



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 16, 2017

AGENDA

CALL TO ORDER To follow the Planning and Community Development Committee

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of January 26, 2017

Annex A
Pages 1-11

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Special Corporate and Administrative Services Committee – R1 Budget recommendation Nos. 1-28 of January 23, 2017 Annex B
pp 12-18
5. Special Corporate and Administrative Services Committee – R1 Budget recommendation Nos. 1-56 of January 24, 2017 Annex C
pp 19-31
6. Corporate and Administrative Services Committee recommendation Nos. 1-3 and 6-15 of January 26, 2017 (*recommendation Nos. 4 and 5 previously adopted*) Annex D
pp 32-35

MOTIONS

BYLAWS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

UPCOMING MEETING DATES (TO MARCH 3, 2017)

SCRD Board, Committee, and Advisory Committee Meetings

Special Corporate and Administrative Services Committee (reconvening from January 19, 2017)	February 6 at 1:30 p.m.
Planning and Community Development Committee	February 9 at 9:30 a.m.
Regular Board	February 9 at 1:30 p.m.
Infrastructure Services Committee	February 16 at 9:30 a.m.
Area D Advisory Planning Commission (APC)	February 20 at 7:00 p.m.
Area E Advisory Planning Commission (APC)	February 22 at 7:00 p.m.
Corporate and Administrative Services Committee	February 23 at 9:30 a.m.
Regional Hospital District	February 23 at 1:00 p.m.
Regular Board	February 23 at 1:30 p.m.
Area A Advisory Planning Commission (APC)	February 28 at 7:00 p.m.
Area B Advisory Planning Commission (APC)	February 28 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	February 28 at 7:00 p.m.

Other SCRD Meetings (Intergovernmental, Public Hearings, Information Sessions)

Local Government Leadership Academy (LGLA) Leadership Forum	February 1-3
Area E – Elphinstone OCP/Rezoning Information Meeting (Bylaws 600.7 and 310.170)	February 15 at 7:00 p.m.
Area A – Egmont / Pender Harbour Public Hearing (Bylaws 432.25 and 337.87)	February 21 at 7:00 p.m.
Suncoaster Trail Open House – Roberts Creek	February 27 at 3:00 p.m.
Suncoaster Trail Open House – Sechelt	March 1 at 3:00 p.m.

Please note: Meeting dates are current as of print date (February 3, 2017).



SUNSHINE COAST REGIONAL DISTRICT

January 26, 2017

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	G. Nohr
	Directors	M. Lebbell L. Lewis F. Mauro J. Valeriote I. Winn D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	Alternate Director, Town of Gibsons	S. White
	Deputy Corporate Officer / Recorder	S. Reid
	Media	3
	Public	0

CALL TO ORDER 1:30 p.m.

AGENDA **It was moved and seconded**

041/17 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

042/17 THAT the Regular Board meeting minutes of January 12, 2017 be adopted as presented.

CARRIED

REPORTS

Directors' Reports

Directors provided a verbal report of their activities.

CAO Report **It was moved and seconded**

043/17 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

Planning **It was moved and seconded**

044/17 THAT Planning and Community Development Committee recommendation Nos. 1-5 and 7-14 of January 12, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *2016 Sunshine Coast Cyclist Survey Results Report*

THAT the 2016 Sunshine Coast Cyclist Survey Results Report presented by Tim Howard of Transportation Choices – Sunshine Coast be received.

Recommendation No. 2 *Planning and Community Development Department - 2016 Fourth Quarter/Year End Report*

THAT the report titled Planning and Community Development Department - 2016 Fourth Quarter/Year End Report be received.

Recommendation No. 3 *Development Variance Permit DVP00008 (Torrens) - Area B*

THAT the report titled Development Variance Permit DVP00008 (Torrens) - Electoral Area B be received;

AND THAT Development Variance Permit DVP00008 to vary the setback from a side parcel line contiguous to a public road from 4.5 metres to 2.6 metres, as per Bylaw 310 Section 611.6(3), be issued subject to:

1. Issuance of a Ministry of Transportation and Infrastructure *Permit to Reduce Building Setback to Less than 4.5 Metres From the Property Line Fronting a Provincial Public Highway*;
2. The owner providing an assessment, prepared by a qualified professional arborist, addressing potential impacts to the 55" Douglas Fir Wildlife Tree located on the Brooks Lane road allowance, as shown on the Site Plan prepared by Larry Penonzek, dated December 22, 2015. The assessment must include recommendations to ensure the tree is adequately protected during the course of construction;
3. Signage, approved by the SCRD and Ministry of Transportation and Infrastructure, being installed by the owner to ensure continued public access to the trail linking Brooks Lane and Brooks Road;
4. The owner installing landscaping barriers or a fence to demarcate the public/private boundary along the trail linking Brooks Road and Brooks Lane;

044/17 cont.

5. The owner coordinating with the SCRD Infrastructure Services Department and ensuring an SCRD Staff member is on-site during any blasting on the Brooks Lane road allowance due to the presence of a water service pipe; and

6. Addressing any comments from the shíshálh Nation received within the 60 day referral period.

Recommendation No. 4 *OCP / Zoning Amendment Bylaw Application No. 432.25, 2016 and 337.87, 2016 (Ruby Lake Resort Ltd.)*

THAT the report titled OCP/ Zoning Amendment Bylaw Application No. 432.25, 2016 and 337.87, 2016 (Ruby Lake Resort Ltd.) Consideration of Second Reading and Public Hearing be received;

AND THAT *Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016* be forwarded to the Board for Second Reading;

AND THAT Bylaw 432.25, 2016 is consistent with the SCRD's 2016-2020 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016* be forwarded to the Board for Second Reading as amended;

AND THAT a public hearing to consider Bylaws 432.25, 2016 and 337.87, 2016 be scheduled for 7:00 p.m., Tuesday February 21, 2017, at Pender Harbour Secondary School Gym, located at 13639 Sunshine Coast Hwy, Pender Harbour;

AND FURTHER THAT Director Nohr be delegated as the Chair and Director Mauro be delegated as the Alternate Chair for the Public Hearing.

Recommendation No. 5 *Islands Trust Bylaw Amendment Nos. 143 and 144 Subdivision of D.L. 696, Keats Island*

THAT the report titled Islands Trust Bylaw Amendment Nos. 143 and 144 – Subdivision of D.L. 696, Keats Island be received;

AND THAT the SCRD support the proposed bylaw amendments that will enable completion of the proposed subdivision;

AND THAT the SCRD accept the proposed 1.1 hectare park dedication, subject to a site visit prior to Second Reading of the bylaws;

AND THAT public road be dedicated on the adjacent upland to the Keats Island dock;

AND FURTHER THAT the applicants be advised that Subdivision Servicing Bylaw 320 will apply if the community sewage system effluent exceeds 22,700 litres per day.

