



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

**Thursday, January 25, 2018
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

- | | |
|--|----------------------|
| 2. Manager, Financial Services – Parcel Tax Roll Review Panel
(Voting – All Directors) | Annex A
Pages 1-2 |
| 3. Financial Analyst – Long Term Debt as at December 31, 2017
(Voting – All Directors) | Annex B
pp. 3-6 |
| 4. Manager, Financial Services – Directors' Constituency and
Travel Expenses for October, November and December 2017
(Voting – All Directors) | Annex C
pp. 7-8 |
| 5. Manager, Purchasing and Risk Management – Contracts
Between \$50,000 and \$100,000
(Voting – All Directors) | Annex D
pp. 9-10 |
| 6. Emergency Program Coordinator – Grant Application for
Community Emergency Preparedness Fund – Emergency
Operation Centres and Training
(Voting – All Directors) | Annex E
pp. 11-12 |
| 7. Joint Report – Corporate and Administrative Services – Semi-
Annual Report for 2017
(Voting – All Directors) | Annex F
pp. 13-20 |
| 8. Deputy Corporate Officer – Association of Vancouver Island and
Coastal Communities Resolutions
(Voting – All Directors) | Annex G
pp. 21-22 |

- | | |
|--|----------------------|
| 9. General Manager, Corporate Services / Chief Financial Officer –
Transit Apportionment
(Voting – B, D, E, F, DoS, SIGD, ToG) | Annex H
pp. 23-28 |
| 10. Senior Planner – Canadian Environmental Assessment Agency
Comprehensive Study Report for BURNCO Aggregate Project –
Electoral Area F
(Voting – All Directors) | Annex I
pp. 29-50 |

COMMUNICATIONS

- | | |
|--|----------------------|
| 11. <u>Association of Vancouver Island and Coastal Communities</u>
<u>(AVICC)</u>
Regarding 2018 Annual General Meeting and Convention
– Call for Nominations for AVICC Executive
(Voting – All Directors) | Annex J
pp. 51-54 |
|--|----------------------|

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHOR: Sara Zacharias, Manager, Financial Services

SUBJECT: **PARCEL TAX ROLL REVIEW PANEL**

RECOMMENDATION

THAT the report titled “Parcel Tax Roll Review Panel” be received;

AND THAT the:

- Board or a portion of the Board be appointed to the Parcel Tax Roll Review Panel;
 - Parcel Tax Roll Review Panel sitting be scheduled for February 22, 2018 at 9:00 am in the SCRD Field Road Office Board Room;
 - Chief Financial Officer be appointed Collector for the SCRD.
-

BACKGROUND

The purpose of the Parcel Tax Roll review is to ensure that the billing information is correct for the 2018 parcel tax, and to authenticate the Parcel Tax Roll.

As authorized under the Pender Harbour Pool Parcel Tax Roll Bylaw No. 612, Community Recreation Facilities Parcel Tax Roll Bylaw No. 577, and the Water Rates Bylaw No. 422, including Regional Water, South Pender Harbour Water and North Pender Harbour Water Service Areas, parcel taxes will be assessed on all eligible parcels listed on the Parcel Tax Roll.

DISCUSSION

The *Community Charter* requires that a Parcel Tax Roll Review Panel (PTRRP) process be held to hear any matters referred to in *Community Charter Section 205 (1) [complaints to the parcel tax roll review panel]* and to authenticate the parcel tax roll.

Complaints to the review panel are to be in writing and are to make corrections only with respect to the following:

- Ø there is an error or omission respecting a name or address on the parcel tax roll;
- Ø there is an error or omission respecting the inclusion of a parcel;
- Ø there is an error or omission respecting taxable area or the taxable frontage of a parcel;
- Ø an exemption has been improperly allowed or disallowed.

The Parcel Tax Roll will be made available to the public for inspection commencing Monday February 5, 2018, with notice that corrections will be accepted up to Monday, February 19, 2018. Information regarding requests for correction will be provided to the Parcel Tax Roll Review Panel on Thursday, February 22, 2018.

STRATEGIC PLAN AND RELATED POLICIES

The Parcel Tax Roll Review aligns with the Boards Strategic Value of “*Transparency*” and is also a statutory requirement.

CONCLUSION

A Property Tax Roll Review Panel must meet annually to address complaints and authenticate the assessment roll.

Staff recommend appointing a portion of the Board to the Parcel Tax Roll Review Panel which will meet on Thursday, February 22, 2018 at 9:00 am in the SCRD Field Road Office Board Room, and to appoint the Chief Financial Officer as Collector for the SCRD.

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	X-A. Legault
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: LONG TERM DEBT AS AT DECEMBER 31, 2017

RECOMMENDATION(S)

THAT the report titled Long Term Debt as at December 31, 2017 be received for information.

BACKGROUND

The purpose of this semi-annual report is to provide the Committee with current information regarding the Sunshine Coast Regional District's (SCRD) long term debt obligations.

DISCUSSION

A summary of the SCRD's long term debt obligations as at December 31, 2017 is provided in Attachment A.

Specifics of new debt issues, budgeted unissued debt, MFA Issue 102 rate reset and expiring debt affecting the 2018 Financial Plan are detailed below along with information on member municipality debt and historical debt levels.

New Debt Issued

On December 19, 2017, an equipment financing loan agreement was entered into to provide funding for the Gibsons and District Fire Protection Service ladder truck per Board resolution 075/17. The principal amount of the loan is \$340,000. Proceeds were advanced on December 29, 2017 and are scheduled to be repaid over a term of 60 months.

Also on December 19, 2017, an equipment financing loan agreement was entered into to provide funding for the Corporate Building Maintenance vehicle replacement per Board resolution 110/17 No. 14. The principal amount of the loan is \$42,458. Proceeds were advanced on December 29, 2017 and are scheduled to be repaid over a term of 60 months.

Budgeted Unissued Debt

The 2017-2021 Financial Plan included funding from borrowing proceeds for eight capital projects and two equipment purchases totaling \$5,766,093 as detailed in the table on the following page.

These projects and associated debt funding will be carried forward as applicable to the 2018-2022 Financial Plan or, in the case of completed projects, borrowing will be finalized in Q1 2018 once final year end project costs are confirmed.

