeting (Pender Harbour School of Music)	February 27
Intergovernmental Meeting at District of Sechelt Municipal Hall	March 14
2019 High Ground: Centre for Civic Governance Forum	March 29 to 30

Please note: Meeting dates are current as of print date (February 22, 2019).



SUNSHINE COAST REGIONAL DISTRICT

February 21, 2019

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	L. Pratt
	Directors	A. Tize D. McMahon L. Lee D. Siegers D. Croal (Alt) A. Toth (Alt) M. Hiltz K. Julius
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Infrastructure Services	R. Rosenboom
	GM, Planning and Community Development	I. Hall
	Deputy Corporate Officer / Recorder	S. Reid
	Media	1
	Public	7

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

034/19 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

035/19 THAT the Regular Board meeting minutes of January 31, 2019 be adopted.

CARRIED

REPORTSSpecial Infrastructure **It was moved and seconded**

036/19 THAT Special Infrastructure Services Committee recommendation Nos. 1-3 of January 25, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *SCRD Solid Waste Management Overview*

THAT the report titled SCR D Solid Waste Management Overview be received for information.

Recommendation No. 2 *Rural Area Curbside Collection Services Award Report*

THAT the report titled Rural Area Curbside Collection Services Award Report be received.

Recommendation No. 3 *Rural Area Curbside Collection Services Award Report*

THAT staff include an overview of the cost of manual collection options in the report to be brought forward at the January 31, 2019 Corporate and Administrative Services Committee.

CARRIED

Corporate **It was moved and seconded**

037/19 THAT Corporate and Administrative Services Committee recommendation Nos. 1-3, 5, 7-9, 13-21 and 23-27 of January 31, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 1 *Sunshine Coast Lacrosse Association – Dry Floor Arena Use*

THAT the correspondence dated December 13, 2018 and the presentation “Sunshine Coast Rapids – The Sunshine Coast Lacrosse Association - Helping our youth play Canada’s national sport since 2003” from the Sunshine Coast Lacrosse Association be received.

Recommendation No. 2 *Sunshine Coast Pickleball Association – Dry Floor Arena Use*

THAT the correspondence dated January 31, 2019 from the Sunshine Coast Pickleball Association be received.

Recommendation No. 3 *Cost-Benefit Analysis for Year Round Ice*

THAT the report titled Cost-Benefit Analysis for Year Round Ice be received.

037/19 cont.

Recommendation No. 5 *Arena Floor Surface Scheduling*

THAT the ice surface remain in place at one of the arena facilities until April 30, 2019 and the remainder of the ice allocation for 2019 be determined pending the staff report in February 2019.

Recommendation No. 7 *2019 Recreation Facility Capital Funding Review*

THAT the report titled 2019 Recreation Facility Capital Funding Review be received;

AND THAT the funding model change from a flat annual contribution to an increasing annual contribution, accounting for inflation;

AND THAT the annual contribution to the Recreation Facility Capital Fund be increased by an additional \$15,000 (or 2%) in 2019 and funded through taxation;

AND THAT the Recreation Facility Capital Funding Review be conducted annually prior to budget to account for changes in capital requirements at the facilities;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 8 *Wastewater Asset Management and Rate Reviews*

THAT the report titled Wastewater Asset Management and Rate Reviews be received;

AND THAT the Sewage Treatment Facilities Service Bylaw 428, Schedule C be amended to increase the Wastewater System User Fees by 25.0% in 2019;

AND THAT the Sewage Treatment Facilities Service Bylaw 428, Schedule B be amended to increase the Wastewater System Frontage Fees by 2.0% in 2019;

AND THAT the Woodcreek Park Sewer User Rates Bylaw 430, Schedule A be amended to increase the Wastewater System User Fees by 25.0% and the Frontage Fees by 2.0% in 2019;

AND THAT the Painted Boat Sewage Treatment Facilities Fees and Charges Bylaw 644, Schedule A be amended to increase the Wastewater System User Fees by 25.0% in 2019;

AND THAT the Sakinaw Ridge Community Sewage Treatment System Bylaw 714, Schedule A be amended to increase the Wastewater System User Fees by 25.0% and the Frontage Fees by 2.0% in 2019;

037/19 cont. AND THAT Bylaws 428, 430, 644 and 714 be amended to include:

- Invoices are due on the due date specified on the invoice and payments must be received by 4:30pm PST;
- No rebate, refund or credit on any fees collected in error after two years from the date of payment will be issued;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 9 *Rural Area Curbside Collection Services Award Report – Next Steps*

THAT the report titled Rural Area Curbside Collection Services Award Report – Next Steps be received;

AND THAT RFP 18 334 garbage, manual collection services be awarded to Waste Management;

AND THAT staff be authorized to negotiate both weekly and bi-weekly services to ensure business continuity of the service and report back the costs and terms;

AND FURTHER THAT a Special Infrastructure Service Committee meeting be scheduled in February 2019 to discuss policy decisions and service levels with respect to solid waste services.

Recommendation No. 13 *Corporate and Administrative Services – Semi-Annual Report for 2018*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for 2018 be received for information.

Recommendation No. 14 *2019 Rural Areas' Grant-in-Aid Timelines and Procedures*

THAT the report titled 2019 Rural Areas' Grant-in-Aid Timelines and Procedures be received;

AND THAT the following timeline with respect to the 2019 Rural Areas' Grant-in-Aid process be approved:

- April 1, 2019 – Rural Areas' Grant-in-Aid application intake deadline;
- April 30, 2019 – Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 23, 2019 – CAS Committee report and discussion of recommendations, if applicable, and referred to the May 23, 2019 Board meeting for adoption.

037/19 cont. **Recommendation No. 15** *Long Term Debt as at December 31, 2018*

THAT the report titled Long Term Debt as at December 31, 2018 be received for information.

Recommendation No. 16 *Revenue Anticipation Borrowing Cost-Benefit Analysis*

THAT the report titled Revenue Anticipation Borrowing Cost-Benefit Analysis be received for information.

Recommendation No. 17 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from November 1 to December 3, 2108 be received for information.

Recommendation No. 18 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2018 be received for information.

Recommendation No. 19 *Sunshine Coast Tourism and Municipal and Regional District Tax*

THAT the report titled Sunshine Coast Tourism and the Municipal and Regional District Tax be received for information.