044/17 cont.

Recommendation No. 7 *Official Community Plan Amendments to incorporate revised Geotechnical Development Permit Areas for West Howe Sound, Elphinstone and Roberts Creek*

THAT the report titled Official Community Plan Amendments to incorporate revised Geotechnical Development Permit Areas for West Howe Sound, Elphinstone and Roberts Creek Report of Public Hearing and Consideration of Third Reading (Electoral Areas D, E and F) be received;

AND THAT *Roberts Creek Official Community Plan Bylaw No. 641.4, 2015* be forwarded to the Board for Third Reading with the following amendment:

a) Amend Section J regarding the exemptions set out in OCP Policy 16.3 to read:

1. Delete the text in (iii) and replace with the following text:

“to a subdivision or rezoning application, where an existing registered covenant or proposed covenant with reference plan based on a geotechnical engineer and/or qualified environmental professional’s review, relating to the protection of the hazardous or environment conditions outlined in the subject development permit area, is registered on title or its registration secured by a solicitor’s undertaking;”

2. Delete sections (v) and (vi)

3. Insert the following:

“(v) to the removal of 2 trees over 20 centimetre diameter breast height or 10 square metres of vegetated area per calendar year per lot, provided there is replanting of 4 trees or revegetation of the same amount of clearing;” Amend the numbering in Policy 16.3 as needed;

4. In (x) and (xi) delete:

“for “a” protection of the natural environment, its ecosystems and biological diversity only”

and add the following text in its place:

“for Development Permit Area 4: Stream Riparian Assessment Areas”;

044/17 cont.

5. Insert the following:

“(xv) for DPA 1A, DPA 1B, DPA 2A, DPA 2B, DPA 2C, DPA 2D and DPA 3 “Low Importance” structures, as defined in the BC Building Code: Buildings that represent a low direct or indirect hazard to human life in the event of failure, including: low human occupancy buildings, where it can be shown that collapse is not likely to cause injury or other serious consequences, or minor storage buildings.”;

6. Insert the following:

“(xvi) Development Permit Area designations do not apply to shíshálh Nation or *Skwxwú7mesh* Nation Band Land or reserves and any guidelines or requirements that would otherwise be applicable are only advisory in nature to these lands.”;

b) Amend Section L references to Policy 16.3 in 6 (from “xiii” to “xii”), 7 (from “xiv” to “xiii”) and 8 (from “xv” to “xiv”);

AND THAT *Elphinstone Official Community Plan Bylaw No. 600.6, 2015* be forwarded to the Board for Third Reading with the following amendment:

Insert the following in Section F regarding the exemptions set out in OCP Policy B-1.2 part 2:

“k. Development Permit Area designations do not apply to *Skwxwú7mesh* Nation reserves and any guidelines or requirements that would otherwise be applicable are only advisory in nature to these lands.”

AND FURTHER THAT *West Howe Sound Official Community Plan Bylaw No. 640.1, 2015* be forwarded to the Board for Third Reading with the following amendment:

Insert the following in Section D regarding 11.1 Introductory Description before the last sentence:

“There may be spatial overlap between some DPA categories. Development Permit Area designations do not apply to *Skwxwú7mesh* Nation reserves and any guidelines or requirements that would otherwise be applicable are only advisory in nature to these lands.”

Recommendation No. 8 *Development Variance Permit DVP00007 (Fabbiano) – Area E*

THAT the report titled Development Variance Permit DVP00007 (Fabbiano) – Electoral Area E be received;

AND THAT Development Permit DVP00007 to vary the setback from a side parcel line contiguous to a public road from 4.5 metres to 2.2 metres, as per Bylaw 310 Section 601.4(3), be issued subject to:

044/17 cont.

1. Issuance of a Ministry of Transportation and Infrastructure setback relief permit to reduce building setback to less than 4.5 metres from the property line fronting a public road.

Recommendation No. 9 *SCRD Legacy/Bequest Program*

THAT the report titled SCRD Legacy/Bequest Program be received;

AND THAT staff develop a SCRD Legacy/Bequest Program and report to Committee before the Third Quarter of 2017.

Recommendation No. 10 *Cycling Community Infrastructure Comments*

THAT the report titled Cycling Community Infrastructure Comments be received as information.

Recommendation No. 11 *Harrison Hot Springs correspondence regarding Short Term Rentals in the Tourism Accommodation Sector*

THAT the correspondence from Mayor Leo Facio, Harrison Hot Springs dated November 28, 2016 regarding Short Term Rentals in the Tourism Accommodation Sector be received.

Recommendation No. 12 *ALC correspondence regarding Release of Reasons for Decision for ALC Application ID 55596 (Persephone Brewing)*

THAT the correspondence from Kelsey-Rae Russell, Land Use Planner, South Coast Agricultural Land Commission dated December 19, 2016 regarding Release of Reasons for Decision for ALC Application ID 55596 (Persephone Brewing) be received.

Recommendation No. 13 *Squamish-Lillooet Regional District correspondence regarding Volunteer Fire Departments on Private Land*

THAT the correspondence from Jack Crompton, Board Chair, Squamish-Lillooet Regional District dated December 21, 2016 regarding Volunteer Fire Departments on Private Land be received.

Recommendation No. 14 *Correspondence regarding Salish Sea World Heritage Site Proposal*

THAT the correspondence from Laurie Gourlay, Interim Director, Salish Sea Trust dated December 21, 2016 regarding Opportunity to Support Salish Sea World Heritage Site Proposal be received.

CARRIED

Corporate

It was moved and seconded

045/17

THAT Corporate and Administrative Services Committee recommendation Nos. 4 and 5 of January 26, 2017 be received, adopted and acted upon as follows:

045/17 cont. Recommendation No. 4 *Insurances Invoices Over \$100,000*

THAT the report titled Insurance Invoices Over \$100,000: MIA and Aon Reed Stenhouse Inc. be received;

AND THAT the Board authorize payment of \$66,413 for liability insurance to the Municipal Insurance Association (MIA);

AND THAT the Board authorize payment of \$180,458 for property insurance to Aon Reed Stenhouse Inc.;

AND FURTHER THAT the 2017 Financial Plan be amended to reflect the reduction in insurance premiums.