The timing for issuance of new borrowing is estimated based on individual project timelines and is subject to final authorization through either a Security Issuing Bylaw or Board resolution if not already in place.

Summary of Budgeted Unissued Debt				
Project	Budgeted Proceeds	Proposed Term	Estimated Issuance	Authorization
Gibsons Library Capital Repairs	\$ 110,837	5 years	Q1 2018	154/16 No. 3 & 350/16
Gibsons Library HVAC Replacement	\$ 75,000	5 years	End of 2018	Resolution required
Corporate ERP Software	65,956	5 years	Q1 2018	Resolution required
Chapman Lake Supply Expansion	5,000,000	30 years	Fall 2018	Loan Authorization Bylaw No. 704
Square Bay Waste Water Plant	280,000	20 years	Fall 2018	Loan Authorization Bylaw No. 707
Information Technology Hardware	70,000	3 years	End of 2018	Resolution required
Granthams Hall Rehabilitation	100,000	5 years	End of 2018	Resolution required
Merrill Crescent Septic Field Replacement	11,050	5 years	End of 2018	Resolution required
Canoe Road Septic Field Replacement	12,750	5 years	End of 2018	Resolution required
Parks Unit 1 Truck Replacement	40,500	5 years	Q2 2018	299/17 No. 13

MFA Issue 102 Rate Reset

On December 2, 2017, the interest rate associated with MFA Issue 102 was reset at 2.25% (down from 4.82%) for the next five years. As a result, the annual interest payments for the [650] Community Parks debenture for the Parks Master Plan have been reduced by \$31,390.

Expiring Debt

An equipment financing loan for [650] Community Parks was fully repaid in November 2017. The annual debt servicing cost for this loan of \$11,060 was reduced to \$10,138 in the 2017 Financial Plan based on timing of the final payout.

Long term borrowing through Municipal Finance Authority (MFA) Issue 102 for 911 Emergency Telephone Upgrades was fully repaid in December 2017. The annual debt servicing costs for this loan of \$87,441 were reduced to \$84,807 in the 2017 Financial Plan to reflect interest expenses to the date of maturity. The existing funding for debt servicing of this loan is being transferred to increase the annual contribution to capital reserves for asset maintenance and renewal beginning in 2018, per Board resolution 346/17 No. 4.

The Liability Under Agreement (LUA) for Community Recreation Facility (CRF) Capital Projects was fully repaid in August 2017. The current funding for debt servicing of this loan is being transferred to increase the annual funding contribution to CRF capital maintenance for critical asset renewal by \$48,856 in 2017 and \$225,000 in 2018, per Board resolution 452/16 No. 6.

There are five equipment financing loans set to expire in 2018. The annual debt servicing cost for these loans of \$68,380 have been reduced to \$47,977 in the 2018 Financial Plan based on timing of the final payouts.

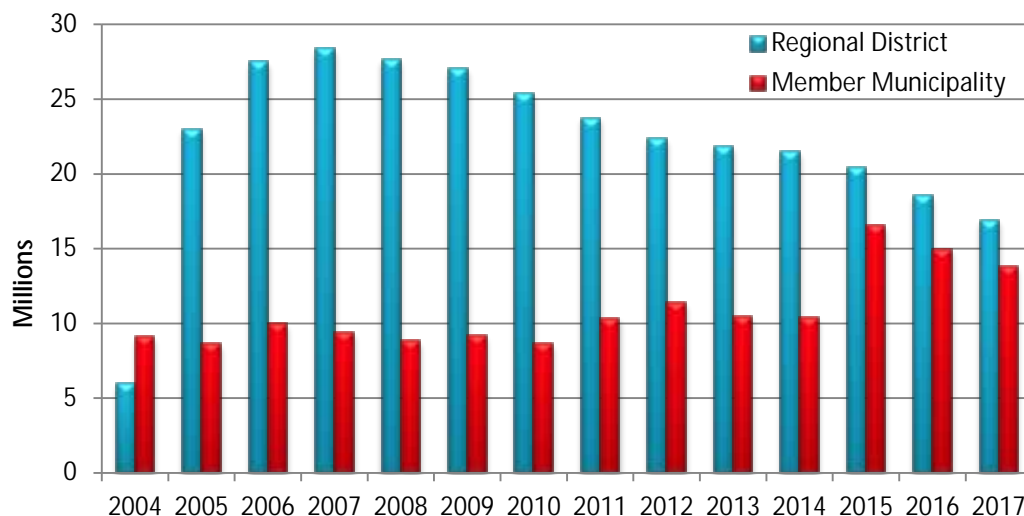
Member Municipality Debt

Municipal financing under loan authorization bylaws (other than temporary borrowing) must be undertaken by the applicable Regional District. As at December 31, 2017, the outstanding principal balance of debt recoverable from Member Municipalities by the SCRD was as follows:

Sechelt	\$ 7,536,005
Gibsons	6,276,145
Total	\$ 13,812,150

Security Issuing Bylaw No. 713 was adopted by the SCRD Board on December 14, 2017. The Bylaw authorized the SCRD to undertake borrowing of \$1,784,000 on behalf of the Town of Gibsons for a term of 20 years. It is anticipated that the debt will be issued in Spring 2018.

Historical Debt Balances



Financial Implications

All debt servicing costs are included in the Financial Plan and are updated annually to reflect actual repayment schedules and interest rates. Funding for expiring debt is automatically removed from the Financial Plan as a loan expires. Debt servicing costs for budgeted unissued borrowings are estimated based on current interest rates and are included in the Financial Plan no sooner than when the borrowing is expected to occur.

STRATEGIC PLAN AND RELATED POLICIES

The information provided in this report is consistent with the SCRD's Debt Management Policy.

CONCLUSION

Equipment financing loans for the Gibsons Fire ladder truck and Corporate Building Maintenance vehicle replacement were issued in December 2017. The principal balance of these loans was \$340,000 and \$42,458 respectively.

Budgeted unissued debt funding for capital projects and equipment purchases totals \$5,766,093. This debt will be issued in accordance with project timelines and funding requirements, subject to any required authorizations.

The interest rate for MFA Issue 102 was reset on December 2, 2017 at 2.25% resulting in a reduction in annual interest payments of \$31,390 for the associated Parks Master Plan debenture.