Recommendation No. 20 *Sechelt Public Library – Brief Funding History*

THAT the report titled Sechelt Public Library – Brief Funding History be received for information.

Recommendation No. 21 *Select Standing Committee on Crown Corporations*

THAT the correspondence from the Legislative Assembly of British Columbia regarding a call for written submissions for a select standing committee on Crown Corporations be received.

Recommendation No. 23 *Sunshine Coast Botanical Gardens Society – Request for Letter of Support*

THAT the correspondence received from the Sunshine Coast Botanical Garden Society be received;

AND THAT a letter be sent to the Sunshine Coast Botanical Garden Society in support of their application to the Canada-British Columbia Investing in Canada Infrastructure Program.

Recommendation No. 24 *Dry Arena Rental Request*

THAT the correspondence from the Sunshine Coast Quilters Club regarding Dry Arena Rental Request be received.

037/19 cont. **Recommendation No. 25** *Dry Arena Use*

THAT the correspondence from the Sunshine Coast Roller Girls regarding Dry Arena Use be received.

Recommendation No. 26 *Dry Arena Use*

THAT the correspondence from Eleanor Jenkins and Ted Bentley regarding use of the dry floor arena for pickleball be received.

Recommendation No. 27 *Canadian Award for Financial Reporting*

THAT the correspondence from the Government Finance Officers Association (GFOA) regarding the award to the Sunshine Coast Regional District (SCRD) of the Canadian Award for Financial Reporting (CANFR) be received.

CARRIED

Round 1 Budget **It was moved and seconded**

038/19 THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation Nos. 1-31 of February 4, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 1 *2019-2023 Financial Plan Overview and Update*

THAT the report titled 2019-2023 Financial Plan Overview and Update at Round 1 be received for information.

Recommendation No. 2 *2019 BC Assessment Impacts*

THAT the report titled 2019 Property Assessment Impacts be received for information.

Recommendation No. 3 *General Government [110] – 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposals for General Government [110] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Website (Phase 1) – Consulting Services, \$10,000 funded through Operating Reserves;

AND FURTHER THAT the following budget proposal be referred with a report to 2019 Round 2 Budget with further information based on a two camera video streaming system, including incremental costs over the existing audio recording system in the Sunshine Coast Regional District Boardroom:

038/19 cont.

- Budget Proposal 2 – Video Streaming Meetings, \$10,000 - \$45,000 funded through Taxation.

Recommendation No. 4 *SCRD Asset Management Program*

THAT the report titled SCRD Asset Management Program be received for information.

Recommendation No. 5 *Finance [113] – Asset Management [111] – 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Finance [113] – Asset Management [111] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Manager, Asset Management and Corporate Projects, an additional 1.0 FTE, funded \$108,000 from Support Services, Capital Projects and Prior Funding held in Operating Reserves for 2019, and future implications of a \$135,000 base budget increase.

Recommendation No. 6 *Human Resources [115] - 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Human Resources [115] be received;

AND THAT that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Collective Agreement Negotiations Support, \$20,000 funded from Operating Reserves.

Recommendation No. 7 *Finance [113] – Purchasing and Risk Management [116] - 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Finance [113] – Purchasing and Risk Management [116] be received;

AND THAT that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Insurance Asset Appraisal, up to \$25,000 funded from Operating Reserves.

Recommendation No. 8 *Bylaw Enforcement [200] - 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Bylaw Enforcement [200] be received;

038/19 cont.

AND THAT that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Increase Human Resource Plan by 0.2 FTE, \$15,680 increase to base budget funded through Taxation.

Recommendation No. 9 *Potential Weekend Bylaw Enforcement Coverage*

THAT the report titled Potential Weekend Bylaw Enforcement Coverage be received for information.

Recommendation No. 10 *Protective Services {210-218} - 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Gibsons and District Fire Protection [210], Roberts Creek Fire Protection [212], Halfmoon Bay Fire Protection [216] and Egmont Fire Protection [218] be received.

Recommendation No. 11 *Sunshine Coast Emergency Planning [222] - 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposal for Sunshine Coast Emergency Planning [222] be received.

Recommendation No. 12 *Protective Services {210-218} and Sunshine Coast Emergency Planning [222] - 2019 R1 Budget Proposal*

THAT the following budget proposals be referred to 2019 Round 2 Budget pending a report to a February 2019 Committee meeting with the results of the consultation:

- Budget Proposal 1 – [210-218] Manager, Protective Services, an additional 0.4 FTE, funded \$32,000 for Q2 2019 start date through Taxation, and estimated \$20,000 future base budget increase;
- Budget Proposal 1 – [222] Sunshine Coast Emergency Planning, with no financial impact in 2019 and approximately \$15,000 funded through Taxation in 2020;
- Budget Proposal 2 – [222] Contracted Services for Statutory, Regulatory and Bylaw Reviews, funded \$20,000 from Operating Reserves.

Recommendation No. 13 *Maintenance Facility (Fleet) [312] - 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Maintenance Facility (Fleet) [312] be received.

038/19 cont.

Recommendation No. 14 *Maintenance Facility (Fleet) [312] and Regional Water Service [370] - 2019 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2019 Round 2 Budget with a report for information regarding the purchase, operation and maintenance costs of an electric forklift:

- Budget Proposal 1 – [312] Mason Road Forklift Replacement, \$10,000 funded from Reserves (shared cost with Regional Water Services [370] \$15,000 for a total project cost of \$25,000);
- Budget Proposal 9 – [370] Mason Road Forklift Replacement, \$15,000 funded from Reserves (shared cost with Maintenance Facility (Fleet) [312] \$10,000 for a total project cost of \$25,000).

Recommendation No. 15 *Ports Services [345] - 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposals for Ports Services [345] be received;

AND THAT that the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Ports Capital Maintenance, \$315,000 annual contribution to Capital Reserves funded through Taxation;
- Budget Proposal 2 – Ports Major Inspections (Halfmoon Bay and Hopkins Landing docks in 2019), \$18,000 increase to base budget funded through Taxation.

Recommendation No. 16 *Regional Solid Waste [350] – 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposals for Regional Solid Waste [350] be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Annual Landfill Maintenance for Various Landfill Sites, \$40,000 increase to base budget funded through Taxation;
- Budget Proposal 2 – 2019 WildSafeBC Program, \$10,000 funded through Taxation.

Recommendation No. 17 *Regional Recreation [670] – 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Regional Recreation [670] be received;

038/19 cont.

