



## 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, DECEMBER 13, 2018

### AGENDA

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**CALL TO ORDER 1:30 p.m.**

#### AGENDA

1. Adoption of agenda

#### MINUTES

2. Regular Board meeting minutes of November 22, 2018

Annex A  
Pages 1-7

#### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

#### PRESENTATIONS AND DELEGATIONS

#### REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 1-7 and 9-12 of November 22, 2018 (*recommendation No. 8 previously adopted*) Annex B  
pp 8-10
4. Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-14 of November 29, 2018 Annex C  
pp 11-15
5. Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-23 of November 30, 2018 Annex D  
pp 16-19
6. Senior Manager, Administration and Legislative Services – 2019 Board Appointments Annex E  
pp 20-22

#### COMMUNICATIONS

7. The Honourable Selina Robinson, Minister of Municipal Affairs and Housing Annex F  
pp 23-26  
Regarding congratulations on Board members' recent election
8. Gordon Ruth, Auditor General for Local Government Annex G  
pp 27-28  
Regarding introductory letter to new Councils and Boards

## MOTIONS

9. THAT the resignations of Laura Houle and Maura Lavery from the West Howe Sound (Area F) Advisory Planning Commission be received.

10. Notice of Motion: District Lot 1313 (Director McMahon)

Annex H  
pp 29-30

THAT the SCRD Board write immediately to the Premier and Cabinet requesting an immediate Cabinet Order be issued, pursuant to Section 7 of the *Environment and Land Use Act*, to suspend the pending auction of Timber Sale License A91376 on January 1, 2019, in order to protect the property from any changes until the Regional District determines policy for properties in the urban/rural interface on the lower Sunshine Coast;

AND THAT the Chair be directed to contact by phone the Hon. Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to advise him of the letter, provide him with an overview of the situation, and ask him to intervene on the side of caution to postpone the January 1, 2019 auction to provide the SCRD with time to formulate policy;

AND FURTHER THAT the Chair be directed to report the results of the conversation to the rest of the Board before the start of the 2018 December holiday break.

## BYLAWS

11. *Sunshine Coast Regional District 2019 Revenue Anticipation Borrowing Bylaw No. 720, 2018*

Annex I  
pp 31-33

– ***Receipt of staff report***

– ***First, Second, Third reading and Adoption***

**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)**

12. *Square Bay Waste Water Treatment Plant Security Issuing Bylaw No. 719, 2018*

Annex J  
pp 34-40

– ***Receipt of staff report***

– ***First, Second, Third reading and Adoption***

**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)**

## DIRECTORS' REPORTS

Verbal

## NEW BUSINESS

## IN CAMERA

## ADJOURNMENT

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to January 15, 2019)

Planning and Community Development Committee	December 13 at 9:30 a.m.
Regular Board	December 13 at 1:30 p.m.
Planning and Community Development Committee	January 10 at 9:30 a.m.
Regular Board	January 10 at 1:30 p.m.
Sunshine Coast Regional Hospital District	January 10 at 3:30 p.m.

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

SCRD Field Road Office Holiday Closure	December 25 to January 1
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***Please note:*** Meeting dates are current as of print date (December 7, 2018).



## SUNSHINE COAST REGIONAL DISTRICT

November 22, 2018

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

<b>PRESENT:</b>	Chair	L. Pratt
	Directors	D. Siegers L. Lee A. Tize D. McMahon M. Hiltz K. Julius B. Beamish T. Lamb
<b>ALSO PRESENT:</b>	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
	GM, Infrastructure Services	R. Rosenboom
	Executive Assistant / Recorder	T. Hincks
	Media	1
	Public	25+/-

**CALL TO ORDER** 1:30 p.m.

**AGENDA** It was moved and seconded

327/18 THAT the amended agenda for the meeting be adopted as presented.

**CARRIED**

### MINUTES

Minutes It was moved and seconded

328/18 THAT the Regular Board meeting minutes of November 15, 2018 be adopted as presented.

**CARRIED**

**PRESENTATIONS AND DELEGATIONS**

*Gayle Neilson, Elphinstone Community Association, addressed the Board regarding the potential logging of DL 1313 (A91376), also known as the Reed Road Forest.*

DL1313                      **It was moved and seconded**

329/18                      THAT the handout from the Elphinstone Community Association titled Questions for the SCRD Board be received.

**CARRIED**

DL1313                      **It was moved and seconded**

330/18                      THAT the SCRD write to the Minister of Forests, Lands, Natural Resource Operations & Rural Development to request that the lands known as DL1313, including cutblock A91376, be protected from logging and reserved for public use and ecological integrity;

AND THAT the letter include background information on the Regional District's consistent opposition to harvesting on DL1313, including concerns about surface and ground water, geotechnical stability, fire risk, ecological conservation, recreation and visual impacts;

AND THAT the Minister be requested to respond to the SCRD prior to the scheduled January 2019 timber licence auction;

AND FURTHER THAT a copy of the letter be sent to the MLA.

**CARRIED**

*Ross Muirhead, Elphinstone Logging Focus (ELF) addressed the Board and requested that the SCRD provide a letter of support advocating for the deferral of logging within BC Timber Sales Cutblock A93884.*

Cutblock A93884           **It was moved and seconded**

331/18                      THAT the SCRD write to the Minister of Forests, Lands, Natural Resource Operations & Rural Development and BC Timber Sales requesting that, absent further provincial Land Use Planning for Mount Elphinstone, the sale of cutblock A93884 be halted;

AND THAT past correspondence opposing harvesting of this cutblock be included in the letter.

**CARRIED**

## REPORTS

### Planning

#### **It was moved and seconded**

332/18

THAT Planning and Community Development Committee recommendation Nos. 1-8 of November 15, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Policy for Geo-Hazard Acceptability in Development Approval*

THAT the report titled Policy for Geo-Hazard Acceptability in Development Approval be received;

AND THAT the existing SCRD Board Policy No. 13-6410-8 – Risk Assessment and Liability be replaced by the Policy for Geo-Hazard Acceptability in Development Approval as contained in the staff report dated November 15, 2018;

AND FURTHER THAT Board Policy 13-6410-4 – Development Permits be repealed.

**Recommendation No. 2**      *Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312*

THAT the report titled Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 – Electoral Area D be received;

AND THAT staff continue to work with the applicant to refine the application and provide a report to the Committee in 2019 with regard to First Readings of:

a. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11;*  
and

b. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182;*

AND FURTHER THAT this report be referred to the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and Elphinstone Advisory Planning Commission for initial comments.