An equipment financing loan for [650] Community Parks was fully repaid in November 2017. The long term debenture for 911 Emergency Telephone upgrades was fully repaid in December 2017 and the LUA for CRF Capital Projects was fully repaid in August 2017.

There are five equipment financing loans scheduled to expire in 2018.

Member municipality debt totaled \$13,812,150 as at December 31. Security Issuing Bylaw No. 713 authorized additional borrowing of \$1,784,000 for the Town of Gibsons with an anticipated issuance of Spring 2018.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHOR: Michelle Goetz, Accounts Payable Technician

SUBJECT: DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES
FOR PERIOD ENDING DECEMBER 31, 2017

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2017 be received for information.

BACKGROUND

The 2017 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$19,800 (\$2,500 allowance per Director from [110] and \$1,000 for Electoral Area Directors from [130]) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Travel Expenses within Legislative Services and UBCM/AVICC – Electoral Area Services provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on Sunshine Coast Regional District (SCRD) business.

DISCUSSION

The total amount posted to Constituency Expenses for the period ending December 31, 2017 is \$5,637 leaving a surplus balance of \$14,163. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$28,753 leaving a surplus balance of \$7,045. Figures are based on expense reports submitted up to January 11, 2018 for the period ended December 31, 2017 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A/Vice Chair	\$578	\$9,951	\$270
Director Area B/Chair	\$249	\$9,327	\$-
Director Area D	\$3,200	\$2,765	\$-
Director Area E	\$121	\$615	\$38
Director Area F	\$1,159	\$4,774	\$-
Director DOS	\$-	\$595	\$-
Director TOG	\$330	\$726	\$38
Director SIGD	\$-	\$-	\$-
Totals	\$5,637	\$28,753	\$346
Budget	\$19,800	\$36,144	
Surplus (Deficit)	\$14,163	\$7,045	*
* Alternate included with Director travel totals.			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Director Constituency and Travel Expenses aligns with the Board's Strategic Value of "*Transparency*".

CONCLUSION

The 2017 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$55,944. For the period ending December 31, 2017, the total amount posted to Constituency and Electoral Expenses is \$34,736 leaving a surplus balance of \$21,208.

Reviewed by:			
Manager	X S. Zacharias	CFO/Finance	X-T.Perreault
GM		Legislative	
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHOR: Bess Wong, Manager, Purchasing and Risk Management

SUBJECT: **CONTRACTS BETWEEN \$50,000 AND \$100,000 FROM SEPTEMBER 1 TO DECEMBER 31, 2017**

RECOMMENDATION

THAT the report titled Contracts between \$50,000 and \$100,000 – from September 1 to December 31, 2017 be received for information.

BACKGROUND

The Sunshine Coast Regional District's (SCRD) existing Delegation Bylaw No. 710, 2017 directs staff to provide the Committee with a quarterly report of all new contracts entered into that fall between \$50,000 and \$100,000.

This report includes vendor, purpose, function, amount and the authoritative budget.

DISCUSSION

241 contracts/purchase orders were issued during the time period September 1, 2017 to December 31, 2017 with five valued between \$50,000 and \$100,000. Amounts noted do not include applicable taxes.

	Supplier	Account Code	Awarded	Budget
1.	Areoquest Mapcon / Coquitlam, BC RFP 17 310 Digital Orthophoto Imagery.	506 –GIS	\$52,981.00	Capital
2.	Eastlink / Halifax, NS 2018 PO: Telecommunications Service Wide Area Network WAN Connectivity	117 – IT Services	\$71,820.00	Operating
3.	Revelstoke Iron Grizzly / Revelstoke, BC Steel Plates to use as Alternate Daily Cover	352 – Sechelt Landfill	\$61,600.00	Capital
4.	Terra Reproductions / Ottawa, ON RFP 17 311: Microfiche Scanning Project	110 – General Government	\$51,321.60	Operating
5.	Waterhouse Environmental Services Corp. / Vancouver, BC ISPOAC and HydroFloc	370 - Water	\$63,490.75	Operating

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Award aligns with the Board's Strategic Value of "Transparency".

CONCLUSION

SCRD Delegation Bylaw No. 710, 2017 directs staff to provide the Committee with a quarterly report on all new contracts.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee Meeting – January 25, 2018

AUTHOR: Bill Elsner, Emergency Program Coordinator

SUBJECT: GRANT-APPLICATION FOR COMMUNITY EMERGENCY PREPAREDNESS FUND –
EMERGENCY OPERATIONS CENTRES AND TRAINING

RECOMMENDATION(S)

THAT the report titled Grant Application for Community Emergency Preparedness Fund – Emergency Operations Centres and Training be received;

AND THAT the grant application to the Union of British Columbia Municipalities (UBCM) for \$23,467 to support the Sunshine Coast Emergency Operations Centre be approved.

BACKGROUND

The Community Emergency Preparedness Fund (CEPF) is intended to enhance the resiliency of local governments and residents in responding to emergencies. The Union of British Columbia Municipalities (UBCM) administers funds for this program. One of the funded programs is Emergency Operations Centres (EOC) which provides for the purchase of equipment and funds to maintain and improve EOC capacity.

DISCUSSION

In October 2017 UBCM announced the CEPF programs. Staff and the Emergency Communication Team met to discuss enhancements to our telecommunications equipment. An application for the Sunshine Coast EOC Telecommunications Upgrade Project was completed which requests funding for urgently needed upgrades to our radio communications equipment that benefits all Municipalities and Electoral Areas of the South Sunshine Coast.

Intergovernmental communications are required during emergency events that cross jurisdictional boundaries. The equipment to be purchased for this project is based on the recommended standards of the Mid Island Emergency Coordinators and Managers Emergency Communications Team (MIECM-ECT) and the Provincial Emergency Radio Communications Services (PERCS). Adopting these standards will ensure interoperability with our neighbouring communities. Standardized equipment and training also results in seamless operations and the ability to deploy radio operators to communities requiring assistance.

Financial Implications

If successful, this \$23,467 in funding will provide valuable and urgent emergency telecommunications equipment and repairs to the Sunshine Coast Emergency Program EOC.

Timeline for next steps or estimated completion date

The application deadline for the CEPF to UBCM is February 2, 2018.

STRATEGIC PLAN AND RELATED POLICIES

In the event of a successful application, many of the Strategic Priorities will be achieved as the EOC provides support to all Sunshine Coast communities and will enable volunteers to be adequately equipped and trained in the event of emergency situations.