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Recreation Partnership with School District 46 – Roberts Creek School, \$4,000 increase to base budget funded through Taxation.

Recommendation No. 18 *North Pender Harbour Water Service [365] – 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposals for North Pender Harbour Water Service [365] be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Daniel Point Reservoir Water Quality Monitoring Improvement, \$7,500 funded from Capital Reserves;
- Budget Proposal 2 – Katherine Creek Flow Summary Report, \$7,000 funded through User Fees;
- Budget Proposal 3 – Utility Services Vehicle Replacement, \$90,000 funded through MFA 5-Year Equipment Financing Loan;

AND FURTHER THAT for the Utility Services Vehicle a loan of up to \$90,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Replacement Vehicle.

Recommendation No. 19 *South Pender Harbour Water Service [366] – 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for South Pender Harbour Water Service [366] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Building Maintenance – Preventative Maintenance Plan – South Pender Treatment Plant, \$5,000 funded through User Fees.

Recommendation No. 20 *Regional Water Service [370] – 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposals for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

038/19 cont.

- Budget Proposal 1 – Water Sourcing Policy, \$25,000 funded through User Fees;
- Budget Proposal 2 – Building Maintenance – Mason Road and Chapman Water Treatment Plant, \$25,000 funded through User Fees;
- Budget Proposal 3 – Groundwater Investigation (Phase 3), \$300,000 funded from Reserves.

Recommendation No. 21 *Regional Water Service [370] – 2019 R1 Budget Proposal*

THAT the following budget proposal be referred to 2019 Round 2 Budget pending the staff report to the February 21, 2019 Infrastructure Services Committee meeting detailing the results of the feasibility study to develop one or more Raw Water Reservoirs:

- Budget Proposal 4 – Raw Water Reservoir (Phase 3), \$TBD at 2019 Round 2 Budget from Reserves.

Recommendation No. 22 *Regional Water Service [370] – 2019 R1 Budget Proposals*

THAT the following budget proposals be referred to the 2019 Round 2 Budget pending a report to the February 21, 2019 Infrastructure Services Committee meeting regarding the existing staffing complement in the water and utility services division including any existing overtime and incremental costs of additional staff:

- Budget Proposal 5 – Senior Utility Technician, additional 0.4 FTE, funded \$55,000 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$93,000;
- Budget Proposal 6 – Utility Engineering Technician, additional 1.0 FTE, funded \$43,000 (anticipated Q3 2019 start) through User Fees for 2019, and future base budget increase \$86,500;
- Budget Proposal 7 – Utility Operations Assistant, additional 0.4 FTE, funded \$40,000 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$68,500.

Recommendation No. 23 *Regional Water Service [370] – 2019 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget

- Budget Proposal 8 – Utility Service Vehicle Replacements, \$170,000 funded through MFA 5-Year Equipment Financing Loan;

038/19 cont.

AND THAT for the Utility Service Vehicles a loan of up to \$170,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Replacement Vehicle.

Recommendation No. 24 *Water Supply and Distribution Services – Regional Water*

THAT the report titled Water Supply and Distribution Services – Regional Water be received.

Recommendation No. 25 *Wastewater Treatment Services [381-395] – 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposals for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Wastewater Technician Coordinator, additional 1.0 FTE, funded \$39,000 (anticipated Q3 2019 start) from User Fees, and future base budget increase to \$104,000;
- Budget Proposal 2 – [382] Woodcreek Park Sand Filter Remediation – Engineering Design, \$40,000 funded from Operating Reserves;
- Budget Proposal 3 – [387] Square Bay Infiltration Reduction, \$25,000 funded from Capital Reserves;
- Budget Proposal 4 – Wastewater Services Vehicle Replacement, \$45,000 for purchase through MFA 5–Year Equipment Financing Loan and \$7,000 increase to base budget from User Fees for Operation, Maintenance and Borrowing Costs for ½ year of 2019;

AND FURTHER THAT for the Wastewater Services Vehicle Replacement a loan of up to \$45,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Replacement Vehicle.

Recommendation No. 26 *Wastewater Treatment Facilities – Organizational Capacity*

THAT the report titled Wastewater Treatment Facilities – Organizational Capacity be received.

Recommendation No. 27 *Building Inspection Services [520] – 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for [520] Building Inspection Services be received;

038/19 cont.

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Base Budget Funding Update, (\$75,000) be used to reduce Taxation.

Recommendation No. 28 *Pender Harbour Aquatic and Fitness Centre [625] – 2019 R1 Budget Proposals*

THAT the report titled 2019 R1 Budget Proposal for Pender Harbour Aquatic and Fitness Centre [625] be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – 2019 Annual Maintenance and Capital Repairs, \$42,200 funded from Operating Reserves;
- Budget Proposal 2 – Facility Maintenance Services (Asset Management), additional 0.16 FTE, \$29,900 increase to base budget funded through Taxation and User Fees.

Recommendation No. 29 *Community Parks – Operations [650] – 2019 R1 Budget Proposal*

THAT the report titled 2019 R1 Budget Proposal for Community Parks – Operations [650] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Parks Unit #439 Vehicle Replacement, \$68,000 funded through Reserves.

Recommendation No. 30 *2019 R1 Budget Staff Report and Proposal for Community Parks [650] – Lower Road – Ocean Beach Esplanade Connector Trail*

THAT the report titled 2019 R1 Budget Staff Report and Proposal for Community Parks [650] – Lower Road – Ocean Beach Esplanade Connector Trail be received;

AND THAT a budget proposal for Option 2: Enhancing Existing Connector Route(s) be brought forward to the 2019 Round 2 Budget with an estimated budget of \$20,000 for a concept design including public participation plans and wayfinding.

Recommendation No. 31 *Rural Area Director Stipend*

THAT a report be brought forward to 2019 Round 2 Budget regarding increasing the Rural Area Director Stipend Supplement to \$50.00 per week in Bylaw No. 636 Sunshine Coast Regional District Directors' Remuneration;

038/19 cont. AND THAT the previous report presented in June 2018 be included for reference.

CARRIED

Round 1 Budget **It was moved and seconded**

039/19 THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation Nos. 1-23 of February 5, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 1 *Gibsons and District Public Library – 2019 Budget Request*

THAT the following new information from the Gibsons and District Public Library be received:

- 2019-2022 Strategic Plan;
- 2018 Annual Report;

AND THAT the 2019 budget submission of \$610,309 from the Gibsons and District Public Library be approved and incorporated into the 2019 Round 2 Budget.