**Recommendation No. 3**      *Provincial Referral CRN00070 for annual removal of gravel from Rainy River (Howe Sound Pulp and Paper Corp.)*

THAT the report titled Provincial Referral CRN00070 for annual removal of gravel from Rainy River (Howe Sound Pulp and Paper Corp.) – Electoral Area F be received;

332/18 cont.

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

Subject to the following conditions, SCRD has no objections to the proposed annual removal of gravel from Rainy River (Provincial Reference Number 300378):

- a. a Qualified Environmental Professional (QEP) be present on site during the works to ensure impact is minimized and that the QEP's report be provided to the Province and the SCRD;
- b. a remediation plan be developed and implemented with the Ministry of Environment and Fisheries and Oceans Canada to compensate for any lost or damaged fish habitat;
- c. Howe Sound Pulp and Paper Corp. contacts the SCRD, the Province, Skwxwú7mesh Nation and Fisheries and Oceans Canada if it becomes apparent that emergency work is required to address water needs;
- d. Howe Sound Pulp and Paper Corp. be encouraged to consider alternatives to annual gravel removal;
- e. If emergency gravel removal is requested, the work not be conducted during flood season and salmon runs (between the months of March and July).

**Recommendation No. 4**     *Provincial Referral 104755529 - 001 for a Private Moorage (Pinder)*

THAT the report titled Provincial Referral 104755529 - 001 for a Private Moorage (Pinder) – Electoral Area A be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

Subject to the following conditions, SCRD has no objections to the proposed residential private moorage fronting Lot 45, District Lot 1488, Plan LMP 32269 New Westminster District, Provincial Referral Number 104755529 - 001:

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. Critical Habitat including eelgrass beds in or near the tenure area should be identified by field study and protected;
- c. Water quality should not be impacted by maintenance or construction activities, materials, or fuel storage;
- d. Public access to the tenure area should be maintained for shellfish harvesting, as well as for recreational boating and emergency refuge.

332/18 cont.

Docks and associated tenure area should be designed to maintain public access along the foreshore and emergency refuge;

e. The proponent should implement both Provincial and shíshálh Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems;

f. Ensure that the shíshálh Nation is consulted and that all activities undertaken comply with the *Heritage Protection Act*;

g. Current and future uses of the rocky islet be subject to approvals by the Province of BC and the shíshálh Nation.

AND FURTHER THAT comments from the Egmont/Pender Harbour Advisory Planning Commission be provided to the Ministry.

**Recommendation No. 5**      *Provincial Referral CRN00067 for a Private Moorage Facility (Cordy-Simpson)*

THAT the report titled Provincial Referral CRN00067 for a Private Moorage Facility (Cordy-Simpson) - Electoral Area A be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

Subject to the following conditions, SCRD has no objections to the proposed residential private moorage fronting District Lot 5341, Provincial File Number 2412041:

a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;

b. Critical Habitat including eelgrass beds in or near the tenure area should be identified by field study and protected;

c. Water quality should not be impacted by maintenance or construction activities, materials, or fuel storage;

d. Public access to the tenure area should be maintained for shellfish harvesting, as well as for recreational boating and emergency refuge. Docks and associated tenure area should be designed to maintain public access along the foreshore and emergency refuge;

e. The proponent should implement both Provincial Best Management Practices for building and maintaining moorage facilities and shíshálh Nation Best Management Practices for Marine Docks and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems;

f. Ensure that shíshálh Nation is consulted and that all activities undertaken comply with the *Heritage Conservation Act*.



332/18 cont. AND FURTHER THAT comments of the Egmont/Pender Harbour Advisory Planning Commission be provided to the Province.

**Recommendation No. 6**     *Frontage Waiver for Subdivision SD000045 (Watson)*

THAT the report titled Frontage Waiver for Subdivision SD000045 (Watson) – Electoral Area D be received;

AND THAT the requirement for 10% road frontage for Lot 5 in the proposed subdivision of Lot 18 Block 8 District Lot 1318 Plan 7087 be waived.

**Recommendation No. 7**     *Area D APC Minutes of October 15, 2018*

THAT the Roberts Creek Advisory Planning Commission minutes of October 15, 2018 be received.

**Recommendation No. 8**     *Regional Growth Strategy Options Report*

THAT the Regional Growth Strategy Options Report be provided to the December 13, 2018 Planning and Community Development Committee meeting following a joint SCRD/Municipal staff to staff discussions.

**CARRIED**

Infrastructure     **It was moved and seconded**

333/18     THAT Infrastructure Services Committee recommendation No. 1 of November 15, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *SCRD Electoral Areas Wastewater Treatment Review*

THAT the report titled SCRD Electoral Areas Wastewater Treatment Review be received for information.

**CARRIED**

Corporate     **It was moved and seconded**

334/18     THAT Corporate and Administrative Services Committee recommendation No. 8 of November 22, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 8**     *Insurance Invoices Over \$100,000: Municipal Insurance Association (MIA) and Aon Reed Stenhouse Inc. (Aon)*

THAT the report titled Insurance Invoices over \$100,000: 2019 Municipal Insurance Association (MIA) and Aon Reed Stenhouse Inc. (Aon) be received;

334/18 cont.           AND THAT payment of up to the amount of \$85,000 be authorized for liability insurance to MIA;

AND THAT payment of up to the amount of \$195,000 be authorized for property insurance to Aon;

AND THAT the 2019-2023 Financial Plan be amended to reflect the changes in premiums.

**CARRIED**

CAO Report           **It was moved and seconded**

335/18                THAT the report titled Chief Administrative Officer's Report be received for information.

**CARRIED**

### **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

**ADJOURNMENT       It was moved and seconded**

336/18                THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:00 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair

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

**November 22, 2018**

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

<b>PRESENT:</b>	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz K. Julius T. Lamb L. Lee D. McMahon L. Pratt
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G. M., Infrastructure Services	R. Rosenboom
	G. M., Planning and Community Development	I. Hall
	Recording Secretary	T Crosby
	Media	1
	Public	5

**CALL TO ORDER** 9:30 a.m.

**AGENDA** The agenda was adopted as presented.

**PRESENTATIONS and DELEGATIONS**

*Andrea Watson, President of the Sunshine Coast Skating Club addressed the Committee regarding a request for year round ice.*

*The Chair thanked Ms. Watson for her presentation.*

**Recommendation No. 1** Sunshine Coast Skating Club – Request for Year Round Ice

The Corporate and Administrative Services Committee recommended that the delegation material from Skate Canada and the Sunshine Coast Skating Club be received.