CONCLUSION

In October 2017 UBCM announced the CEPF programs. Staff and the Emergency Communications Team met to discuss telecommunications repairs and maintenance. An application for the Sunshine Coast EOC Telecommunications Upgrade Project was completed, which if successful will provide valuable emergency communications repairs and equipment to the Sunshine Coast Emergency Communications Teams.

The application deadline for the CEPF to UBCM is February 2, 2018.

Staff requests that the application be supported with a Resolution at the January 25, 2018 Regular Board meeting.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services
Tina Perreault, General Manager, Corporate Services and Chief Financial Officer
Gerry Parker, Senior Manager, Human Resources

SUBJECT: **CORPORATE AND ADMINISTRATIVE SERVICES – SEMI ANNUAL REPORT FOR 2017**

RECOMMENDATION(S)

THAT the report titled Corporate and Administrative Services – Semi Annual Report for 2017 be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Corporate and Administrative Services (CAS) Departments for the last half of 2017.

Administration [110], Bylaw Compliance [200], Dog Control [290]

PROJECTS

- a. Electronic Data and Records Management System (EDRMS) software – work related to training new staff, advanced training for existing staff, refinement of the folder structure, staff support on creation of folders and location for filing documents, and setting permissions in Dr. Know is ongoing. A budget proposal related to a major software version release has been forwarded to Round 1.
- b. Microfiche scanning project – microfiche for year one of this three year project has been shipped and scanned. Quality control and filing of returned images is underway.
- c. Communications Projects – Source to Tap brochure, development of 2018 Recreation Marketing Plan and Corporate Communications Plan, editorial calendar for Director's column, Ban on Outdoor Water use communications plan implementation.
- d. SCRD 50th Anniversary – supported participation in Canada Day parade, time capsule project and 1967 Halloween costume theme to mark the SCRD's 50th anniversary.
- e. Bylaw Compliance and Dog Control – ticket/fine review completed with revised bylaws to come to the Board in Q1 2018.
- f. Sakinaw Ridge Waste Water Treatment Plant service establishment process completed.
- g. Board Procedures Bylaw – a draft bylaw has been prepared for Board consideration in Q1 2018.

OPERATIONS

Statistics

Inactive Record Centre Retrievals

	Q1	Q2	Q3	Q4	Total
2017	146	84	76	72	378
2016	133	159	110	237	639
2015	142	75	94	69	380
2014	99	99	114	164	476
2013	138	122	142	213	615
2012	132	136	104	119	491

Records Management Help Desk requests

	Q1	Q2	Q3	Q4	Total
2017	260	255	200	215	930
2016	398	337	227	296	1258
2015	226	763	419	352	1760
2014	180	170	167	175	692

2015 Q2 = EDRMS Go Live

Twitter account maintenance

"Followers"	Q1	Q2	Q3	Q4
2017	1245	1293	1324	1351
2016	1051	1108	1169	1204
2015	752	est. 811	972	1003
2014	510	573	637	685
2013	349	395	432	475
2012	168	204	254	304

Facebook account maintenance

"Likes"	Q1	Q2	Q3	Q4
2017	1142	1237	1350	1480
2016	737	875	949	1038
2015	180	227	650	695
2014	-	-	-	103

Coast Currents e-newsletter.

"Subscribers"	Q1	Q2	Q3	Q4
2017	260	281	297	322
2016	227	246	263	270
2015	163	180	191	207

News Releases

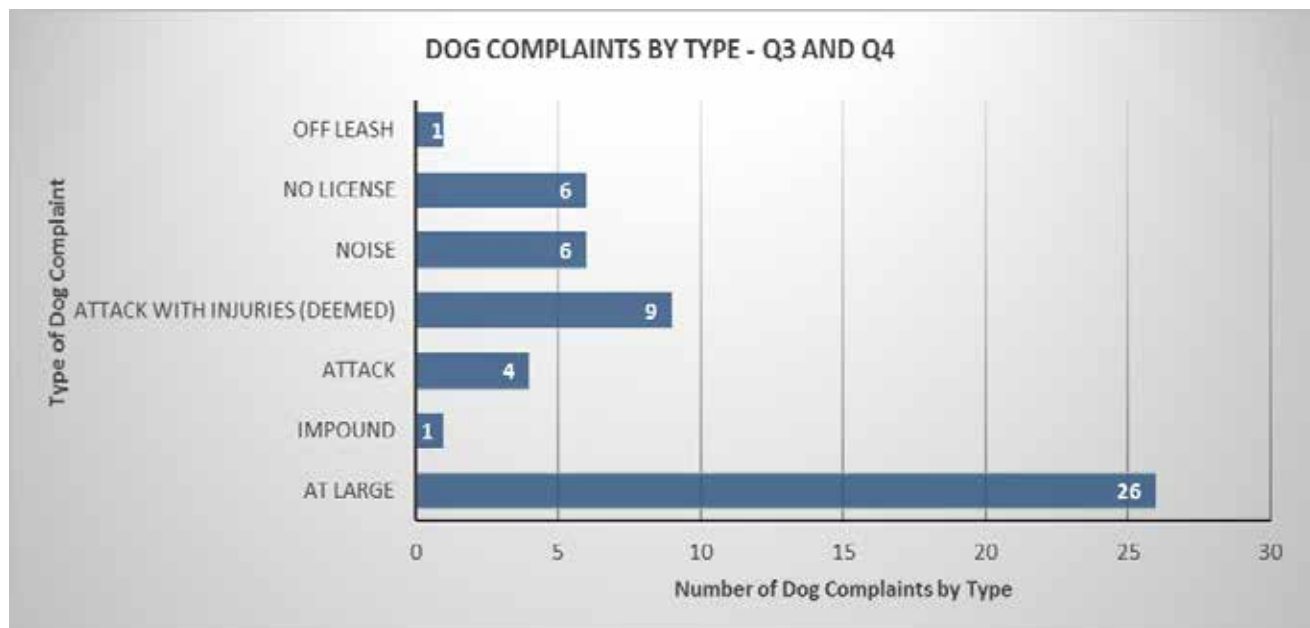
	Q1	Q2	Q3	Q4	Total
2017	8	4	5	3	20
2016	8	11	8	2	29
2015	6	3	10	10	29