Recommendation No. 2 *Sechelt Public Library - 2019 Budget Request*

THAT the following new information from the Sechelt Public Library be received:

- 2019-2020 Budget (with 2018 Budget);
- Five Year Agreement Proposal;
- Technology and Automation in Sechelt Public Library;
- Funders 2013-2017 Per Capita Results; and
- Correspondence from Sechelt Public Library dated January 24, 2019;

AND THAT the 2019 Funding Request from the Sechelt Public Library be referred to the 2019 Round 2 Budget pending a staff report providing apportionment options for the 2019 operating budget request and funding options for the contributing Electoral Areas on additional project requests presented by the Sechelt Public Library.

Recommendation No. 3 *Sunshine Coast Museum and Archives*

THAT the following new information from the Sunshine Coast Museum and Archives be received:

039/19 cont.

- Correspondence dated January 26, 2019;
- 2019 Budget Summary with 2018 Budget vs. Actuals; and
- 2019-2023 Financial Plan;

AND THAT the 2019 budget submission of \$87,137.75 for Sunshine Coast Museum and Archives be approved and incorporated into the 2019 Round 2 Budget for Museum Services [648].

Recommendation No. 4 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2019 Budget Request*

THAT the following new information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- 2019 Budget Revised – January 8, 2019;

AND THAT the 2018 budget submission of \$32,200 for Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2019 Round 2 Budget for Museum Services [648];

AND FURTHER THAT the Special Request for signage project be approved for \$700 and funded from Museum Services [648].

Recommendation No. 5 *Halfmoon Bay – Chatelech Community School Association*

THAT the Halfmoon Bay-Chatelech Community School Association 2019 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2019 Round 2 Budget from Rural Areas' Grant-in-Aid Community Schools [125];

AND THAT the Special Project request for Halfmoon Bay Tween Night be approved and incorporated into the 2019 Round 2 Budget for Regional Recreation [670] as a base budget increase.

Recommendation No. 6 *Pender Harbour Community School Society – 2019 Budget Request*

THAT the following new information from the Pender Harbour Community School Society be received:

- Community Recreation Program Final Report dated December 30, 2018;
- Community Recreation Program Quarterly Report dated December 31, 2018;

039/19 cont.

AND THAT the 2019 budget submission of \$10,000 for Youth Programs and the 2019 budget submission of \$40,000 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2019 Round 2 Budgets for Regional Recreation [670] - \$42,000 and for Rural Areas' Grant-in-Aid [121] - \$8,000.

Recommendation No. 7 *Sunshine Coast Tourism – 2019 Budget Request*

THAT the following new information from Sunshine Coast Tourism be received:

- Introduction to Sunshine Coast Tourism;
- Financial Statements Year Ended April 30, 2017;
- Financial Statements Year Ended April 30, 2018;
- Budget – Fiscal 2018-2019;
- Destination British Columbia Cooperative Marketing Partnership Program – Post Project Report 2017-2018;
- Destination British Columbia Cooperative Marketing Partnership Program – 2018-2019 Interim Report;

AND THAT the 2019 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2019 Round 2 Budget, by assessed value for each of Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Recommendation No. 8 *Coast Cultural Alliance – 2019 Budget Request*

THAT the following new information from the Coast Cultural Alliance be received:

- 2018 Sunshine Coast Art Crawl Information;
- Statistics for Art Crawl;
- 2019 Arts and Culture Calendar;

AND THAT the 2019 budget submission of \$3,100 for Sunshine Coast Art Crawl and the 2019 budget submission of \$2,400 for the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2019 Round 2 Budget, funded evenly between Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

039/19 cont.

Recommendation No. 9 *Sunshine Coast Community Services Society – 2019 Budget Request -Youth Outreach Worker Program*

THAT the 2019 budget submission of \$39,486 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2019 Round 2 Budget apportioned based on 50% assessed value and 50% population from Rural Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]);

AND THAT staff report to a future committee with options, feasibility, and financial and legislative requirements of establishing a service for the Youth Outreach Worker Program and other youth related programs.

Recommendation No. 10 *Gibsons and District Chamber of Commerce*

THAT the following new information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated January 28, 2019;

AND THAT the Gibsons and District Chamber of Commerce 2019 budget request for a total of \$7,700 be approved and incorporated into the 2019 Round 2 Budget as follows:

- Visitor Services - Electoral Area E [534] \$2,000 and Electoral Area F [535] \$4,100;
- BC Ferries Travel Ambassador Program - Electoral Area E [534] \$600 and Electoral Area F [535] \$1,000.

Recommendation No. 11 *Roberts Creek Community Library*

THAT the 2019 budget submission of \$13,500 for the Roberts Creek Community Library be incorporated into the 2019 Round 2 Budget for Roberts Creek Library Service [646].

Recommendation No. 12 *Pender Harbour Reading Centre*

THAT the 2019 budget submission of \$2,000 for the Pender Harbour Reading Centre be incorporated into the 2019 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

Recommendation No. 13 *Sechelt Community Archives*

THAT the Sechelt Community Archives budget request of \$9,548 be approved and incorporated into the 2019 Round 2 Budget for Museum Services [648].

039/19 cont.

Recommendation No. 14 *Pender Harbour Health Centre*

THAT the 2019 budget submission of \$134,040 for the Pender Harbour Health Centre be incorporated into the 2019 Round 2 Budget for Pender Harbour Health Clinic [410].

Recommendation No. 15 *Sechelt Community Schools Society*

THAT the 2019 budget submission of \$10,000 for Youth Programs and the 2019 budget submission of \$35,000 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2019 Round 2 Budget for Regional Recreation [670].

Recommendation No. 16 *Roberts Creek Community School Society*

THAT the 2019 budget submission from the Roberts Creek Community School Society of \$10,000 for Youth Programs be approved and incorporated into the 2019 Round 2 Budget for Regional Recreation [670].

Recommendation No. 17 *Pender Harbour and District Chamber of Commerce*

THAT the Pender Harbour and District Chamber of Commerce 2019 budget request of \$18,200 be approved and incorporated into the 2019 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,550
- Visitor Information Centre Washrooms \$5,150
- Visitor Information Booths \$8,000
- Economic Development \$2,500.