Recommendation No. 5 *Square Bay Sewage Treatment Alternative Approval Process*

THAT the report titled Square Bay Sewage Treatment Alternative Approval Process be received;

AND THAT the deadline for receiving elector responses be March 21, 2017 at 4:30 p.m.;

AND THAT the elector response form be established as presented;

AND FURTHER THAT the total number of electors of the area to which the approval process applies (Square Bay Sewage Treatment Service Area) be determined to be 92 (10% threshold = 9).

CARRIED

APC Appointments It was moved and seconded

046/17 THAT the report titled 2017 Advisory Planning Commission (APC) appointments be received;

AND THAT correspondence thanking outgoing APC members be sent.

CARRIED

APC Appointments It was moved and seconded

047/17 THAT the following individuals be appointed to the Area A APC for a two-year term:

Janet Dickin
Alex Thomson
Dennis Burnham
Tom Silvey
Gordon Politeski
Peter Robson.

CARRIED

APC Appointments It was moved and seconded

048/17 THAT the following individuals be appointed to the Area B APC for a two-year term:

Elise Rudland
Alda Grames
Ray Moscrip
Eleanor Lenz
Lorn Campbell
Marina Stjepovic.

CARRIED

APC Appointments It was moved and seconded

049/17 THAT the following individuals be appointed to the Area D APC for a two-year term:

Marion Jolicoeur
Barry Morrow
Heather Conn.

CARRIED

APC Appointments It was moved and seconded

050/17 THAT the following individuals be appointed to the Area E APC for a two-year term:

Rod Moorcroft
Rob Bone
Dougald MacDonald
Jenny Groves
Mary Degan.

CARRIED

APC Appointments It was moved and seconded

051/17 THAT the following individuals be appointed to the Area F APC for a two-year term:

Fred Gazely
Bob Small
Susan Fitchell.

CARRIED

Notice on Title It was moved and seconded

052/17 THAT the report titled Placement of Notice on Title be received.

CARRIED

Notice on Title **It was moved and seconded**

053/17 THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 2, Block A, District Lot 809, Plan VAP8503, Group 1, NWD PID 010-054-472.

CARRIED

Notice on Title **It was moved and seconded**

054/17 THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Block 13, District Lot 1621, Plan VAP2936, Group 1, NWD PID 013-314-882.

CARRIED

Notice on Title **It was moved and seconded**

055/17 THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 2, District Lot 845, Plan VAP10910, Group 1, NWD PID 006-710-913.

CARRIED

BYLAWS

Bylaw 432.25 **It was moved and seconded**

056/17 THAT *Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016* be read a second time.

CARRIED

Bylaw 337.87 **It was moved and seconded**

057/17 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016* be read a second time as amended.

CARRIED

Bylaw 640.1 **It was moved and seconded**

058/17 THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.1, 2015* be read a third time.

CARRIED

Bylaw 600.6 **It was moved and seconded**

059/17 THAT *Elphinstone Official Community Plan Bylaw No. 600.6, 2015* be read a third time.

CARRIED

Bylaw 641.4 **It was moved and seconded**

060/17 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.4, 2015* be read a third time.

CARRIED

NEW BUSINESS

Grant-in-Aid **It was moved and seconded**

061/17 THAT the Rural Grant-in-Aid to the Sunshine Coast Skating Club for the "*Elvis Rocks the Coast*" event through Area E and Area F Grant-in-Aid be amended from Function 128 and 129 to be funded through Function 126 (Greater Gibsons Community Participation Fund) in the amount of \$1,134.

CARRIED

The Board moved In Camera at 2:04 p.m.

IN CAMERA It was moved and seconded

062/17 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (i) and (k) of the *Community Charter* –“the receipt of advice that is subject to solicitor-client privilege...”; and, “negotiations and related discussions respecting the proposed provision of a municipal service...”;

AND THAT Silas White, Alternate Director, Town of Gibsons, be authorized to be in attendance for the In Camera Board meeting.

CARRIED

The Board moved out In Camera at 2:13 p.m.

Economic Dev
Service Agreement **It was moved and seconded**

063/17 THAT the amended Regional Economic Development Service Agreement be approved as presented and forwarded to the member municipalities and Sunshine Coast Regional Economic Development Organization (SCREDO) for their approval.

CARRIED

ADJOURNMENT It was moved and seconded

064/17 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:13 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
January 23, 2017**

RECOMMENDATIONS FROM THE SPECIAL (ROUND ONE BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	I. Winn
	Directors	F. Mauro G. Nohr L. Lewis M. Lebbell J. Valeriotte D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	General Manager, Corporate Services /	
	Chief Administrative Officer	T. Perreault
	Senior Manager, Administration and	
	Legislative Services	A. Legault (Part.)
	General Manager, Planning and	
	Community Development	I. Hall
	Recording Secretary	T. Crosby
	Media	0
	Public	1

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 2017 Budget Information

The Corporate and Administrative Services Committee recommended that the report titled 2017 Budget Introduction and presentation titled 2017 Round 1 Budget dated January 23, 2017 be received for information.

Chief Administrative Officer Loveys and Chief Financial Officer Perreault provided an introduction to the 2017 Budget process.

Recommendation No. 2 *2017-2021 Financial Plan Overview and Update*

The Corporate and Administrative Services Committee recommended that the report titled 2017-2021 Financial Plan Overview and Update be received for information.

Recommendation No. 3 *2017 BC Assessment Impacts*

The Corporate and Administrative Services Committee recommended that the report titled 2017 BC Assessment Impacts be received for information.

Recommendation No. 4 *Rural Areas' Grant-in-Aid and Economic Development
2016 Carry-forwards*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid and Economic Development 2016 Carry-forwards be received for information

AND THAT the Area A Economic Development [531] and Area A Rural Areas' Grant-in-Aid [121] functions be referred to 2017 Round 2 Budget for further consideration.

The Committee recessed at 10:17 a.m. and reconvened at 10:27 a.m.

Recommendation No. 5 *Rural Areas' Grant-in-Aid and Economic Development*

The Corporate and Administrative Services Committee recommended that the consideration of a motion, as follows, be postponed until the April 27, 2017 Corporate and Administrative Services Committee meeting:

THAT prior to Electoral Areas A and B considering to allocate Rural Areas' Grant-in Aid or Economic Development funding, that those partners or stakeholders applying outside of the SCRD granting functions be directed to contact their MLA and/or appropriate Ministry for consideration of financial support.