FOI Requests

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Rec'd
	Rec'd	Comp'd	Rec'd	Comp'd	Rec'd	Comp'd	Rec'd	Comp'd	
2017	9	6	10	8	6	11	9	6	32
2016	11	9	7	7	6	6	5	5	29
2015	7	6	4	3	7	6	7	8	25
2014	4	3	8	9	8	6	4	6	24
2013	0	1	6	5	7	7	7	7	20
2012	9	9	5	4	6	5	7	8	27

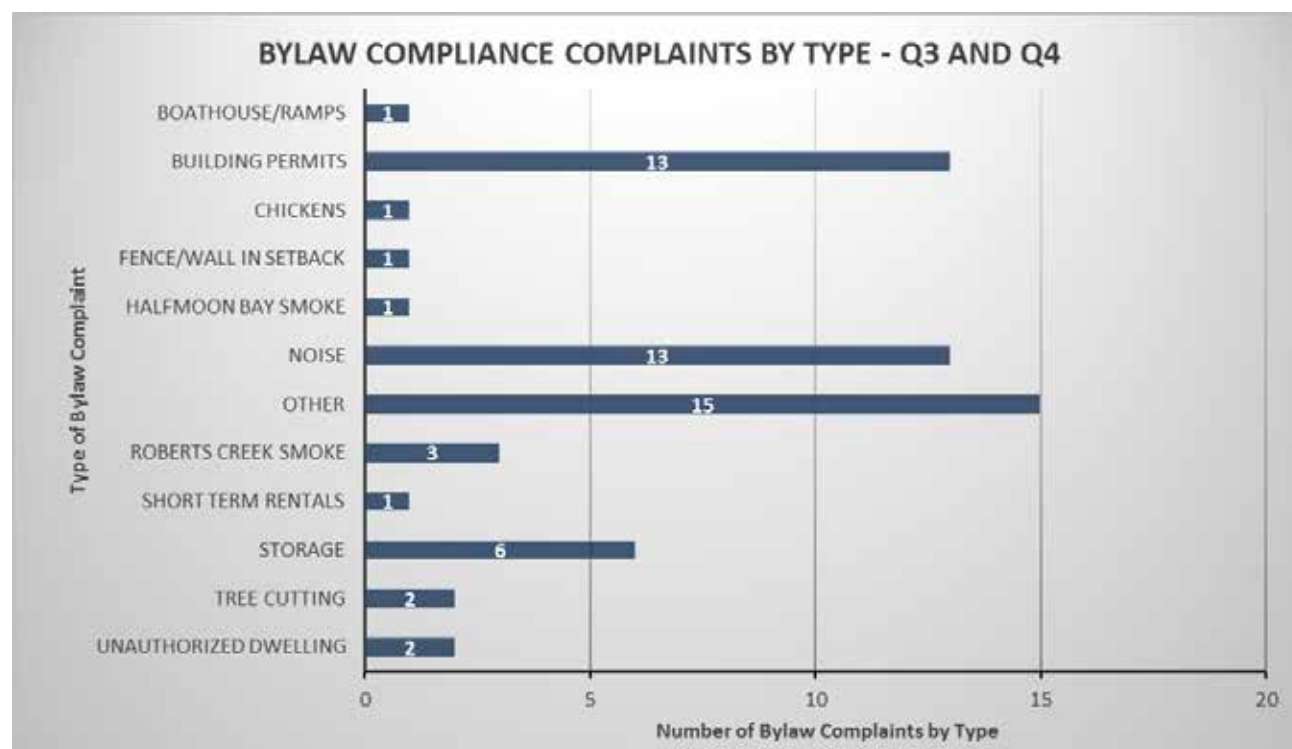
Dog Control

New Dog Control Complaints by Area					
Area	Q1	Q2	Q3	Q4	Total
B	4	4	9	3	20
D	10	3	10	4	27
E	8	6	3	7	24
F	3	1	3	0	7
SIGD	3	0	0	0	3
Total	28	14	25	14	81



Bylaw Compliance

New Bylaw Compliance Files by Area					
Area	Q1	Q2	Q3	Q4	Total
A	9	3	7	1	20
B	7	10	12	3	32
D	7	4	14	3	28
E	9	4	3	5	21
F	4	5	6	5	20
SIGD	0	0	0	0	0
Total	36	26	42	17	121

*Other (Education and Training)*

- The Records Management Technician and Deputy Corporate Officer attended the LGMA hosted training on Records Management and Freedom of Information and Protection of Privacy.
- The Corporate Officer attended the annual Clerks and Corporate Officers Forum. Sessions included Bylaw Drafting and Interpretation, Legal Updates, Privacy, Elections, etc.

Corporate Services - Human Resources [115]**PROJECTS**

- Joint Health and Safety Committee (JHS) – New JHS Committee structure is now in place along with an agreement with Unifor Local 466 regarding modification to Collective Agreement language forming a new JHS Labour Management Committee.

- b. Job Evaluation Committee – The JEC process is again fully functional with several positions having undergone a recent review and the process is working well.
- c. SCRD Staff Survey – Used new “HRDownloads” online platform survey tool to conduct annual staff survey which closed October 13, 2017.
- d. NAOSH Week – The SCRD was awarded both an “Honourable Mention” and a “Most Innovative” Award which was presented to the NAOSH Committee in November, 2017.