Recommendation No. 18 *Seniors Planning Table – Funding Request*

THAT the correspondence dated December 13, 2018 Request for Funding for Seniors Planning Table for the Budget Year 2019/2020 be received;

AND THAT the funding request for the Seniors Planning Table be referred to 2019 Round 2 Budget pending the discussion of the Rural Areas' Grant-in-Aid [121-129] discretionary and clarification from the Community Resource Centre Seniors Planning Table of a detailed budget for the program, the use of the funds requested, and specific funding ask from the Sunshine Coast Regional District.

Recommendation No. 19 *Rural Areas' Grant-in-Aid and Economic Development Status Updates*

THAT the report titled Rural Areas' Grant-in-Aid and Economic Development Status Updates be received for information.

039/19 cont.

Recommendation No. 20 *Rural Areas' Grant-in-Aid Bursary Contribution*

THAT the topic of Sunshine Coast Regional District bursary contribution and criteria for being eligible for this bursary be brought forward for discussion to a future Rural Area Director workshop.

Recommendation No. 21 *Rural Areas' Grant-in-Aid Update*

THAT all 2018 surpluses for each of the Rural Areas' Grant-in-Aid Functions be used to reduce taxation for 2019 as follows:

- Electoral Area A [121] \$4,220.68
- Electoral Area B [122] \$9,237.56
- Electoral Areas E and F [123] \$361.40
- Community Schools [125] \$306.56
- Greater Gibsons Community Participation [126] \$2,511.30
- Electoral Area D [127] \$1,870.31
- Electoral Area E [128] \$7,079.06
- Electoral Area F [129] \$48.25

Recommendation No. 22 *Economic Development Update*

THAT all 2018 surpluses for each of the Economic Development be used to reduce taxation for 2019 as follows:

- Electoral Area A [531] \$2,956.39
- Electoral Area B [532] \$5,602.64
- Electoral Area D [533] \$2,059.03
- Electoral Area E [534] \$10,934.91
- Electoral Area F [535] \$4,956.34

Recommendation No. 23 *Outdoor Dry Floor Facility Feasibility Study*

THAT staff provide a budget proposal to 2019 Round 2 Budget for a feasibility study for an outdoor dry floor facility.

CARRIED

Planning

It was moved and seconded

040/19

THAT Planning and Community Development Committee recommendation Nos. 1-3 and 5-16 of February 7, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Chinook Swim Club Delegation*

THAT the delegation materials and letters of support provided by the Chinook Swim Club be received;

AND THAT staff provide a report on the Chinook Swim Club request for reconsideration of the pool lane policy, increased lane access, lane fee reduction and change to facility shutdown timing.

Recommendation No. 2 *Planning and Community Development Department - 2018 Q4 / Year-End Report*

THAT the report titled Planning and Community Development Department - 2018 Q4 / Year-End Report be received.

Recommendation No. 3 *LCRB Endorsement Applications for Lounge and Picnic Area - Sunday Cider Company*

THAT the report titled LCRB Endorsement Applications for Lounge and Picnic Area - Sunday Cider Company (Electoral Area E) be received;

AND THAT SCRD respond to BC Liquor and Cannabis Regulation Branch (LCRB) indicating support for the proposed Lounge and Picnic Area Endorsements.

Recommendation No. 5 *Development Permit Application DP000061 (Bonniebrook Industries)*

THAT the report titled Development Permit Application DP000061 (Bonniebrook Industries) be received;

AND THAT the Development Permit DP000061 located within Form and Character Development Permit Area 8 (Stewart Road Light Industrial) be issued, subject to the following conditions:

1. The applicant submit a landscape plan acceptable to the Manager, Planning and Development, that addresses the following:
 - a. Creating a visual buffer using shrubs and trees along the west side of the existing cedar fence located near the west property boundary;
 - b. Specify a variety of drought-tolerant deciduous and evergreen native plant species suited to the site-specific growing conditions and promote water conservation;
 - c. Provide an estimated cost of the recommended landscape works in order to establish the value of a security deposit.

040/19 cont.

2. The applicant must provide a cash security deposit based on the estimated amount of the landscape works plus 10%. The security deposit will be refunded upon confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

3. 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*.

Recommendation No. 6 *Licence of Occupation No. 240720 Renewal – Ocean Beach Esplanade*

THAT the report titled Licence of Occupation No. 240720 Renewal – Ocean Beach Esplanade be received;

AND THAT SCRD send a letter to the Ministry of Transportation and Infrastructure requesting their support as the upland land owners for the renewal;

AND THAT SCRD respond to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting a 10-year renewal of Licence of Occupation No. 240720 for the Ocean Beach Esplanade Foreshore for the purposes of recreation;

AND FURTHER THAT SCRD Delegated Authorities be authorized to sign the licence of occupation renewal documents.

Recommendation No. 7 *Fitness Equipment Replacement RFP 18 352 Award Report*

THAT the report titled Fitness Equipment Replacement RFP 18 352 Award Report be received;

AND THAT a contract be awarded to Matrix Canada/STAK Fitness (Johnson Health Technologies Canada Commercial Inc.) for up to \$189,086 (inclusive of taxes) for a portion of the equipment;

AND THAT a contract be awarded to Flaman Fitness BC Ltd. for up to \$6,151 (inclusive of taxes) for a portion of the equipment;

AND FURTHER THAT a contract be awarded to Life Fitness-Western Canada 116 for up to \$14,107 (inclusive of taxes) for a portion of the equipment.

Recommendation No. 8 *Whispering Firs Park Name Change Request*

THAT the report titled Whispering Firs Park Name Change Request be received;

040/19 cont.

AND THAT the report be referred to Skwxwú7mesh Nation, Elphinstone Advisory Planning Commission, and Gibsons and District Volunteer Fire Department;

AND THAT a public participation process be initiated to garner feedback on a name change;

AND THAT Transit staff review the consistency of bus stop names in the area;

AND FURTHER THAT staff report to a future Committee summarizing the consultation and feedback.

Recommendation No. 9 *Child Care Planning Grant for the Sunshine Coast (District of Sechelt) – Additional Clause*

THAT the report titled Child Care Planning Grant for the Sunshine Coast (District of Sechelt) – Additional Clause be received;

AND THAT the 2019 Child Care Planning grant application submitted by District of Sechelt is a collaborative application for the Sunshine Coast, and the SCRDC is a partner (in-kind services) in the project, and fully supports and gives permission to the District of Sechelt to apply for, receive and manage the child care planning grant funding on behalf of the partnership.