Recommendation No. 6 *Rural Areas' Grant-in-Aid and Economic Development*

The Corporate and Administrative Services Committee recommended that consideration of a motion, as follows, be postponed until the January 24, 2017 Round 1 Budget Special Corporate and Administrative Services Committee meeting:

THAT the Areas B, E and F Economic Development [532, 534, 535] and Area B, E, E&F and F Rural Areas' Grant-in-Aid [122, 123, 128, 129] functions be referred to 2017 Round 2 Budget for further consideration.

COMMUNICATIONS

The following list of documents included in the agenda for reference were received by the Corporate and Administrative Services Committee on December 2, 2016:

- *Gibsons and District Public Library – 2017 - 2021 Financial Plan with 2016 Budget vs. Actuals and Notes to 2017 Budget;*

- *Sechelt Public Library – 2017 Budget with 2016 Budget vs. Actuals and 2017-2021 Proposed Financial Plan;*
- *Roberts Creek Community Library – 2017 Budget with 2016 Budget vs. Actuals;*
- *Pender Harbour Reading Centre – 2017 Budget with 2013-2017 Budget Comparison Data;*
- *Skookumchuck Heritage Society / Egmont Heritage Centre – 2017 Budget with 2016 Budget vs. Actuals;*
- *Gibsons and District Chamber of Commerce – Correspondence dated November 18, 2016 including 2017 Budget Request;*
- *Coast Cultural Alliance – Project 2017 Budget and Summary of Programs for 2017;*
- *Pender Harbour Community School Society – Annual Organizational Budgets for 2016 and 2017;*
- *Halfmoon Bay-Chatelech Community School Association – 2016/2017 Budget*
- *Gibsons and Area Community Schools – 2016-2017 Budget vs. Actuals;*
- *Roberts Creek Community School – 2017-2021 Financial Plan.*

Recommendation No. 7 *Gibsons and District Public Library*

The Corporate and Administrative Services Committee recommended that the 2017 budget request for the Gibsons and District Public Library of \$583,636 be incorporated into the 2017 Round 2 Budget for further consideration.

Recommendation No. 8 *Sechelt Public Library*

The Corporate and Administrative Services Committee recommended that the 2017 budget request for the Sechelt Public Library of \$592,444 be approved and incorporated into the 2017 Round 2 Budget.

Recommendation No. 9 *Roberts Creek Community Library*

The Corporate and Administrative Services Committee recommended that the 2017 budget request for the Roberts Creek Community Library of \$12,600 be incorporated into the 2017 Round 2 Budget for further consideration.

Recommendation No. 10 *Pender Harbour Reading Centre*

The Corporate and Administrative Services Committee recommended that the 2017 budget request for the Pender Harbour Reading Centre of \$1,200 be incorporated in the 2017 Round 2 Budget for further consideration.

The committee recessed at 11:33 a.m. and reconvened at 11:41 a.m.

Recommendation No. 11 *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that staff request information from the Sunshine Coast Museum and Archives as to the corporate structure, funders, infrastructure / tenancy agreements (e.g. space rental) and an overview of how contents are obtained.

Recommendation No. 12 *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that the following documents from the Sunshine Coast Museum and Archives regarding 2017 Budget Request be received:

- Correspondence dated January 9, 2017;
- 2017 Budget Request;

AND THAT the Sunshine Coast Museum and Archives budget request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 13 *Skookumchuck Heritage Society / Egmont Heritage Centre*

The Corporate and Administrative Services Committee recommended that the 2017 budget request for the Skookumchuck Heritage Society / Egmont Heritage Centre of \$32,200 be approved and incorporated in the 2017 Round 2 Budget.

Recommendation No. 14 *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that staff request information from the Sechelt Community Archives as to their corporate structure, funders, infrastructure / tenancy agreements (e.g. space rental) and an overview of how contents are obtained..

Recommendation No. 15 *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the following document from the Sechelt Community Archives regarding 2017 Budget Request be received:

- Correspondence dated January 12, 2017 including 2017 Budget;

AND THAT the Sechelt Community Archives budget request of \$9,548 be approved and incorporated into the 2017 Round 2 Budget.

Recommendation No. 16 *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the following documents from the Pender Harbour Health Centre regarding 2017 Budget Request be received:

- Correspondence dated January 6, 2017;
- Financial Statements for March 31, 2016;

AND THAT the Pender Harbour Health Centre 2017 budget request of \$118,040.39 be incorporated and the request be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 17 *Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the budget request for the Gibsons and District Chamber of Commerce be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 18 *Pender Harbour and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the following documents from the Pender Harbour and District Chamber of Commerce regarding 2017 Budget Request be received:

- Correspondence dated January 8, 2017;
- Executive Summary;
- 2017 Budget with 2016 Actuals;
- 2017 Budget Overview;
- Profit and Loss Comparative for 2016;
- Balance Sheet for 2016;

AND THAT the Pender Harbour and District Chamber of Commerce budget request, as follows, be approved and incorporated into the 2017 Round 2 Budget for Electoral Area A Economic Development [531]:

- | | |
|--|----------|
| • Tourism Sanitation Services (Portable Toilets) | \$2,290 |
| • Visitor Information Centre Washrooms | \$4,476 |
| • Visitor Information Booths | \$8,000 |
| • Economic Development | \$2,500. |

Recommendation No. 19 *Coast Cultural Alliance*

The Corporate and Administrative Services Committee recommended that the budget request for the Coast Cultural Alliance, as follows, be evenly allocated and incorporated into Economic Development [531-535] and the request be referred to the 2017 Round 2 Budget for further consideration:

- | | |
|----------------------------|----------|
| • Art and Culture Calendar | \$2,400 |
| • Sunshine Coast Art Crawl | \$3,100. |

The Committee recessed at 12:24 p.m. and reconvened at 1:01 p.m.

Chair Winn declared a conflict of interest for the discussion regarding Sunshine Coast Tourism and passed the Chair to Director Mauro.

Director Winn left the meeting at 1:02 p.m.

Recommendation No. 20 *Sunshine Coast Tourism*

The Corporate and Administrative Services Committee recommended that the following documents from Sunshine Coast Tourism regarding 2017 Budget Request be received:

- Correspondence dated January 20, 2017;
- 2017 Budget with 2016 Actuals;
- 2016 Year-End Update;
- Municipal and Regional District Tax Program Requirements;
- Destination BC Co-Op Marketing Program Application 2017/2018

AND THAT Sunshine Coast Tourism's budget request of \$20,000 be incorporated into 2017 Round 2 Budget based on assessed value for each of the Economic Development services [531-535] and the request be referred to 2017 Round 2 Budget for further consideration.