**Recommendation No. 2**     *Cost Benefit Analysis for Year Round Ice*

The Corporate and Administrative Services Committee recommended that staff report prior to Round One budget deliberations, on the implications of maintaining year-round ice in one facility, including a cost benefit analysis and impact of water and energy usage.

*The General Manager, Corporate Services / Chief Financial Officer presented a Financial Overview of the Sunshine Coast Regional District.*

*The Committee recessed at 10:52 a.m. and reconvened at 10:58 a.m.*

**Recommendation No. 3**     *Financial Overview*

The Corporate and Administrative Services Committee recommended that the presentation titled A Financial Overview be received.

**REPORTS****Recommendation No. 4**     *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – November 2018 be received.

**Recommendation No. 5**     *BDO Canada Audit Planning Letter*

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

AND THAT the Audit Planning Communication from BDO Canada LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2018 be received.

**Recommendation No. 6**     *2019-2023 Financial Plan Process and Timetable*

The Corporate and Administrative Services Committee recommended that the report titled 2019-2023 Financial Plan Process and Timetable be received.

**Recommendation No. 7**     *Contracts Between \$50,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from July 1 to October 31, 2018 be received for information.

**Recommendation No. 8**     *Insurance Invoices Over \$100,000*

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

AND THAT payment of up to the amount of \$85,000 be authorized for liability insurance to MIA;

AND THAT payment of up to the amount of \$195,000 be authorized for property insurance to Aon;

AND THAT the 2019-2023 Financial Plan be amended to reflect the changes in premiums;

AND FURTHER THAT this recommendation be referred to the November 22, 2018 Regular Board Meeting for adoption.

**Recommendation No. 9**     *Gibsons and District Public Library HVAC Unit Replacement Funding*

The Corporate and Administrative Services Committee recommended that the report titled Gibsons and District Public Library HVAC Unit Replacement Funding be received;

AND THAT an application for short term capital financing be forgone;

AND FURTHER THAT remaining required funding in the amount of \$14,051 be transferred from capital reserves.

**Recommendation No. 10**     *Information Technology Equipment Financing Loan Application*

The Corporate and Administrative Services Committee recommended that the report titled Information Technology Equipment Financing Loan Application be received;

AND THAT a loan of up to \$70,000 for a term of 3 years be requested through the Municipal Finance Authority Equipment Financing Program under Section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of Information Technology Hardware.

**Recommendation No. 11**     *Status of Operating and Capital Reserves*

The Corporate and Administrative Services Committee recommended that the report titled Status of Operating and Capital Reserves at October 31, 2018 be received for information.

**Recommendation No. 12**     *Gas Tax Agreement – Community Works Fund*

The Corporate and Administrative Services Committee recommended that the report titled Gas Tax Agreement – Community Works Fund be received for information.

**ADJOURNMENT**                      12:10 p.m.

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Committee Chair

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

**November 29, 2018**

RECOMMENDATIONS FROM THE SPECIAL (PRE-BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz K. Julius T. Lamb L. Lee D. McMahon L. Pratt
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Planning and Community Development	I. Hall
	G.M., Infrastructure Services	R. Rosenboom
	Recording Secretary	T. Crosby
	Media	1
	Public	1

**CALL TO ORDER**                      9:30 a.m.

**AGENDA**                              The agenda was adopted as presented.

**REPORTS**

*The General Manager, Corporate Services / Chief Financial Officer presented a Pre-Budget Overview.*

*The Committee recessed at 10:43 a.m. and reconvened at 10:51 a.m.*

**Recommendation No. 1**      *2019 Budget Presentation*

The Corporate and Administrative Services Committee recommended that the presentation titled Sunshine Coast Regional District Pre-Budget Overview, the materials presented at the meeting (Financial Sustainability Policy, 2018 Participating Area Service Listing Grid and the November 2018 Budget Project Status Report) and the Proposed Initiatives Project List be received.

**Recommendation No. 2**      *2019-2023 Financial Plan Overview*

The Corporate and Administrative Services Committee recommended that the report titled 2019-2023 Financial Plan Overview be received.

**Recommendation No. 3**      *Annual Support Service Allocation Policy Review*

The Corporate and Administrative Services Committee recommended that the report titled Annual Support Service Allocation Policy Review be received;

AND THAT the 2019 Support Services Allocation Policy be amended to reflect the Sunshine Coast Regional District's (SCRD) updated financial account structure;

AND FURTHER THAT the Support Services Allocation Policy be approved as amended.

**Recommendation No. 4**      *2018 Project Carry-Forward Requests*

The Corporate and Administrative Services Committee recommended that report titled 2018 Project Carry-Forward Requests be received.

**Recommendation No. 5**      *2018 Carry-Forwards and 2019 Proposed Initiatives*

The Corporate and Administrative Services Committee recommended that report titled 2018 Carry-Forwards and 2019 Proposed Initiatives be received.

**Recommendation No. 6**      *2019 Budget Proposal for [200] Bylaw Enforcement*

The Corporate and Administrative Service Committee recommended that the Round 1 Budget Proposal for the proposed initiative Bylaw Enforcement [200] Increase HR Plan – 0.2 FTE include options to increase hours of service to provide weekend coverage.

*The Committee recessed at 11:45 a.m. and reconvened at 12:30 p.m.*

**Recommendation No. 7**      *2018 Project Carry-Forward Requests*

The Corporate and Administrative Services Committee recommended that the 2018 Project Carry-Forward Requests for Universal Water Meter Installations – Phase 3 – District of Sechelt [370] and the following Bicycle and Walking Path Projects not be carried-forward to the 2019-2023 Financial Plan and that staff report on next steps and options related to these projects in 2019:

- [667] Lily Lake Path – Planning and Engineering;
- [665] Gower to Gibsons – Construction

- [665] Beach Avenue (South of Flume Park) – Curb Retrofit
- [665] Highway 101 to Mintie Road – Planning and Construction
- [665] Lower Road – Planning
- [665] Highway 101 (East of Poplars Park) – Phase I Maintenance Repairs
- [665] Roberts Creek Village to Pier – Planning;

AND THAT the remaining 2018 carry-forward projects and associated funding be included in the 2019-2023 Financial Plan;

AND FURTHER THAT staff be authorized to continue and proceed with the 2018 carry-forward projects prior to adoption of the 2019-2023 Financial Plan.

**Recommendation No. 8**      *2019 Budget Proposal for Video Streaming Meetings*

The Corporate and Administrative Service Committee recommended that a Budget Proposal be brought forward to Round 1 Budget with feasibility, cost estimates and options to video stream Standing Committee and Board meetings to the internet.