Recommendation No. 10 *2019 High Ground: Centre for Civic Governance*

THAT the staff report titled 2019 High Ground: Centre for Civic Governance be received;

AND THAT Directors Lee, Pratt, Tize, McMahon and Hiltz be authorized to attend the 2019 High Ground: Centre for Civic Governance Forum;

AND FURTHER THAT stipend and travel expenses be paid for Directors approved to attend the 2019 High Ground: Centre for Civic Governance Forum.

Recommendation No. 11 *AAC Minutes of January 22, 2019*

THAT the Agricultural Advisory Committee minutes of January 22, 2019 be received;

AND THAT as per Recommendation No. 3 from the January 22, 2019 minutes, the Agricultural Advisory Committee be advised that the SCRDC Board welcomes their suggestions regarding priority policy areas, including water use, for the remainder of their term.

Recommendation No. 12 *Area D APC Minutes of January 21, 2019*

THAT the Roberts Creek Advisory Planning Commission minutes of January 21, 2019 be received.

040/19 cont.

Recommendation No. 13 *Area E APC Minutes of January 23, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of January 23, 2019 be received.

Recommendation No. 14 *Correspondence regarding BC Ferries Horseshoe Bay Terminal Redevelopment Project Update*

THAT the correspondence titled BC Ferries Key Stakeholder Update dated January 21, 2019 regarding Horseshoe Bay Terminal Redevelopment Project Update be received.

Recommendation No. 15 *Correspondence from Ministry of Transportation and Infrastructure regarding Pedestrian Safety on Sunshine Coast Highway 101*

THAT the correspondence from Honourable Claire Trevena, Minister of Transportation and Infrastructure dated January 24, 2019 regarding Pedestrian Safety on Sunshine Coast Highway 101 be received;

AND THAT staff request more information from the Ministry of Transportation and Infrastructure regarding the corridor review study of the 2.4 kilometre stretch of Highway 101 for further pedestrian safety measures as mentioned in the letter.

Recommendation No. 16 *SCRD Declaration of Climate Emergency*

THAT consideration of the Notice of Motion – SCR D Declaration of Climate Emergency be postponed until after the Association of Vancouver Island and Coastal Communities April 2019 Convention, as follows:

THAT the SCR D declare a “Climate Emergency”;

AND THAT staff report back on the feasibility and time frames of executing the following measures:

- Creating a climate change action plan committee to help create, advise, and monitor progress on the Climate Change Action Plan.
- Creating a Climate Change Action Plan, including mitigation measures, adaptation measures and setting aggressive, yet achievable targets for reducing greenhouse gas emissions.
- Adopting the Building Step Code to improve the performance of houses built in the SCR D.
- Reviewing building permit applications and standardizing energy efficiency measures with the municipalities in the SCR D. eg.: Require the prewiring of electric car chargers into all new carports/garages.

040/19 cont.

- Communicating and keeping track of the cost of climate change to our community.
- Making all new buildings built by the SCR D net zero with rainwater collection to run toilets and for irrigation.
- Communicating this initiative to the AVICC as a potential province-wide resolution.

AND THAT the Notice of Motion and background information be included as an agenda item for the upcoming inter-governmental meeting.

CARRIED

Planning

It was moved and seconded

041/19

THAT Recommendation No. 4 of the February 7, 2019 Planning and Community Development Committee be referred to a future Committee meeting as follows:

Recommendation No. 4 *Park Dedication for Lot 6 Largo Road Subdivision*

THAT the report titled Park Dedication for Lot 6 Largo Road Subdivision – Electoral Area D be received;

AND THAT the SCR D accept the following conditions as part of a proposed 13-lot residential subdivision as outlined in Option 1:

- a. maximum statutory 5% park requirement in a combined form of approximately 2.3% land dedication and approximately 2.7% market value monetary contribution towards the SCR D's Future Park Acquisition Reserve Fund; and
- b. donation of additional 8,848 m² of parkland.

AND FURTHER-THAT concerns received from the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and in correspondence from area residents related to the potential safety, traffic and noise impacts of the construction of Largo Road as a through-road be conveyed to the Ministry of Transportation and Infrastructure.

AND THAT a staff report be provided identifying the implications of constructing a cul-de-sac as opposed to a through-road as well as what opportunities may be available to support other modes of transportation such as biking and walking paths.

CARRIED

BYLAWS

Bylaw 428.19 **It was moved and seconded**

042/19 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.19, 2019* be read a first time.

CARRIED

Bylaw 428.19 **It was moved and seconded**

043/19 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.19, 2019* be read a second time.

CARRIED

Bylaw 428.19 **It was moved and seconded**

044/19 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.19, 2019* be read a third time.

CARRIED

Bylaw 428.19 **It was moved and seconded**

045/19 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.19, 2019* be adopted.

CARRIED

Bylaw 430.10 **It was moved and seconded**

046/19 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.10, 2019* be read a first time.

CARRIED

Bylaw 430.10 **It was moved and seconded**

047/19 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.10, 2019* be read a second time.

CARRIED

Bylaw 430.10 **It was moved and seconded**

048/19 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.10, 2019* be read a third time.

CARRIED

Bylaw 430.10 **It was moved and seconded**

049/19 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.10, 2019* be adopted.

CARRIED

Bylaw 644.3 **It was moved and seconded**

050/19 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.3, 2019* be read a first time.

CARRIED

Bylaw 644.3 **It was moved and seconded**

051/19 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.3, 2019* be read a second time.

CARRIED

Bylaw 644.3 **It was moved and seconded**

052/19 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.3, 2019* be read a third time.

CARRIED

Bylaw 644.3 **It was moved and seconded**

053/19 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.3, 2019* be adopted.

CARRIED

Bylaw 714.1 **It was moved and seconded**

054/19 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.1, 2019* be read a first time.

CARRIED

Bylaw 714.1 **It was moved and seconded**

055/19 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.1, 2019* be read a second time.

CARRIED

Bylaw 714.1 **It was moved and seconded**

056/19 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.1, 2019* be read a third time.