Director Winn returned to the meeting at 1:35 p.m.

Chair Mauro returned to the Chair to Director Winn at 1:36 p.m.

Recommendation No. 21 *Sunshine Coast Community Services Society*

The Corporate and Administrative Services Committee recommended that the following documents from the Sunshine Coast Community Services Society regarding 2017 Budget Request for Youth Outreach Worker Program be received:

- Correspondence dated January 10, 2017;
- 2017-2021 Budgeted Statement of Receipts and Disbursements.

Recommendation No. 22 *Youth Focussed Programs on the Sunshine Coast*

The Corporate and Administrative Services Committee recommended that prior to 2017 Round 2 Budget staff report regarding Sunshine Coast Regional District (SCRD) funding and support of youth focussed programming including but not limited to, youth centres, community schools and youth outreach and that the report reference specific funding functions and provide the total of all SCRD funds spent annually for these programs.

Recommendation No. 23 *Sunshine Coast Community Services Society*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Community Services Society's budget request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 24 *Pender Harbour Community School Society*

The Corporate and Administrative Services Committee recommended that the budget request for the Pender Harbour Community School Society be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 25 *Halfmoon Bay – Chatelech Community School*

The Corporate and Administrative Services Committee recommended that the budget request for the Halfmoon Bay – Chatelech Community School Society be referred to the 2017 Round 2 Budget for further consideration.

The Committee recessed at 2:21 p.m. and reconvened at 2:28 p.m.

Recommendation No. 26 *Sechelt Community Schools*

The Corporate and Administrative Services Committee recommended that the following documents from the Sechelt Community Schools regarding 2017 budget request be received:

- Correspondence dated January 20, 2017;
- 2016-2017 Budget for Programs;
- 2017-2020 Projected Budget for Programs;
- 2017-2018 Budget for Sechelt Youth Centre;
- 2017-2020 Projected Budget for Sechelt Youth Centre;

AND THAT the Sechelt Community Schools budget request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 27 *Gibsons Landing Community Society*

The Corporate and Administrative Services Committee recommended that the budget request for the Gibsons Landing Community Society be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 28 *Roberts Creek Community School Society*

The Corporate and Administrative Services Committee recommended that the budget request for the Roberts Creek Community School Society be referred to the 2017 Round 2 Budget for further consideration.

ADJOURNMENT 2:46 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
2017-2021 Financial Plan
January 24, 2017**

RECOMMENDATIONS FROM THE SPECIAL ROUND 1 BUDGET CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	I. Winn
	Directors	F. Mauro M. Lebbell G. Nohr J. Valeriote L. Lewis D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	General Manager, Corporate Services / Chief Financial Officer	T. Perreault
	Senior Manager, Administration and Legislative Services	A. Legault
	General Manager, Planning and Community Development	I. Hall (Part.)
	Fire Chief	R. Michael (Part.)
	Manager, Solid Waste Services	R. Cooper (Part.)
	Manager, Utility Services	S. Walkey (Part.)
	Manager, Facility Services and Parks	K. Robinson (Part.)
	Manager, Pender Harbour Aquatic and Fitness Centre	D. Cole (Part.)
	Recording Secretary	T. Crosby
	Media	0
	Public	0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

The Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer provided a verbal overview of the 2017 Budget process.

Recommendation No. 1 *Library Funding Summaries*

The Corporate and Administrative Services Committee recommended that the reports distributed at the meeting titled 2016 Library Funding Summary and the 2017 R1 Library Funding Summary be received.

Recommendation No. 2 *Introduction to Budget Proposals and Summary Spreadsheets*

The Corporate and Administrative Services Committee recommended that the presentation titled 2017 Round 1 Budget dated January 24, 2017 be received.

Recommendation No. 3 *Agenda Item Referrals*

The Corporate and Administrative Services Committee recommended that the January 24, 2017 Special R1 Budget Corporate and Administrative Services Committee Agenda Items #15 and #16 be referred to the February 23, 2017 Corporate and Administrative Services Committee meeting.

Recommendation No. 4 *Administrative Services [112] and Building Inspection Services [520] – 2017 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the reports titled 2017 R1 Budget Proposal for [112] Administrative Services and 2017 R1 Budget Proposal for [520] Building Inspection Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – [112] Scanning / Transferring Building Permit Microfiche to Portable Document Format (PDF), \$25,000 funded from Operating Reserves;
- Budget Proposal 1 – [520] Transfer Microfiche to PDF, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the budgets for General Government, Legislative Services and Administrative Services [110-112] and Building Inspection Services [520] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 5 *Administrative Offices - Building Maintenance [114] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [114] Administrative Offices – Building Maintenance be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Fire Safety Plan – Fire Code Violation Improvements, \$10,000 funded from Support Services;
- Budget Proposal 2 – Preventative Maintenance for the Building, \$33,400 funded from Support Services and included in the base budget;

- Budget Proposal 3 - Corporate Space and Site Planning (Field Road, Mason Works Yard and South Pender Harbour Water Office), \$75,000 funded from Support Services;

AND FURTHER THAT the budget for Administrative Offices - Building Maintenance [114] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 6 *Information Technology [117] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [117] Information Technology be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Capital Hardware Budget Increase, \$30,000 funded from Support Services and included in the annual capital base budget;
- Budget Proposal 2 – Software Budget Increase, \$25,000 funded from Support Services and included in the annual capital base budget ;

AND FURTHER THAT the budget for Information Technology [117] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 7 *Property Information and Mapping System (PIMS) and Geographical Information Services (GIS) [506] and Civic Addressing [510] – 2017 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the reports titled 2017 R1 Budget Proposal for [506] Property Information and Mapping System (PIMS) and Geographical Information Services (GIS) and 2017 R1 Budget Proposal for [510] Civic Addressing be received;

AND THAT that the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – [506] Ortho Photo Acquisition for 2017, \$55,000 funded from Capital Reserves and increase annual funding contribution by \$5,000 funded from support services;
- Budget Proposal 1 – [510] Ortho Photo Acquisition Contribution, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the budgets for PIMS / GIS [506] and Civic Addressing [510] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 8 *Gibsons and District Public Library [640] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [640] Gibsons and District Public Library be received;

AND THAT 2017 funding implications for the following budget proposals be incorporated and the budget proposals be referred to 2017 Round 2 Budget for further consideration:

- Budget Proposal 1 – HVAC Unit Replacement (Controls) – 8 units, \$125,000 funded \$50,000 from Capital Reserves and \$75,000 Short Term Capital Financing;
- Budget Proposal 2 – Preventative Maintenance Increases, \$30,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Gibsons and District Public Library [640] be referred to 2017 Round 2 Budget as amended.