**Recommendation No. 9**      *2019 Budget Proposal for Trail Extension*

The Corporate and Administrative Service Committee recommended that a Budget Proposal be brought forward to Round 1 Budget with feasibility, cost estimates and funding options to extend the trail from Ocean Beach Esplanade in Electoral Area E to Lower Road in Electoral Area D.

*The Committee recessed at 1:11 p.m. and reconvened at 1:14 p.m.*

*The Committee moved In Camera at 1:14 p.m.*

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (2) (b) of the *Community Charter* – “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”;

AND THAT Alternate Director Toth, District of Sechelt, be authorized to attend the In-Camera portion of the Corporate and Administrative Services Committee Meeting.

*The Committee moved out of In Camera at 1:22 p.m.*

**Recommendation No. 10**      *Corporate and Administrative Services Projects*

The Corporate and Administrative Services Committee recommended that for 2019 Round 1 Budget, staff present budget proposals for the following Corporate and Administrative Services projects:

- [110] – Website (Phase I) - Consulting Services;
- [113] – Insurance Asset Appraisal;
- [200] – Increase Human Resource Plan by 0.2 FTE for Bylaw Enforcement.



**Recommendation No. 11**    *Planning and Community Development Projects*

The Corporate and Administrative Services Committee recommended that for 2019 Round 1 Budget the following Categorized Mandatory Planning and Community Development projects be included in the 2019 budget:

- [210] – Portable and Mobile Radio Replacements (Imminent Asset Failure);
- [210] – Replace Auto Extrication Equipment (Imminent Asset Failure);
- [210] – Hazardous Material Response Equipment (Regulatory Compliance);
- [212] – Portable Radio Replacements (Imminent Asset Failure);
- [216] – Portable Radio Replacements (Imminent Asset Failure);
- [218] – Portable Radio Replacements (Imminent Asset Failure);
- [615] – Arena Regulatory Requirements – Base Budget Adjustment (Regulatory Compliance).

**Recommendation No. 12**    *Planning and Community Development Projects*

The Corporate and Administrative Services Committee recommended that for 2019 Round 1 Budget, staff present budget proposals for the following Planning and Community Development projects:

- [345] – Ports Capital Maintenance;
- [345] – Ports Major Inspections;
- [625] – Maintenance and Capital Repairs;
- [625] – Facility Operation Services;
- [650] – Parks Vehicle Replacement;
- [670] – Recreation Partnership with School District 46 – Roberts Creek School.

**Recommendation No. 13**    *Infrastructure Services Projects*

The Corporate and Administrative Services Committee recommended that for 2019 Round 1 Budget the following Categorized Mandatory Infrastructure Services projects be included in the 2019 budget:

- [312] – Exhaust Venting System (Safety Requirement);
- [350] – Sechelt Landfill Upgrade to Infiltration Pond (Regulatory Compliance);
- [365] – Pool Road Right of Way Acquisition (Regulatory Compliance);
- [365] – Garden Bay UV Reactor Purchase (Regulatory Compliance);
- [366] – Mark Way / Chris Way / Bargain Harbour Road Water Main Replacements (Imminent Asset Failure);
- [366] – Treatment Plant Streaming Current Monitor (Imminent Asset Failure);
- [370] – Chapman Water Treatment Plant Water Quality Monitoring System Upgrades (Imminent Asset Failure);
- [370] – Edwards Lake Dam Safety Audit (Regulatory Compliance);
- [391] – Curran Road – Marine Outfall Anchor Weights Replacement (Imminent Asset Failure).

**Recommendation No. 14**    *Infrastructure Services Projects*

The Corporate and Administrative Services Committee recommended that for 2019 Round 1 Budget, staff present budget proposals for the following Infrastructure Services projects:

- [312] – Mason Road Forklift Replacement
- [350] – 2019 WildsafeBC Program;
- [350] – Annual Landfill Maintenance for Various Landfill Sites;
- [365] – Daniel Point Reservoir Water Quality Monitoring Improvement;
- [365] – Katherine Creek Flow Monitoring;
- [365] – Utility Services Vehicle Replacements;
- [366] – Building Maintenance;
- [370] – Water Sourcing Policy;
- [370] – Building Maintenance;
- [370] – Utility Services Vehicle Replacements.

**ADJOURNMENT**

1:23 p.m.

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Committee Chair

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

**November 30, 2018**

RECOMMENDATIONS FROM THE SPECIAL (PRE-BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	A. Tize
	Directors	A. Toth (Alt.) M. Hiltz K. Julius T. Lamb L. Lee D. McMahon
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Recording Secretary	T. Crosby
	Media	1
	Public	3

**CALL TO ORDER**                      9:30 a.m.

**Recommendation No. 1**      *Appointment of Vice-Chair*

The Corporate and Administrative Services Committee recommended that Alternate Director Toth be appointed as Vice-Chair of the November 30, 2018 Special Corporate and Administrative Services Committee.

**AGENDA**                              The agenda was adopted as presented.

**REPORTS**

*The General Manager, Corporate Services / Chief Financial Officer provided a verbal introduction on the process for budget engagement with community partners and stakeholders.*

**Recommendation No. 2**      *Community Partners and Stakeholders 2018 Budget Requests*

The Corporate and Administrative Services Committee recommended that the report titled Community Partners and Stakeholders 2018 Budget Requests be received.

**Recommendation No. 3**      *Sechelt Public Library*

The Corporate and Administrative Services Committee recommended that the Sechelt Public Library provide information to Round 1 Budget regarding options and feasibility of increasing automation versus increasing staff complement.

*Director Julius opposed.*

**Recommendation No. 4**      *Sechelt Public Library*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sechelt Public Library be received and moved to 2019 Round 1 Budget.

**Recommendation No. 5**      *Gibsons and District Public Library*

The Corporate and Administrative Services Committee recommended that the budget submission from the Gibsons and District Public Library be received and moved to 2019 Round 1 Budget.

**Recommendation No. 6**      *Roberts Creek Community Library*

The Corporate and Administrative Services Committee recommended that the budget submission from the Roberts Creek Community Library be received and moved to 2019 Round 1 Budget.

**Recommendation No. 7**      *Pender Harbour Reading Centre*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour Reading Centre be received and moved to 2019 Round 1 Budget.

**Recommendation No. 8**      *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Health Centre provide further information to Round 1 Budget regarding planned upkeep for the Health Centre building.

**Recommendation No. 9**      *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour Health Centre be received and moved to 2019 Round 1 Budget.