CARRIED

Bylaw 714.1 **It was moved and seconded**

057/19 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.1, 2019* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT It was moved and seconded

058/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:19 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL INFRASTRUCTURE SERVICES COMMITTEE**

February 20, 2019

RECOMMENDATIONS FROM THE SPECIAL INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	D. McMahon
	Directors	M. Hiltz L. Lee L. Pratt A. Tize A. Toth (Alt) D. Siegers B. Beamish
ALSO PRESENT:	Chief Administrative Officer GM, Infrastructure Services GM, Corporate Services/Chief Financial Officer Manager, Solid Waste Operations Recording Secretary Media Public	J. Loveys R. Rosenboom T. Perreault A. Kumar T. Ohlson 0 6

CALL TO ORDER 9:33 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Carey McIver, Carey McIver and Associates Ltd. provided a presentation regarding SCRD Organics Diversion Strategy.

The Infrastructure Services Committee recessed at 10:35 a.m. and resumed at 10:45 a.m.

REPORTS

Recommendation No. 1 *Regional Organics Diversion Strategy*

The Infrastructure Services Committee recommended that the report titled Regional Organics Diversion Strategy be received;

AND THAT a report be provided to an April 2019 Committee with updates to the Solid Waste Division Workplan and the Regional Organics Diversion Strategy Implementation Plan;

AND FURTHER THAT a report on the Communications Plan be provided including options for director involvement in conveying information to the community.

Recommendation No. 2 *Solid Waste Workshop Summary*

The Infrastructure Services Committee recommended that the report titled Solid Waste Workshop Summary be received;

AND THAT a report be provided to the Committee in Q2 2019 with respect to the following:

- Status update on the Solid Waste Management Plan;
- Process for siting, sizing and provincial approval of a new landfill;
- Options to extend the lifespan of the existing landfill.

Recommendation No. 3 *Curbside Collection Services*

The Infrastructure Services Committee recommended that the report titled Curbside Collection Services be received;

AND THAT a report on weekly residential food waste collection for Areas B, D, E and F with manual collection of small bins be brought to a Committee for consideration.

Recommendation No. 4 *Organics Opt-Out Program*

The Infrastructure Services Committee recommended that a report be provided to Committee on an opt-out program for organics collection in the rural areas which identifies the financial and staffing implications and criteria for opting-out.

Recommendation No. 5 *Garbage Disposal*

The Infrastructure Services Committee recommended that a report be provided to Committee with an analysis of options to accommodate garbage drop off bin services for part-time or travelling residents or tourists.

Recommendation No. 6 *Recycling*

The Infrastructure Services Committee recommended that a report be provided to Committee reviewing the current recycling depot model and identifying the impacts of curbside collection on recycling depots;

AND THAT a report on the current agreement with Recycle BC be brought to a Committee for consideration.

Recommendation No. 7 *Solid Waste Rural Area Service Level Discussion*

The Infrastructure Services Committee recommended that the report titled Solid Waste Rural Area Service Level Discussion be received;

AND THAT an update on the invasive species program be provided to a Planning and Community Development Committee meeting.

ADJOURNMENT 11:58 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

February 21, 2019

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING
HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975
FIELD ROAD, SECHELT, BC

PRESENT:	Chair	D. McMahon
	Directors	M. Hiltz L. Lee K. Julius L. Pratt A. Tize D. Siegers A. Toth (Alt) B. Beamish

ALSO PRESENT:	Chief Administrative Officer GM, Infrastructure Services GM, Planning and Community Development Manager, Capital Projects Manager, Utility Services Water and Energy Projects Coordinator Recording Secretary Media Public	J. Loveys R. Rosenboom I. Hall (part) S. Misiurak (part) S. Walkey (part) R. Shay (part) T. Ohlson 1 20
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CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Remko Rosenboom, General Manager, Infrastructure Services and Raphaël Shay, Water and Energy Projects Coordinator gave a presentation titled Universal Water Metering.

AJ MacDonald, Vice-President Operations, Integrated Sustainability Consultants addressed the Committee regarding the Raw Water Reservoir(s) Feasibility Study.

The Chair thanked Mr. MacDonald for his presentation.

The Infrastructure Services Committee recessed at 11:07 a.m. and reconvened at 11:17 a.m.

REPORTS

Recommendation No. 1 *Raw Water Reservoir(s) Feasibility Study Results*

The Infrastructure Services Committee recommended that the report titled Raw Water Reservoir(s) Feasibility Study Results be received.

Recommendation No. 2 *Raw Water Reservoir(s) Feasibility Study Phase 3*

The Infrastructure Services Committee recommended that the report titled Raw Water Reservoir(s) Feasibility Study Phase 3 be received;

AND THAT a budget proposal for \$350,000 to be funded from Development Cost Charges for the Feasibility Study Phase 3 with respect to the development of a raw water reservoir(s) be brought forward to the 2019 Round 2 Budget.

Directors McMahon and Tize opposed.

Recommendation No. 3 *Town of Gibsons Groundwater Investigation Phase 2 Results*

The Infrastructure Services Committee recommended that the report titled Town of Gibsons Groundwater Investigation Phase 2 Results be received for information.

Recommendation No. 4 *2018 Rainwater Harvesting Rebate Program*

The Infrastructure Services Committee recommended that the report titled 2018 Rainwater Harvesting Rebate Program be received for information.

Recommendation No. 5 *Water Treatment and Distribution Services – Regional Water*

The Infrastructure Services Committee recommended that the report titled Water Treatment and Distribution Services – Regional Water be received.

Recommendation No. 6 *ITT 18 368 Contract Award Chapman Creek Bridge Watermain Replacement*

The Infrastructure Services Committee recommended that the report titled ITT 18 368 Contract Award Chapman Creek Bridge Watermain Replacement be received;

AND THAT the Chapman Creek Bridge Watermain Replacement Contract be awarded to TGK Irrigation Ltd. in the amount of \$196,891.00 (plus GST);

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

Recommendation No. 7 *RFQ 18 363 Contract Award for Supply and Delivery of Brass Water Service Fittings*

The Infrastructure Services Committee recommended that the report titled RFQ 18 363 Contract Award for Supply and Delivery of Brass Water Service Fittings be received;

AND THAT the contract for the Supply and Delivery of Brass Water Service Fittings be awarded to Flocor Inc. in the amount up to \$120,631.93 (plus GST);

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

Recommendation No. 8 *Air Quality Monitoring Station – Request for Support*

The Infrastructure Services Committee recommended that the report titled Air Quality Monitoring Station – Request for Support be received;

AND THAT the SCRDC provide a letter of support to Vancouver Coastal Health for the full-time continuous air quality monitoring station within the District of Sechelt.