The Committee recessed at 10:43 a.m. and reconvened at 10:52 a.m.

Recommendation No. 9 *Gibsons and District Fire Protection [210] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [210] Gibsons and District Fire Protection be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Turnout Gear Replacement, \$6,000 funded through Taxation and included in the base budget;
- Budget Proposal 2 – Preventative Maintenance Plan and Implementation, \$15,000 funded through Taxation and included in the base budget;
- Budget Proposal 3 – Frank West Hall / Cliff Mahlmann Fire Station Roof Replacement, \$75,000 funded \$36,000 through Taxation and \$39,000 through Reserves;

AND FURTHER THAT the budget for Gibsons and District Fire Protection [210] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 10 *Roberts Creek Fire Protection [212] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [212] Roberts Creek Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Preventative Maintenance Plan and Implementation, \$15,000 funded through Taxation and include in the base budget;

AND FURTHER THAT the budget for Roberts Creek Fire Protection [212] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 11 *Halfmoon Bay Fire Protection [216] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Preventative Maintenance Plan and Implementation, \$15,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Halfmoon Bay Fire Protection [216] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 12 *Egmont Fire Protection [218] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [218] Egmont Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Preventative Maintenance Plan and Implementation, \$5,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Egmont Fire Protection [218] moved to adoption in the 2017 Budget as amended.

Recommendation No. 13 *Animal Control [290] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [290] Animal Control be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Training, \$2,000 funded from Operating Reserves;

AND FURTHER THAT the budget for Animal Control [290] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 14 *Corporate Sustainability [135] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [135] Corporate Sustainability be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Corporate Energy Management Program, \$35,000 funded \$17,500 through Climate Action Revenue Incentive Program (CARIP) and \$17,500 from Support Services;

AND FURTHER THAT the budget for Corporate Sustainability [135] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 15 *Island Clean-Up for Nelson Island*

The Corporate and Administrative Services Committee recommended that staff report, before 2017 Round 2 Budget meetings, evaluating the feasibility of a request from Nelson Island to be included in Islands Clean-Up Program.

Recommendation No. 16 *Regional Solid Waste [350-353] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [350-353] Regional Solid Waste be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – [352] Sechelt Solid Waste Diversion Programs, \$250,000 base budget increase funded through Existing Tipping Fees;
- Budget Proposal 2 – [351] Pender Harbour Solid Waste Diversion Programs, \$55,000 increase to base budget funded through Existing Tipping Fees;
- Budget Proposal 3 – [351-352] Green Waste Program, \$50,000 base budget increase funded through Taxation;
- Budget Proposal 4 – [352] Sechelt Landfill Design and Operations Plan Update, \$23,000 funded from Operating Reserves;
- Budget Proposal 5 – [352] Sechelt Landfill Annual Report, \$5,000 funded through Existing Tipping Fees and included in base budget;
- Budget Proposal 6 – [350] Solid Waste Management Plan (SWMP) – 5-year Effectiveness Review, \$10,000 funded from Eco-Fee Reserve;
- Budget Proposal 7 – [351-352] Sechelt Landfill and Pender Harbour Transfer Station Environmental Monitoring Program Upgrades, \$50,000 funded from Operating Reserves;
- Budget Proposal 8 – [352] Sechelt Landfill Battery Replacement, \$30,000 funded from Operating Reserves;
- Budget Proposal 9 – [351] Pender Harbour Landfill Closure Maintenance, \$2,000 funded through Existing Tipping Fees and added to the annual base budget;
- Budget Proposal 10 – [350] Waste Reduction Initiatives Program, \$5,000 funded from Eco-Fee Reserve and included in the annual base budget;
- Budget Proposal 11 – [350] 2017 WildSafe BC Program, \$5,500 funded through Taxation;

AND FURTHER THAT the budgets for Regional Solid Waste [350], Pender Transfer Station [351], Sechelt Landfill [352], and Regional Recycling [353] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 17 *North Pender Harbour Water Service [365] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – Water Main Upgrades (Garden Bay Road and Claydon Road/Lane), \$1,650,000 funded \$1,369,500 from the CWWF and \$280,500 from Capital Reserves;

AND FURTHER THAT the budget for North Pender Harbour Water Service [365] be referred to 2017 Round 2 Budget as presented.

Recommendation No. 18 *South Pender Harbour Water Service [366] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – Water Main Upgrades (Francis Road Peninsula), \$1,650,000 funded \$1,369,500 from the CWWF and \$280,500 from Capital Reserves;

AND FURTHER THAT the budget for South Pender Harbour Water Service [366] be referred to 2017 Round 2 Budget as presented.

Recommendation No. 19 *Regional Water Service Area [370-378] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [370-378] Regional Water Service Area be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Chapman Water Treatment Plant Chlorination System Upgrade – Feasibility Study, \$50,000 funded from Existing User Fees.

Director Wright opposed.

Recommendation No. 20 *Regional Water Service Area [370-378]*

The Corporate and Administrative Services Committee recommended that the budgets for Regional Water Service Area [370], Regional Water Services: New Connections [376], Regional Water Services: Mains Replacement [377] and Regional Water Services: New Construction [378] be moved to adoption in the 2017 Round 2 Budget as amended.

Recommendation No. 21 *Waste Water Treatment Plants [381-394] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [381-394] Waste Water Treatment Plants be received;

AND THAT the following budget proposals be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – [389] Canoe Road – Replacement of Septic Field System, \$75,000 funded \$62,250 from the CWWF and \$12,750 through Short Term Loan;
- Budget Proposal 2 – [390] Merrill Crescent – Replacement of Septic Field System, \$65,000 funded \$53,950 from the CWWF and \$11,050 through Short Term Loan;

AND FURTHER THAT the budgets for Waste Water Treatment Plants [381-394] be referred to the 2017 Round 2 Budget as presented.

The Committee recessed at 12:27 p.m. and reconvened at 1:02 p.m.

Recommendation No. 22 *Corporate Building Maintenance [313] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [313] Corporate Building Maintenance be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Building Maintenance Workshop Development, \$10,000 funded through Municipal Finance Authority (MFA) Capital Lease Financing and Internal Recoveries.