**Recommendation No. 10**      *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sechelt Community Archives be received and moved to 2019 Round 1 Budget.

*The Committee recessed at 10:34 a.m. and reconvened at 10:47 a.m.*

**Recommendation No. 11**     *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sunshine Coast Museum and Archives be received and moved to 2019 Round 1 Budget.

**Recommendation No. 12**     *Skookumchuck Museum / Egmont Heritage Centre*

The Corporate and Administrative Services Committee recommended that the budget submission and special project request from the Skookumchuck Museum / Egmont Heritage Centre be received and moved to 2019 Round 1 Budget.

**Recommendation No. 13**     *Sunshine Coast Community Services Society: Youth Outreach Worker*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sunshine Coast Community Services Society: Youth Outreach Worker be received and moved to 2019 Round 1 Budget.

**Recommendation No. 14**     *Halfmoon Bay-Chatelech Community School Association*

The Corporate and Administrative Services Committee recommended that the budget submission including Halfmoon Bay Tween Night special request from the Halfmoon Bay-Chatelech Community School Association be received and moved to 2019 Round 1 Budget.

**Recommendation No. 15**     *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the budget submissions from the Sechelt Community Schools Society be received and moved to 2019 Round 1 Budget.

**Recommendation No. 16**     *Pender Harbour Community School Society*

The Corporate and Administrative Services Committee recommended that the budget submissions from the Pender Harbour Community School Society be received and moved to 2019 Round 1 Budget.

**Recommendation No. 17**     *Roberts Creek Community School Society*

The Corporate and Administrative Services Committee recommended that the budget submission from the Roberts Creek Community School Society be received and moved to 2019 Round 1 Budget.

**Recommendation No. 18**     *Economic Development Submissions*

The Corporate and Administrative Services Committee recommended that the budget submissions from the Sunshine Coast Tourism, Pender Harbour and District Chamber of Commerce, Coast Cultural Alliance and Gibsons and District Chamber of Commerce be received and moved to 2019 Round 1 Budget.

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

The Corporate and Administrative Services Committee recommended that staff report to Round 1 Budget with the history of Sunshine Coast Tourism and the Municipal and Regional District Tax Program.

**Recommendation No. 20**     *Visitor's Centres on the Sunshine Coast*

The Corporate and Administrative Services Committee recommended that Sunshine Coast Tourism provide information to Round 1 Budget regarding the current situation, the long term strategy and the timelines regarding visitors' centre transitions on the Sunshine Coast.

**Recommendation No. 21**     *Sechelt Public Library Funding and Service Agreement Options*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library Funding and Service Agreement Options be received;

AND THAT staff be authorized to meet with the Sechelt Public Library, District of Sechelt and Sechelt Indian Government District to discuss options;

AND THAT a draft Funding and Service Agreement be brought to a future committee for consideration;

AND FURTHER THAT the SCRD continue to provide its funding share to the Library as set out in the payment terms of the prior agreement and based on the 2018 allocations, until such time as the future agreement can be reached.

*The Committee recessed at 11:44 a.m. and reconvened at 11:48 a.m.*

**Recommendation No. 22**     *Sechelt Public Library*

The Corporate and Administrative Services Committee recommended that staff report to a future committee regarding the historical context of the Sechelt Public Library funding and service.

**COMMUNICATIONS**

**Recommendation No. 23**     *Sechelt Public Library*

The Corporate and Administrative Services Committee recommended that the correspondences from the Sechelt Public Library Board Chair dated November 19 and November 23, 2018 regarding Sechelt Public Library Funding and Service Agreement be received.

**ADJOURNMENT**                      11:50 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – December 13, 2018

**AUTHOR:** Angie Legault, Senior Manager, Administration and Legislative Services

**SUBJECT:** 2019 BOARD APPOINTMENTS

---

### RECOMMENDATION(S)

**THAT the report titled 2019 Board Appointments be received;**

**AND THAT the following list of Board appointments be reviewed, amended if necessary and adopted by the Board.**

---

### BACKGROUND

Each year, the SCRD Board appoints Directors to various committees and organizations.

### DISCUSSION

A draft list of Board appointments is attached for the Board's consideration (Attachment A).

The Board appointments presented for approval are those required as specified by the applicable legislation, terms of reference or invitation. For example:

- The *Municipal Finance Authority Act* requires that “the regional board of each regional district must appoint from among its directors the required number of persons as members of the authority for that year or until a successor is appointed.”

### STRATEGIC PLAN AND RELATED POLICIES

Board appointments align with SCRD's key strategic priority to Enhance Board Structure and Processes.

### CONCLUSION

Staff recommend the proposed Board appointments appended in Attachment A be reviewed, amended if necessary, and adopted.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – J. Loveys	Other	

## Attachment A

### **Board Liaison Appointments to SCRD Advisory Committees**

<b>Agricultural Advisory Committee (AAC)</b> (non-voting)	Board Liaison Alternate	Mark Hiltz Donna McMahon
<b>Natural Resources Advisory Committee (NRAC)</b> (non-voting)	Board Liaison Alternate	Andreas Tize Mark Hiltz
<b>Solid Waste Management Plan Monitoring Advisory Committee (PMAC)</b> (non-voting)	Board Liaison Alternate	Donna McMahon Leonard Lee
<b>Ports Monitors Committee (POMO)</b> (non-voting)	Board Liaison Alternate	Mark Hiltz Lori Pratt

### **Director Appointments to SCRD Sub-Committees**

<b>Joint Use of Schools Subcommittee</b> <i>(2 appointees)</i>	SCRD Appointees Alternate	Leonard Lee Andreas Tize Lori Pratt
<b>Joint Watershed Management Advisory Committee</b> <i>(4 appointees and up 3 alternates)</i>	SCRD Appointees Alternate	Mark Hiltz Andreas Tize Donna McMahon Darnelda Siegers Lori Pratt
<b>Heritage Protocol Committee</b> <i>(all Directors per Committee Terms of Reference)</i>	SCRD	All Directors
<b>Gibsons &amp; District Fire Commission</b> <i>(Area E and F appointees as per Bylaw No. 448)</i>	Area F Appointee Area E Appointee	Mark Hiltz Donna McMahon

### **Appointments to Other Committees and Boards**

<b>Gibsons &amp; District Library</b> <i>Library Act – Director from one of the participating areas</i>	SCRD Appointee Alternate	Donna McMahon Mark Hiltz
<b>Sechelt Public Library</b> <i>Library Act</i>	SCRD Appointee Alternate	Lori Pratt Leonard Lee
<b>Municipal Finance Authority</b> <i>Municipal Finance Authority Act</i>	SCRD Appointee Alternate	Lori Pratt Mark Hiltz
<b>Municipal Insurance Association</b>	SCRD Appointee Alternate	Lori Pratt Andreas Tize