OPERATIONS

Statistics

First Aid and WorkSafeBC Reports. HR receives and investigates all reports of injury for review by the Joint Health and Safety Committee. Time loss and/or medical attention result in creation of WSBC documentation.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Rec'd
	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	
2017	8	8	3	8	6	5	10	6	54
2016	8	1	11	4	6	4	14	6	54

Job Postings and Applications – HR posts jobs, receives applications, reviews, shortlists, and liaises with managers to conduct interviews, make selection decisions, check references, and process job offers.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Posts	Total Appl
	Posts	Applicants.	Posts	Appl	Posts	Appl	Posts	Appl		
2017	16	105	15	81	19	97	29	233	79	516
2016	10	96	14	271	27	226	14	235	65	828

Training and Development (BEST - Building Essential Skills for Tomorrow). Numerous sessions held throughout the year that include skill development and safety training.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Sess.	Total Att.
	Sessions	Attendees	Sess.	Att.	Sess.	Att.	Sess.	Att.		
2017	0	0	8	108	2	28	9	131	19	267
2016	4	55	5	79	3	49	5	59	17	242

Corporate Services [113, 114, 117, 118, 121-129, 410, 506, 510, 640]

PROJECTS

- a. Financial Planning Process- 2018-2022 Pre-Budget Process began internally in July 2017 with 2017 carry-forwards and proposed initiatives coming to the Special Corporate and Administrative Services Committee November 30, 2017. Community Partners and Stakeholders presented preliminary budget requests on December 1, 2017.
- b. 2018 Annual Requisition – Funds will be requisitioned April 2018 for Ad Valorem and February 2018 for Parcel Tax. Funds will be received from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and Province of BC on August 1, 2018.
- c. 2017 Audit – BDO LLP – Interim audit was completed in November 2017. Year-end audit is scheduled for March 2018 with completion in April 2018.
- d. Canadian Award for Financial Reporting (CANFOR) – 2016 CANFOR was applied for in June 2017 and awarded in November 2017.
- e. Corporate Software-
 - IT Division lead significant software update to the SCRD's Land Management System-Tempest in November 2017. This involved several departments including IT, Finance, GIS, Utilities, Planning and Administration over a 2 week period.
 - Staff continue to work on making improvements and module roll-outs with the new Enterprise Resource Management system (ERP)-Agresso/Unit 4. Staff have successfully rolled out the new Budget/Planner Module in preparation for the 2018-2022 Financial Planning process.
- f. IT Asset Management- the Information Technology Department has been working on developing an IT Asset Management Plan as this class of assets were excluded from the SCRD's Corporate Asset Management Plan in 2015. As part of this process, they are cataloging all the corporate systems operated by the various divisions as well as the associated IT infrastructure to support the organization.
- g. Corporate Space Planning- Project Charter drafted and project put on hold due to competing priorities. Work to begin in Q1 2018.
- h. Sunshine Coast Regional Hospital District (SCRHD) Administration:
 - Staff continue to support the Sechelt Hospital expansion project
 - Staff, along with IT have created the SCRHD entity in the new financial system.
- i. Gibsons Library
 - The preventative maintenance plan is well under way and SCRD has begun taking over the new maintenance items from the revised lease agreement such as landscaping for the site, which is going well.
 - Staff met with newly appointed Library Director-Heather Evans-Cullen in November 2017 to review newly signed Service and Lease/ Maintenance agreements as well as review needs of the Library.

j. Asset Management

- Continued to work on the Corporate Asset Management Plan with the focus on the implementation of Cityworks, the Asset and Maintenance Management ERP System.
- Continued work on inventory and condition assessments with the focus of creating more long-term financial/capital plans. Q3 & 4 focused on preparing for Ports capital report.
- Staff attended the Asset Management BC Conference in November 2018.

OPERATIONS

Finance Statistics

of Invoices and Payments Issued

Year	January to June		July to December		Totals	
	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments
2017	944	2,385	885	2,832	1,829	5,217
2016	674	2,873	669	2,860	1,343	5,733
2015	617	2,738	677	2,834	1,294	5,572
2014	708	2,881	652	2,857	1,360	5,738

of Purchase Orders Issued

	January to June	July to December	Total
	Processed	Processed	
2017	559	334	893
2016	484	247	731
2015	523	314	837
2014	374	322	696

of RFP's Tendered and Awarded

	January to June		July to December		Total Awarded
	Tendered	Awarded	Tendered	Awarded	
2017	19	18	19	20	38
2016	12	6	17	12	18
2015	9	9	11	10	19
2014	9	8	9	8	16

Information Technology (IT) Statistics

of Addresses Assigned

	January to June	July to December	Total
2017	185	n/a	185
2016	236	172	408
2015	111	177	288
2014	231 (including 104 unit numbers for the Watermark)	151	382

of Public Enquiries regarding Property Information and Mapping Section (PIMS)

	January to June	July to December	Total
2017	387	n/a	387
2016	402	344	746
2015	224	187	411
2014	155	139	294

of IT Help Request Tickets

	January to June	July to December	Total
2017	1715	n/a	1715
2016	2706		2706
2015	2660		2660
2014	3011		3011

Other (Education and Training)

- Manager, Financial Services and Chief Financial Officer - attended the Government Finance Officers Association of BC Pre-Conference and Conference in Victoria in June 2017.
- Chief Financial Officer and Manager, Purchasing and Risk attended the annual Municipal Insurance Association (MIA) Risk Management Conference in Vancouver in Q2-April.
- Senior IT Coordinator – Amazon Web Services Innovation Roadshow in Vancouver – Q2 2017.
- GIS Administrator - MISA BC Spring Conference in Vancouver - Q2 2017.
- Business Analyst – Intermediate Crystal Reporting for Asset Management System teleconference – Q1 2017
- Business Analyst – Advanced MS Excel Training in Vancouver – for business intelligence reporting – Q2 2017
- Assistant IT Technician – Administering Microsoft Exchange Server 2016 online - Q2 2017.

Reviewed by:			
Manager	X-G. Parker	Finance	X-T. Perreault
GM		Legislative	X-A. Legault
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHORS: Angie Legault, Senior Manager, Administration & Legislative Services
Sherry Reid, Deputy Corporate Officer

SUBJECT: **2018 RESOLUTIONS TO THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC)**

RECOMMENDATIONS

THAT the report titled 2018 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received.

BACKGROUND

The following recommendation was made at the January 11, 2018 Planning and Community Development Committee:

Recommendation No. 10 *2018 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC)*

The Planning and Community Development Committee recommended that the report titled 2018 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received;

AND THAT Directors who have identified issues provide supporting information to staff in order to assist with the development of potential 2018 AVICC resolutions.

DISCUSSION

Subsequent to January 11th Planning and Community Development Committee meeting, Directors forwarded information to staff and the following three resolutions have been drafted for the Committee's consideration:

Re-evaluation of Resolutions by the Province

WHEREAS UBCM, as the conduit between its members and the provincial government, endorses numerous resolutions of significance to all local governments;

AND WHEREAS there has been a change in provincial government:

THEREFORE BE IT RESOLVED THAT UBCM review previous resolutions to determine whether they should be re-submitted to the Province within the context of the priorities and policies of the new provincial government.