Recommendation No. 23 *Corporate Building Maintenance [313] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to the 2017 Round 2 Budget for further information regarding the current vehicle status and estimates and options for new vehicle:

- Budget Proposal 2 – Replacement Shop Van, \$53,000 through Municipal Finance Authority (MFA) Capital Lease Financing and Internal Recoveries;

AND THAT the budget for Corporate Building Maintenance [313] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 24 *Ports Services [345] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [345] Ports Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Ports Repairs, \$379,300 funded \$167,200 through Taxation, \$52,000 from Capital Reserves and \$160,100 Canada 150 Grant.

Director Nohr opposed.

Recommendation No. 25 *Ports Services [345]*

The Corporate and Administrative Services Committee recommended that the budget for Ports Services [345] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 26 *Rural Planning [504] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [504] Rural Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Zoning Bylaw 310 Re-Write, \$75,000 funded from Operating Reserves;

AND FURTHER THAT the budget for Rural Planning [504] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 27 *Recreation Services [615, 616, 617, 620, 621] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [615-621] Recreation Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – [616] Gibsons Aquatic Centre – Fall Protection and Hazardous Materials Audits, \$3,500 funded through Taxation;
- Budget Proposal 2 – [617] Gibsons and Area Community Centre – Fall Protection and Hazardous Materials Audits and Plan, \$6,050 funded through Taxation;
- Budget Proposal 3 – [620] Sunshine Coast Arena – Fall Protection and Hazardous Materials Audits and Plan, \$6,050 funded through Taxation;
- Budget Proposal 4 – [621] Sechelt Aquatic Centre – Fall Protection and Hazardous Materials Audits, \$3,550 funded through Taxation;

AND FURTHER THAT the budgets for Community Recreation Facilities [615], Gibsons Aquatic Centre [616], Gibsons and Area Community Centre [617], Sunshine Coast Arena [620] and Sechelt Aquatic Centre [621] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 28 *Pender Harbour Aquatic and Fitness Centre [625] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget for further information regarding the current dBA levels and types of materials and design proposed for the remediation:

- Budget Proposal 1 – Acoustic Remediation – Sound Absorption Panels / Acoustics, \$10,000 funded from Capital Reserves;

AND FURTHER THAT the budget for Pender Harbour Aquatic and Fitness Centre [625] be referred to 2017 Round 2 Budget as presented.

Recommendation No. 29 *Community Parks [650] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Parks Bridge Engineering Assessments / Capital Plans, \$25,000 funded through Taxation;
- Budget Proposal 2 – Hazard Tree Assessment Plan / Phase 1 Assessment, \$6,000 funded through Taxation;
- Budget Proposal 3 – Parks Bridge Capital Maintenance, \$25,000 funded through Taxation;
- Budget Proposal 5 – Eric Cardinal Hall Hot Water Tank Replacement, \$4,000 funded through Taxation;
- Budget Proposal 7 – Small Riding Mower, \$3,300 funded through Operating Reserves.

Recommendation No. 30 *Community Parks [650] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2017 Round 2 Budget with alternative funding options including details on plans for the current Community Parks Reserves:

- Budget Proposal 4 – Frank West Hall / Cliff Mahlmann Fire Station Roof Replacement, \$75,000 funded through Taxation.

Recommendation No. 31 *Community Parks [650] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2017 Round 2 Budget for further information on the requirements of the request:

- Budget Proposal 6 – Operations Workflow Efficiency, \$5,300 funded through Taxation and included in the base budget.

Recommendation No. 32 *Community Parks [650]*

The Corporate and Administrative Services Committee recommended that the budget for Community Parks [650] be referred to 2017 Round 2 Budget as amended.

The Committee recessed at 2:54 p.m. and reconvened at 3:05 p.m.

Recommendation No. 33 *Financial Services [113]*

The Corporate and Administrative Services Committee recommended that the budget for Financial Services [113] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 34 *Human Resources [115]*

The Corporate and Administrative Services Committee recommended that the budget for Human Resources [115] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 35 *Sunshine Coast Regional Hospital District [118]*

The Corporate and Administrative Services Committee recommended that the budget for Sunshine Coast Regional Hospital District [118] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 36 *Electoral Area Services [130-131]*

The Corporate and Administrative Services Committee recommended that the budgets for UBCM / AVICC Electoral Area Services and Elections - Electoral Area Services [130-131] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 37 *Regional Sustainability [136]*

The Corporate and Administrative Services Committee recommended that the budget for Regional Sustainability [136] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 38 *Member Municipality Debt [140]*

The Corporate and Administrative Services Committee recommended that the budget for Member Municipality Debt [140] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 39 *Area A Feasibility [151]*

The Corporate and Administrative Services Committee recommended that the budget for Area A Feasibility [151] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 40 *Bylaw Enforcement [200]*

The Corporate and Administrative Services Committee recommended that the budget for Bylaw Enforcement [200] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 41 *Halfmoon Bay Smoke Control [204]*

The Corporate and Administrative Services Committee recommended that the budget for Halfmoon Bay Smoke Control [204] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 42 *Roberts Creek Smoke Control [206]*

The Corporate and Administrative Services Committee recommended that the budget for Roberts Creek Smoke Control [206] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 43 *Emergency Telephone 911 [220]*

The Corporate and Administrative Services Committee recommended that the budget for Emergency Telephone 911 [220] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 44 *Sunshine Coast Emergency Planning [222]*

The Corporate and Administrative Services Committee recommended that the budget for Sunshine Coast Emergency Planning [222] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 45 *Keats Island Dog Control [291]*

The Corporate and Administrative Services Committee recommended that the budget for Keats Island Dog Control [291] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 46 *Street Lighting [320-342]*

The Corporate and Administrative Services Committee recommended that the budgets for Street Lighting [320-342] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 47 *Langdale Dock [346]*

The Corporate and Administrative Services Committee recommended that the budget for Langdale Dock [346] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 48 *Refuse Collection [355]*

The Corporate and Administrative Services Committee recommended that the budget for Refuse Collection [355] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 49 *Cemetery [400]*

The Corporate and Administrative Services Committee recommended that the budget for Cemetery [400] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 50 *Regional Planning [500]*

The Corporate and Administrative Services Committee recommended that the budget for Regional Planning [500] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 51 *Heritage Conservation [515]*

The Corporate and Administrative Services Committee recommended that the budget for Heritage Conservation [515] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 52 *Hillside Industrial Park [540]*

The Corporate and Administrative Services Committee recommended that the budget for Hillside Industrial Park [540] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 53 *School Facilities - Joint Use [630]*

The Corporate and Administrative Services Committee recommended that the budget for School Facilities - Joint Use [630] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 54 *Bicycle / Walking Paths [665]*

The Corporate and Administrative Services Committee recommended that the budget for Bicycle / Walking Paths [665] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 55 *Bicycle / Walking Paths [667]*

The Corporate and Administrative Services Committee recommended that the budget for Bicycle / Walking Paths [667] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 56 *Dakota Ridge [680]*

The Corporate and Administrative Services Committee recommended that the budget for Dakota Ridge [680] be moved to adoption in the 2017 Budget as presented.