## Attachment A

**Metro Vancouver Aboriginal Relations Committee**  
*(one non-voting observer appointee)*

SCRD Appointee    Andreas Tize

**Island Coastal Economic Trust (ICET)**

Board Chair    Lori Pratt

**AVICC Special Committee on Solid Waste Management** *(one appointee)*

SCRD Appointee    Leonard Lee

**Sunshine Coast Youth Awareness Committee**  
*(one appointee)*

SCRD Appointee    Andreas Tize

**Gibsons Chamber of Commerce** *(one liaison)*

Board Liaison    To be confirmed

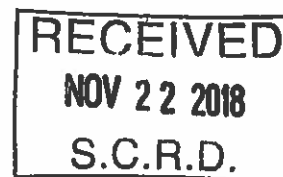


MASTER FILE COPY

November 15, 2018

Ref: 242156

Board  
 Sunshine Coast Regional District  
 1975 Field Road  
 Sechelt BC V0N 3A1



Dear Board Members:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local governments in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with local government staff and with members of the public. Paramount to each local government's success is also the standard set by each elected official in conducting themselves with honesty and integrity.

As you are forming, I encourage you to review the attached document, Foundational Principles of Responsible Conduct, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

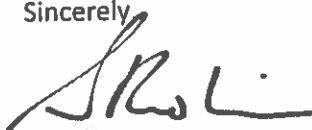
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Board  
Sunshine Coast Regional District  
Page 2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and local government staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local governments to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: [Jacquie.Dawes@gov.bc.ca](mailto:Jacquie.Dawes@gov.bc.ca), and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: [Tara.Faganello@gov.bc.ca](mailto:Tara.Faganello@gov.bc.ca).

Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely

A handwritten signature in black ink, appearing to read 'SRL', is written over a horizontal line.

Selina Robinson  
Minister

Enclosure

# Foundational Principles of Responsible Conduct

FOR BC'S LOCAL GOVERNMENTS

## What are foundational principles?

This document outlines four key foundational principles – *integrity, accountability, respect, and leadership & collaboration* – to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

*"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."*

## How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments<sup>1</sup>, and nothing in this document should be interpreted as taking precedence over such legal obligations.

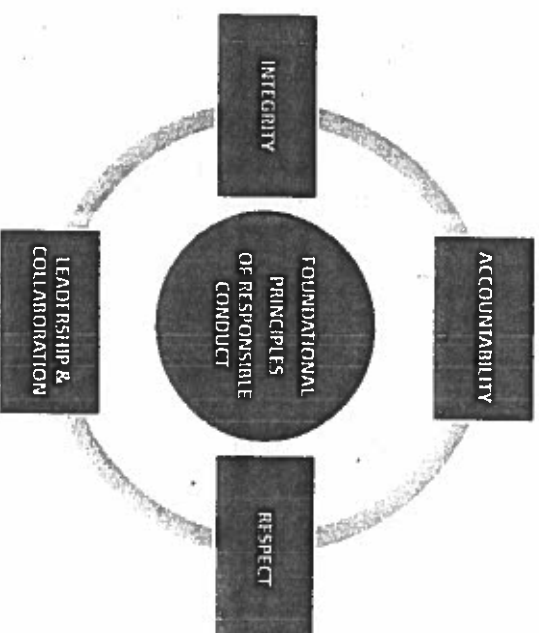
Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.

## Key Foundational Principles

- ◇ INTEGRITY
- ◇ ACCOUNTABILITY
- ◇ RESPECT
- ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON RESPONSIBLE CONDUCT

January 2018



<sup>1</sup> Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

***Integrity: being honest and demonstrating strong ethical principles.***

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

***Accountability: an obligation and willingness to accept responsibility or to account for one's actions.***

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

***Respect: having due regard for others' perspectives, wishes, and rights; displaying deference<sup>2</sup> to the offices<sup>3</sup> of local government, and the role of local government in community decision making.***

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

<sup>2</sup> Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

<sup>3</sup> 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

***Leadership and Collaboration: an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.***

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

**Subject:** FW: Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards

**From:** Ruth, Gordon AGLG:EX <[Gordon.Ruth@aglg.ca](mailto:Gordon.Ruth@aglg.ca)>

**Sent:** Thursday, November 29, 2018 11:22 AM

**To:** Ruth, Gordon AGLG:EX

**Subject:** Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards



**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



November 29,  
2018

**To:** Mayors and Councillors  
Chairs and Directors of Regional District Boards  
Chairs and Directors of Greater Boards

Please accept my congratulations on your election and best wishes for your new term in office. The beginning of a new term is always an exciting time, full of possibilities and opportunities for local governments and their communities.

As you may be aware, the mandate of the Auditor General for Local Government is to assist local governments across B.C. by providing objective information and relevant advice that will assist in local governments' accountability to their communities for the stewardship of public assets and the achievement of value for money in their operations.

We accomplish this through performance audits, which are quite different from the financial audits you may be more familiar with. Performance audits can be valuable tools for local governments as they point out areas relating to the audit topic that could be improved while – equally importantly – also providing assurance in areas where a local government already has good practices.

In our reports, we try to highlight such good practices and recommend them to other local governments. This is why our audit reports are relevant to more than just the local government being audited, as we are always looking for opportunities to provide useful advice to local governments of varying sizes and other characteristics. Our AGLG Perspectives booklets have a similar goal, offering a variety of best practices for a wide range of local governments to consider.

I am pleased that we have received a great deal of positive feedback from local governments and other stakeholders on the work that we have done in recent years and hope that you will also find our reports and recommendations to be useful in your work.

We anticipate the release of a performance audit on the topic of Emergency Management in Local Governments and a Perspectives booklet related to the topic of Local Government’s Role in Ensuring Clean Drinking Water in the short term and I would encourage you to review each one once released. All of our audit reports and Perspectives booklets are published on our website at [www.aglg.ca](http://www.aglg.ca) under the ‘Publications’ tab.

Success for our office almost always depends on collaboration and engagement with elected officials and local government staff. I look forward to working with you and welcome any questions or feedback that you may have, or opportunities to meet with your Council or Board to share the work that we do.