BC Ferries Medical Assured Loading

WHEREAS individuals returning to their home communities after chemotherapy or surgical treatment are not automatically given priority or assured loading on BC Ferries which can result in delays and unnecessary suffering;

AND WHEREAS applications for medical assured loading require advance planning which is not always possible given the variability of hospital stays and appointment times, and rely on medical practitioner time and awareness of the program:

THEREFORE BE IT RESOLVED that the Ministry of Health be requested to modify the Travel Assistance Program to ensure that oncology and/or post-operative patients returning to ferry dependent communities receive assured loading.

Watershed Governance Model

WHEREAS UBCM has consistently advocated for providing water purveyors with greater control over the watersheds that provide drinking water to their communities;

AND WHEREAS an integrated watershed governance approach that recognizes indigenous water rights and utilizes a collaborative, consensus building approach to decision making could provide a model that addresses community needs while balancing the resource and capacity limitations experienced by local governments and First Nations:

THEREFORE BE IT RESOLVED THAT the Province recognize and support local watershed collaborative governance entities and adequately resource these entities.

Timeline for next steps or estimated completion date

The deadline for submission of resolutions for consideration at the AVICC Annual General Meeting is February 14, 2018. Resolutions must be adopted by the Board no later than the February 8th Board meeting in order to meet AVICC's submission deadline.

AVICC will consider late resolution submissions up to noon on April 11, 2018. Late resolutions will only be considered when the discussion topic arises, or was not known, before the February 14th regular deadline date.

STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to AVICC is in alignment with SCRD's strategic value of Collaboration and also supports SCRD's mission to provide leadership and quality services to our community through effective and responsive government.

CONCLUSION

Staff have prepared draft AVICC resolutions for consideration.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee - January 25, 2018

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

SUBJECT: APPORTIONMENT OPTIONS FOR TRANSIT SERVICE

RECOMMENDATION(S)

THAT the report titled Apportionment Options for Transit Service be received;

AND THAT a Special Committee meeting be scheduled in the second quarter of 2018 to discuss options for Transit Apportionment.

BACKGROUND

The following recommendation was adopted at the June 8, 2017 Regular Board Meeting:

196/17 **Recommendation No. 4** *Apportionment Options for Transit Service*

THAT the report titled Apportionment Options for Transit Service be received;

AND THAT staff report to a 4th Quarter 2017 Committee meeting with respect to options for apportionment for Transit Services including the:

- current funding model;
- information on funding models from other local governments;
- various service level funding models, and
- information on a process to exclude portions of an area from the service;

AND FURTHER THAT the report include implementation steps, legislative implications and timelines.

DISCUSSION

Some of the information below is historical regarding transit with additional details required as requested by the Board.

SCRD Transit History

Authority to provide transit service to the Sunshine Coast Regional District (SCRD) was provided on February 25, 1982. This authority was subsequently updated to remove Electoral Area A as a contributor to transit funding and include a provision that transit serving one area only, be fully funded by that area. In March 2007, Bylaw 1073 was passed converting the transit function to a service, and defining the participating areas as the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and Electoral Areas B, D, E, and F, an arrangement which has remained in place since that time.

Initially the service was provided with small para-transit buses. In 1989 larger conventional buses were introduced, raising the vehicle total from four to seven. The following timeline highlights key events in the history of Sunshine Coast Transit.

- 1982** – Formal para-transit service begins on the Sunshine Coast
- 1989** – Larger buses introduced
- 1994** – HandyDART shifts to BC Transit from Community Services Society
- 1997** – Transit fare zone system removed, fare set at \$1.50
- 2000** – Pender Harbour Transit study produced, area service not recommended
- 2005** – Transit fares increase from \$1.75 to \$2.00
- 2006** – Transit Business Plan developed and fares increased to \$2.25
- 2009** – Per-passenger fare subsidy reviewed
- 2010** – Transit Fare Structure Review; Family Pass feature added to Monthly Pass
- 2011** – BC Transit introduces 3-year budgeting process
- 2013** – Transit Future Plan community consultation begins
- 2013** – September: Memorandum of Understanding (MOU) signed for initial implementation of “Service Priority 1”
- 2014** – January: Transit Future Plan completed and adopted by SCRD Board
- 2014** – July: MOU signed for continued implementation of “Service Priority 1”
- 2015** – March: Province freezes transit funding for two years and any further expansion plans stalled
- 2015** – November: Transit fare structure reviewed, single-payer structure in May 2016
- 2016** – March: Province announces 12.7 million in additional transit funding over 3 years
- 2016** – April : Community Bus service review, October implementation
- 2016** – April: Renewed expansion approved in principle by SCRD Board; “Service Priority 1” is collapsed into a single year
- 2017**– March: “Service Priority 1” is approved and included into the 2017-2021 Financial Plan; provides 30 minute service on Route 90 and hourly on Route 1.

SCRD’s Current Transit Funding Model

The SCRD’s existing service establishing Bylaw No. 1073 provides that costs may be recovered by:

- (a) property value tax;
- (b) parcel taxes;
- (c) fees and charges;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

The service is currently funded through a combination of user fees, a property value tax based on land and improvements within the service area and contributions under agreement from BC Transit.

The maximum amount of money that may be requisitioned for the service is \$0.35/\$1000 of assessed value.

In a typical BC Municipality or Regional District, outside the lower mainland, public transit is a three-way partnership between BC Transit, a local partner (governing body or community association), and an operating partner. BC Transit provides partial operating funding, capital equipment, service support (planning, scheduling, training, safety and security) and administrative support (accounting, contract management and marketing).

The local partner provides further operating funding and acts as signatory to the Operating Agreement. The local partner also provides fare product sales, bus stops and at times roadway maintenance and negotiates routes and service levels with BC Transit.

The operating partner is selected to provide driver hiring, training and supervision, vehicle maintenance staff and services, direct customer service (phone support, lost and found) and fare revenue collection.

BC Transit functions as the Contract Manager for operating expenses, crediting the local partner for fare revenue deposited and invoicing the local partner for their remaining share of service costs. On the Sunshine Coast, the SCRD functions as both the local and operating partner. There are four local governments in BC having this type of partnership with BC Transit: Nanaimo, Powell River, Nelson and the SCRD.