ADJOURNMENT 3:33 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

January 26, 2017

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

PRESENT:	Chair	I. Winn
	Directors	F. Mauro G. Nohr L. Lewis M. Lebbell J. Valeriote D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	General Manager, Corporate Services /	
	Chief Financial Officer	T. Perreault
	Senior Manager, Administration and	
	Legislative Services	A. Legault
	Alternate Director, Town of Gibsons	S. White
	Recording Secretary	T. Crosby
	Media	3
	Public	0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 *BDO Canada LLP Audit Planning Letter*

The Corporate and Administrative Services Committee recommended that the report titled BDO Audit Planning Letter be received;

AND THAT the auditors be requested to review Regional Recreation Programs [670] and Rural Areas' Grant-in-Aid functions [121-129] for legislative and policy compliance with feedback provided to the Committee.

Recommendation No. 2 *Bylaw Enforcement Letter of Understanding with Islands Trust*

The Corporate and Administrative Services Committee recommended that the report titled Bylaw Enforcement Letter of Understanding with Islands Trust be received for information.

Recommendation No. 3 *Revised Public Participation Framework*

The Corporate and Administrative Services Committee recommended that the report titled Revised Sunshine Coast Regional District (SCRD) Public Participation Framework be received;

AND THAT item 10 of Component 6: Roles and Responsibilities in SCRDR Public Participation Processes - All Participants be amended to "Work within the process in an integrated, *respectful* and cooperative manner.";

AND THAT Component 5: First Nations Engagement and the SCRDR be amended as follows:

- "...it is driven by the law, *and a recognized imperative for reconciliation*, not just good public policy."
- "...to seek opportunities to work together *and advance reconciliation* whenever working on a project..."
- remove the wording "not just good public policy.";
- add an introductory paragraph explaining that the SCRDR is on the territory of both Squamish and Sechelt First Nations and that there is a Director from the Sechelt Indian Government District on the SCRDR Board;

AND FURTHER THAT the Public Participation Framework be adopted as amended.

Recommendation No. 4 *Insurance Invoices Over \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Insurance Invoices Over \$100,000: MIA and Aon Reed Stenhouse Inc. be received;

AND THAT the Board authorize payment of \$66,413 for liability insurance to the Municipal Insurance Association (MIA);

AND THAT the Board authorize payment of \$180,458 for property insurance to Aon Reed Stenhouse Inc.;

AND THAT the 2017 Financial Plan be amended to reflect the reduction in insurance premiums;

AND FURTHER THAT this recommendation be forwarded to the January 26, 2017 Board meeting for adoption.

Recommendation No. 5 *Square Bay Sewage Treatment Alternative Approval Process*

The Corporate and Administrative Services Committee recommended that the report titled Square Bay Sewage Treatment Alternative Approval Process be received;

AND THAT the deadline for receiving elector responses be March 21, 2017 at 4:30 p.m.;

AND THAT the elector response form be established as presented;

AND THAT the total number of electors of the area to which the approval process applies (Square Bay Sewage Treatment Service Area) be determined to be 92 (10% threshold = 9);

AND FURTHER THAT this recommendation be forwarded to the January 26, 2017 Board meeting for adoption.

Recommendation No. 6 *Fire Departments 20-Year Capital Plans*

The Corporate and Administrative Services Committee recommended that the report titled Fire Departments 20-Year Capital Plans be received for information.

Recommendation No. 7 *Director Expenses and Stipends for Conference Attendance*

The Corporate and Administrative Services Committee recommended that the report titled Director Expenses and Stipends for Conference Attendance be received for information.

Recommendation No. 8 *Director Constituency and Travel Expenses*

The Corporate and Administrative Services Committee recommended that the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2016 be received for information.

Recommendation No. 9 *Corporate and Administrative Services – Semi-Annual Report for 2016*

The Corporate and Administrative Services Committee recommended that the report titled Corporate and Administrative Services – Semi-Annual Report for 2016 be received for information.

The Committee recessed at 10:23 a.m. and reconvened at 10:28 a.m.

Recommendation No. 10 *Infrastructure Services Department 2016 4th Quarter Report*

The Corporate and Administrative Services Committee recommended that the report titled Infrastructure Services Department 2016 4th Quarter Report be received for information.

Recommendation No. 11 *Contracts Between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$20,000 and \$100,000 – to January 2, 2017 be received for information.

Recommendation No. 12 *Long Term Debt*

The Corporate and Administrative Services Committee recommended that the report titled Long Term Debt as at December 31, 2016 be received for information.

Recommendation No. 13 *Cedar Grove Elementary School PAC Rural Areas' Grant-in-Aid Request to Change Use of Grant*

The Corporate and Administrative Services Committee recommended that the report titled Cedar Grove Elementary School PAC Rural Areas' Grant-in-Aid Request to Change Use of Grant be received;

AND THAT the change of Rural Areas' Grant-in-Aid use be approved and that Cedar Grove Elementary School PAC be notified.

Recommendation No. 14 *BDO Canada LLP Audit Planning Letter*

The Corporate and Administrative Services Committee recommended that the Planning Report to the Members of the Board from BDO Canada LLP regarding the audit of financial statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2016 be received.

COMMUNICATIONS

Recommendation No. 15 *WildSafeBC Year End Report 2016*

The Corporate and Administrative Services Committee recommended that the correspondence from WildSafeBC regarding the 2016 Year End Report for the Sunshine Coast be received.

IN CAMERA

The Committee moved In-Camera at 10:54 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (i) and (k) of the *Community Charter* – “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

AND THAT Alternate Director White from Town of Gibsons be authorized to attend the Corporate and Administrative Services Committee In-Camera meeting.

The Committee moved out of In Camera at 11:57 a.m.

ADJOURNMENT 11:57 a.m.

Committee Chair