Recommendation No. 9 *Arena Floor Surface Scheduling*

The Infrastructure Services Committee recommended that the report titled Arena Floor Surface Scheduling be received;

AND THAT the current administrative procedure that ice be provided only when variable costs are equal to or less than revenue generated from user group bookings be continued and affirmed;

AND THAT for the ice period of March 18 – April 30 2019, ice be provided at Sunshine Coast Arena (SCA);

AND THAT for May 2019, ice not be offered on the basis of impact on capital projects, financial implications and on the balance of social impacts;

AND THAT for May 2020 and beyond, ice be offered at SCA;

AND THAT August ice be offered at the Gibsons and Area Community Centre starting in 2019 and going forward;

AND THAT a decision on June ice in future years be deferred;

AND THAT staff undertake process improvement around arena floor scheduling with all user groups;

AND FURTHER THAT staff report back through the October 2019, Q3 variance on any financial implications related to extending the ice schedule.

COMMUNICATIONS

Recommendation No. 10 *Correspondence*

The Infrastructure Services Committee recommended that the following correspondence be received:

- Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding Tetrahedron Provincial Park Boundary; and
- Fred McIntosh regarding Mahan and Dusty Road Well Sites.

Recommendation No. 11 *Tetrahedron Provincial Park Boundary*

The Infrastructure Services Committee recommended that correspondence be sent to Minister Heyman outlining the current water supply projects the SCR D is undertaking, the funding requirements associated with these projects, and the opportunity to work cooperatively with the Province to support a regional watershed governance model in conjunction with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development;

AND THAT a draft letter be circulated to the SCR D Board prior to being sent.

Director Beamish left the meeting at 12:17 p.m.

ADJOURNMENT 12:23 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
PARCEL TAX ROLL REVIEW PANEL
February 21, 2019**

PARCEL TAX ROLL REVIEW MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Panel Chair	L. Lee M. Hiltz L. Pratt
ALSO PRESENT:	Chief Administrative Officer G.M., Corporate Services / Chief Financial Officer Manager, Financial Services Administrative Assistant / Recorder Public Media	J. Loveys T. Perreault S. Zacharias T. Crosby 8 0

CALL TO ORDER 9:00 a.m.

AGENDA The agenda was adopted as presented.

REPORT

It was moved and seconded

THAT the Manager of Financial Services' report regarding the Parcel Tax Roll Review be received;

AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the Parcel Tax Roll by certificate, signed by the majority of its members.

CARRIED

ADJOURNED 9:06 a.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 28, 2019
AUTHOR: Janette Loveys, Chief Administrative Officer
SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION(S)

THAT the report titled Chief Administrative Officer's Report be received for information.

BACKGROUND

This report provides information on the activities of the Chief Administrative Officer (CAO).

DISCUSSION

Administration:

The Auditor General for Local Government Act and Office released the independent review on February 7, 2019. This review is legislative and identifies a number of recommendations. In 2018, the CAO participated in the review process through surveys and a focus group.

The Senior Leadership Team (SLT) and staff continue to meet and prepare for Round 2 budget and the development of 2019 work plans. Special Corporate and Administrative Services Committee meetings are scheduled for March 4 and 5 with the final adoption on March 28, 2019. In addition, Service Plans are the next step and as this is new for the SCRD, some upfront time is required to develop skills and knowledge at a staff level.

On February 11, the CAO participated in a conference call with the other AVICC CAO's (the Administration Committee) to review the work plan for the Special Solid Waste Special Committee in preparation for a March/April elected official meeting. Staff also continue to meet with depot owners to ensure communication and assistance is provided.

SCREDO (Sunshine Coast Regional Economic Development Organization) has invited the local government funders to attend their meeting on Monday, February 25 where the 2019 Annual Plan will be presented.

On February 27 staff will be participating in Pink Shirt Day which is about working together to stop bullying by celebrating diversity and promoting positive social relationships.

In the spirit of continuous learning, staff have/will provide Lunch & Learns for Directors:

- Feb 21 – HR Program
- Feb 28 – Strategic Plan – Preliminary Review
- March 14 – Communications
- March 28 – GIS Made Easy
- April 11 - Public Participation

The SCRD's external auditors, BDO LLP, will be on site beginning March 4 for 5-7 days. As part of the audit process, the CAO meets with the Auditor to discuss issues. The Audited 2018 Financial Statements, Independent Auditor's Reports, and Audit Results and Communications Report will be presented at the April 25 Corporate and Administrative Services Committee.

SCRD Directors and the CAO have been invited to participate in a Leadership Forum on March 15 with Skwxwu7mesh Uxwumixw. The purpose of the Squamish Territory Leadership Forum is to build government-to-government relationships and renew the spirit and intent of protocol agreements with local governments within the traditional territory of the Skwxwu7mesh Uxwumixw.

The CAO has been invited to participate on the *Managing Relations with Your Staff as a Newly Elected* panel at the 2019 Centre for Civic Governance Forum, High Ground: Rising to the Challenge on March 30.

The CAO continues to meet with residents and community partners who have concerns and seeking to be heard and/or resolution. Staff strive to be approachable, listen and assist in resolving their concerns.

SCRD Staff Development and Engagement:

- The February 26 Leadership Forum theme is a "*Fireside Chat with the CAO*". A similar session was held in the fall and provides an opportunity for dialogue and sharing on a variety of topics identified by staff.
- Senior Leadership Team members held "open door" sessions for staff.

Engagements:

- B.C. Ministry of Jobs, Trade & Technology | Investment, Innovation & Technology Division webinar re Regional Insights on February 12. This initiative is in the preliminary stages and this was an information gathering session for local government staff across the lower mainland.
- MoTi meeting re active transportation on February 19, 2019.
- Rural Area Directors orientation session on February, 20, 2019.
- Resilient Neighbourhoods celebration in Roberts Creek on March 22.
- FLNRORD webinar on land use planning on February 25, 2019.
- SD46 Partners in Learning on March 7, 2019.
- Local Government Show – 2019 Budget Discussion on March 7, 2019.

STRATEGIC PLAN AND RELATED POLICIES

The Strategic Plan is a key document for the CAO's office and provides the overall administrative guidance for the business of the SCRD.

CONCLUSION

The CAO provides a written report summarizing key initiatives which align to the priorities of the Strategic Plan and Board's direction.