Sincerely,

Gordon Ruth, FCPA, FCGA  
Auditor General for Local Government  
201 - 10470 152<sup>nd</sup> Street, Surrey, BC V3R 0Y3  
Phone: 604-930-7100 | Fax: 604-930-7128



cc: Chief Administrative Officers

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201 – 10470 152 <sup>nd</sup> Street Surrey, BC V3R 0Y3	Phone: 604-930-7100 Fax: 604-930-7128	<a href="http://www.aglg.ca">www.aglg.ca</a>
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## **AREA E NOTICE OF MOTION - December 13, 2018**

### **BACKGROUND**

District Lot 1313 (aka the Reed Road Forest) is a 48 hectare property in Area E, bordered by Reed Road on the south and Area D on the west. In the 1940's it was designated as a Gibsons watershed reserve in order to protect down-slope residents. In January 2000, the SCR D Board adopted a resolution which declared that the SCR D is not in favour of logging in designated community watersheds or watershed reserves.

When provincial land regulations changed in the early 2000's, the Area E Official Community Plan designated the block as a park in order to preserve it, but it is Crown Land.

In 2013, the block was suddenly added to BCTS Operating Plan as Timber Sale Licence A91376. BCTS acknowledged that it is in an "urban-rural interface," but insisted it could be logged. The SCR D passed motions expressing opposition to the logging of this property in 2016 and 2017 and the auction of the cutblock was deferred.

On October 29, 2018, before the new SCR D directors were sworn in, BC Timber Sales announced that they would send the block to auction on January 1, 2019. Since then I have received phone calls and emails on a daily basis from Elphinstone residents expressing their opposition to this plan and urging the SCR D to act. Many of the callers are residents of properties bordering on Block 1313 who are afraid that logging above them on a steep and very wet hillside will result in flooding or debris flows, and impact their wells.

On November 18, fifty-five people staged a "mock roadblock" on Reed Road, and on November 22 residents came as a delegation to the SCR D board.

On December 1, the Sunshine Coast Conservation Association stepped forward with an innovative proposal for the creation of an educational forest. The naturally regenerated forest on this site has exceptional biodiversity and meets requirements under the Forest and Range Practice Act to be designated as an Old Growth Management Area or a Wildlife Habitat Area in the Chapman Landscape Unit. The SCCA has requested that the SCR D urge the Ministry of Natural Resource Operations and Rural Development (FLNRORD) to establish a Crown lease for the property.

In view of the fact that almost all the Directors at the SCR D board are new, and have had an extremely short time from our swearing in on Nov. 8 to respond to this January 1 auction date, I propose that the board take the following actions:

### **MOTION**

That the SCR D Board write immediately to the Premier and Cabinet requesting an immediate Cabinet Order be issued, pursuant to Section 7 of the Environment and Land Use Act, to suspend the pending auction of Timber Sale License A91376 on January 1, 2019, in



order to protect the property from any changes until the Regional District determines policy for properties in the urban/rural interface on the lower Sunshine Coast.

and that the Chair be directed to contact by phone the Hon. Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to advise him of the letter, provide him with an overview of the situation, and ask him to intervene on the side of caution to postpone the January 1, 2019 auction to provide the SCRD with time to formulate policy.

and that the Chair be directed to report the results of the conversation to the rest of the Board before the start of the 2018 December holiday break.

#### **BRIEFING POINTS FOR THE MINISTER**

- Eight of nine SCRD directors are new to the board and the ninth (representing the Sechelt Indian Government District) has been there less than 2 years.
- BCTS wrote to stakeholders and the SCRD on October 29 announcing that they had scheduled the cutblock for auction on January 1, 2019. The SCRD directors were not sworn in until Nov. 8 and have not yet had a full briefing from SCRD staff on previous in camera discussions with BCTS, FLNRORD or the Squamish Nation.
- The cutblock is in an urban-rural interface, directly adjacent to residential properties that rely on wells and have existing stormwater problems. There is no land use plan on the Sunshine Coast, nor a regional growth strategy, and there is a history of bitter contention over logging near populated areas. Broad planning is needed to reduce conflict. The SCRD, the Town of Gibsons, and the District of Sechelt intend to move forward with a Regional Growth Strategy in 2019 which would deal with many issues, including buffer zones between industrial and residential land use. The SCRD is also due to negotiate a protocol agreement with the Squamish Nation.
- DL 1313 was originally part of the Gibsons Watershed Reserve, established to protect downslope residents from water contamination. It is a recharge area for the Gibsons aquifer which will soon be the water source for the entire town.
- A proposal is being drawn up to establish a Crown lease for this site for charitable educational purposes relating to forest ecology and forest succession. The forest on DL1313 has exceptional biodiversity and meets requirements under the Forest and Range Practice Act to be designated as an Old Growth Management Area or a Wildlife Habitat Area in the Chapman Landscape Unit. The location, with existing road access and less than a kilometre from the commercial centre of Gibsons, is ideal for public access and tourism, and community partners are lining up to support this innovative project.

- Donna McMahon

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – December 13, 2018

**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** 2019 REVENUE ANTICIPATION BORROWING BYLAW

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### RECOMMENDATION(S)

**THAT the report titled 2019 Revenue Anticipation Borrowing Bylaw be received;**

**AND THAT Sunshine Coast Regional District 2019 Revenue Anticipation Borrowing Bylaw No. 720, 2018 be given three readings and be adopted.**

---

### BACKGROUND

The preliminary 2019 financial plan includes revenue from property taxes in excess of \$19,000,000. These revenues are requisitioned from and collected by the Provincial Surveyor of Taxes and Member Municipalities and must be remitted to the Regional District on or before August 1<sup>st</sup> in each year.

Property tax revenue is the main source of funding for operating expenditures incurred during the financial plan period which begins on January 1. As a result, short term borrowing is required to fund operating expenditures between January 1 and August 1.

Under section 404 of the *Local Government Act* (Revenue anticipation borrowing), a Board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received. Money borrowed for this purpose must be repaid when the anticipated revenue with respect to which the borrowing was authorized is received.

### DISCUSSION

The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw, annually, to provide for short term borrowing to fund a portion of operating expenditures until such time as tax requisition funds have been received.

The maximum amount that may be authorized by bylaw is 75% of the anticipated revenue. The 2018 Revenue Anticipation Bylaw authorized borrowing of up to \$8,000,000 and staff have deemed this value to be sufficient for 2019 based on current cash flow projections and historical precedent.

Funds are borrowed through the Municipal Finance Authority (MFA) and are repaid as soon as possible after receipt of the tax revenue. Interest expenses incurred on short term borrowing are offset by revenue from the investment of tax requisition funds in the latter half of the year. These amounts are included in the annual financial plan under General Government.

*Financial Implications*

Short term borrowing through the MFA incurs interest based on a floating daily rate. The current interest rate as of November 30 was 2.65%.

Actual interest expenses incurred are dependent on the amount and duration of borrowing as well as the interest rate in effect at the time. The interest expense is offset by income earned on the investment of tax requisition funds in the latter half of the year.

There are no fees to setup the loan and funds can be accessed as required. Repayment can be made at any time without notice or penalty.

*Timeline for next steps or estimated completion date*

Subject to adoption of the Bylaw, a loan application will be submitted to the Municipal Finance Authority in the first quarter of 2019. Final approval of the loan is contingent on a loan agreement and promissory note being signed by the appropriate signing authorities.

**STRATEGIC PLAN AND RELATED POLICIES**

The annual Financial Plan includes allowances for interest expenses on short term revenue anticipation borrowing, offset by investment income earned on the investment of tax requisition funds in the latter half of the year.

**CONCLUSION**

Under section 404 of the *Local Government Act*, a Board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received.

Annual property tax revenue used to fund operating expenditures is not received until August 1<sup>st</sup> in each year. The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw to provide for short term borrowing to fund a portion operating expenditures incurred between January 1 and August 1.

Funds borrowed are required to be repaid upon receipt of the revenue in question. Interest expenses are offset by investment income earned on the investment of tax funds in the latter half of the year.

Staff recommend proceeding with the bylaw to authorize borrowing that may be necessary to meet current lawful expenditures.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT

# BYLAW NO. 720

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS it may be necessary for the Sunshine Coast Regional District to borrow money from time to time to meet current lawful expenditures;

AND WHEREAS it is provided by Section 404 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS there are no liabilities outstanding under Section 404;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District 2019 Revenue Anticipation Borrowing Bylaw No. 720, 2018*.
2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Sunshine Coast Regional District an amount or amounts not exceeding the sum of EIGHT MILLION DOLLARS (\$8,000,000.00).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the Corporate Seal of the Regional District and signed by the Chair and the Chief Financial Officer.
4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME                      this    13<sup>th</sup>    day of                      December, 2018

READ A SECOND TIME                      this     13<sup>th</sup>     day of                      December, 2018

READ A THIRD TIME                      this     13<sup>th</sup>     day of                December, 2018

ADOPTED this 13<sup>th</sup> day of December, 2018

CORPORATE OFFICER

CHAIR

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – December 13, 2018

**AUTHOR:** Angie Legault, Senior Manager, Administration & Legislative Services

**SUBJECT:** SQUARE BAY WASTEWATER TREATMENT FACILITY SECURITY ISSUING

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### RECOMMENDATION(S)

**THAT the report titled Square Bay Wastewater Treatment Facility Security Issuing be received;**

**AND THAT Sunshine Coast Regional District Security Issuing Bylaw No. 719, 2018 be given three readings and be adopted.**

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### BACKGROUND

In October 2016, the SCRD was notified of a grant award of up to \$697,303 from the Clean Water and Wastewater Fund for the design and replacement of the Square Bay Wastewater Treatment Facility.

In 2017, the SCRD received approval of the electors through an Alternative Approval Process, for long term borrowing (20 years) to fund the SCRD share of the project. *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016* was adopted on April 13, 2017.

### DISCUSSION

As construction of the Square Bay Wastewater Treatment Facility is nearing completion, it is necessary to move forward with a Security Issuing Bylaw for spring borrowing through the Municipal Finance Authority. The amount required to fund the project is \$280,000 which will be paid over a 20 year period. The Security Issuing Bylaw requires three readings and adoption and is included in the agenda for consideration.

### STRATEGIC PLAN AND RELATED POLICIES

Using long term borrowing to finance an asset with a significant lifespan is consistent with Section 4.13 Debt Management, of the Financial Sustainability Policy which states:

The Regional District recognizes that, properly applied, debt can be an affordable and effective source of funding that complements the sustainability of an organization by matching costs to the appropriate tax payer in the year in which the benefit is received. Debt decisions shall balance quality of life and financial considerations.

## **CONCLUSION**

The Square Bay Wastewater Treatment Facility is nearing completion and staff recommend proceeding with a Security Issuing Bylaw to authorize borrowing through the Municipal Finance Authority as part of the Spring 2019 debt issue.

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM	X- R. Rosenboom	Legislative	
CAO	X – J.Loveys	Other	

## Sunshine Coast Regional District

### Bylaw No. 719

A bylaw to authorize the entering into of an Agreement respecting financing between the Sunshine Coast Regional District (the "Regional District") and the Municipal Finance Authority of British Columbia (the "Authority")

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following loan authorization bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing be undertaken through the Authority;

NOW THEREFORE the Regional Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

Loan Authorization Bylaw #	Purpose	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
707	Design and construction of Square Bay sewage treatment facility	\$280,000	\$Nil	\$280,000	20 years	\$280,000
<b>Total</b>		<b>\$280,000</b>	<b>\$Nil</b>	<b>\$280,000</b>		<b>\$280,000</b>

1. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaw table, at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Two Hundred and Eighty Thousand Dollars (\$280,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$280,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Sunshine Coast Regional District Loan Authorization Bylaw No. 707 if the anticipated revenues accruing to the Regional District from the operation of the Square Bay Community Sewage Treatment System Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund



established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as *Sunshine Coast Regional District Security Issuing Bylaw No. 719, 2018*.

READ A FIRST TIME	this	13 <sup>th</sup>	day of	December, 2018
READ A SECOND TIME	this	13 <sup>th</sup>	day of	December, 2018
READ A THIRD TIME	this	13 <sup>th</sup>	day of	December, 2018
ADOPTED	this	13 <sup>th</sup>	day of	December, 2018

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CORPORATE OFFICER

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CHAIR

**Schedule “A” to Bylaw No. 719****CANADA****PROVINCE OF BRITISH COLUMBIA****AGREEMENT****Sunshine Coast Regional District**

The Sunshine Coast Regional District (the “Regional District”) hereby promises to pay to the Municipal Finance Authority of British Columbia (the “Authority”) at its Head Office in Saanich, British Columbia, the sum of Two Hundred and Eighty Thousand Dollars (\$280,000) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 719 cited as “Sunshine Coast Regional District Security Issuing Bylaw No. 719, 2018”, this Agreement is sealed with the Corporate Seal of the Sunshine Coast Regional District and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Financial Officer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

<b>Date of Payment</b>	<b>Total Payment</b>	<b>Principal/Sinking Fund Deposit</b>	<b>Interest</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$