The current breakdown of shared responsibility for funding is shown in the table below.

Service	SCRD Portion	BC Transit Portion
Conventional (big bus)	53.31%	46.69%
HandyDART	33.31%	66.69%

Note: in some systems, a blended rate based on these ratios is used for routes that provide both Conventional and HandyDART service using the same vehicle for both services.

Normally, an operating partner would be selected using an Request for Proposal (RFP) process, providing a market-based confirmation of value for the amount spent. BC Transit reimburses the operating partner for services provided, and recovers a portion of costs from the local partner using the cost-sharing formula. Having the SCRD as the both local and operating partner bypasses the standard RFP process. As a consequence, certain maintenance costs are capped by BC Transit to limit their exposure and increase budget control. As an example, mechanical repair costs are set by BC Transit at \$50.89 per hour, and cost-shared with the SCRD at this rate. SCRD Fleet Maintenance department invoices its services at \$73.00 per hour. The difference between these two rates (\$19.11) is not cost-shared with BC Transit, but rather paid fully by the SCRD. This increases the actual percentage of the hourly mechanical fleet maintenance costs paid by the SCRD to approximately 63 percent.

Apportionment

The tax funded portion of the SCRD transit service is apportioned on the basis of the converted value of land and improvements within the service area. However other types of apportionment can be included in an establishing bylaw provided it is clearly defined, defensible and agreed to by the participants in the service (e.g. percentage allocation by service level, population, etc.). Funding apportionment cannot be different within an individual participating area but it is possible to exclude portions of an Electoral Area from a service (with a contiguous boundary).

Alternative Cost Sharing Apportionments

When comparing Transit service to other local governments, it's important to note that Transit systems are delivered by either a single local government or a regional model with several local government partners. Staff have focused this analysis on the regional service model and the cost sharing is more complex for this type of service.

Some parameters that can be used to guide the development of cost sharing include:

- service hours by area
- route length by area
- number of stops by area
- passenger activity by area
- population by area
- property assessment by area.

While the majority of Transit systems are recovered in the same manner as the SCRD, examples of existing Provincial alternative funding allocations are as follows:

Nanaimo Regional District	Local cost allocation (as well as revenue) for transit service between the representative areas is based on the following three weighted criteria: <ul style="list-style-type: none"> • Population (40%) • Service hours delivered in each area (46%) • Kilometres travelled in each area (14%).
Cowichan Valley Regional District	Local cost allocation (as well as revenue) for transit service is based on the average of: <ul style="list-style-type: none"> • Population • Property Assessment • Number of contributing partners in the transit function.
Regional District of North Okanagan	Excerpt from the newly amended Bylaw-June 2017: <i>The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every two (2) years based on three (3) – 'one (1) week' 'on bus' surveys confirmed by a statistical analysis to identify any unusual counts.</i>

Some of the types of data listed above are known for the SCRD such as population, assessment, service hours, and length of route, others would require further analysis or verification. Staff observe that most of these metrics are variable and any change contemplated in cost recovery to a Bylaw would require a method of either regular or annual review, as was the case with the recent modification for the Regional District of North Okanagan.

Process to Exclude Portions of an Area from the Service

Any change to the funding apportionment, participants or service area boundary would require an amendment to the establishing bylaw which would involve, at minimum, the written consent of 2/3 of the participants and the approval of the Inspector of Municipalities. Information on public engagement and support for the change would also be expected to accompany the request for approval.

If the change was a significant departure from what was contemplated when the service was established, the Minister could order that an elector approval process be undertaken.

For example, the Regional District of North Okanagan had to undertake a public approval process to amend their Bylaw to change funding apportionment through ridership versus traditional property assessment in 2013. They chose an Alternative Approval Process versus a Referendum.

Financial Implications

Depending on what type of apportionment change was contemplated, each variation could have a significant financial implication from one to another.

Below is the preliminary tax by area for Transit [310] with a rate of \$22.22 per \$100,000 of assessment.

	Area A	Area B	Area D	Area E	Area F	SIGD	DoS	ToG	2018 Taxation
Transit	0	401,147	285,563	222,169	398,327	64,360	828,801	371,948	2,572,314

Organizational and Intergovernmental Implications

As all three Member Municipalities participate in the service, consideration must be given to the availability of their resources in contemplating any changes or significant public process in the near term.

Timeline for next steps or estimated completion date

Amending the cost apportionment for a service requires a detailed analysis and discussion of options. Changes to apportionment will take some time and therefore unable to be made in the 2018 taxation year. It may be beneficial to schedule a Special Committee meeting for an in-depth discussion of the issue in the second quarter of 2018.

STRATEGIC PLAN AND RELATED POLICIES

Reviewing funding models and cost apportionment for a service is consistent with the Strategic Priority to Ensure Fiscal Sustainability and the SCRD Values of Equity, Collaboration and Transparency.

CONCLUSION

This report summarizes the history of the transit service, funding models and the legislative requirements to make changes to the service.

The SCRD Transit service is currently funded through a combination of user fees, a property value tax based on land and improvements within the service area and contributions under agreement from BC Transit. While the majority of Transit systems are recovered in the same manner as the SCRD, examples of alternative funding models can be found in the Regional District of Nanaimo, Cowichan Valley Regional District and at the North Okanagan Regional District.

Amending the cost apportionment for a service requires a detailed analysis and discussion of options. Staff recommend scheduling a Special Committee meeting for an in depth discussion of the issue in the second quarter of 2018, after the 2018-2022 Financial Planning process is complete. At that time staff will provide financial analysis and comparison of the various funding model scenarios for the Board's consideration.

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM		Legislative	X-A. Legault
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – January 25, 2018

AUTHOR: David Rafael, Senior Planner

SUBJECT: CANADIAN ENVIRONMENTAL ASSESSMENT AGENCY COMPREHENSIVE STUDY
REPORT FOR BURNCO AGGREGATE MINE PROJECT – ELECTORAL AREA F

RECOMMENDATIONS

THAT the report titled Canadian Environmental Assessment Agency Comprehensive Study Report for BURNCO Aggregate Mine Project – Electoral Area F be received;

AND THAT the following comments be forwarded to the Canadian Environmental Assessment Agency (CEAA) with a copy to the BC Environmental Assessment Office:

- a. **SCRD should be given an opportunity to provide comments with respect to the draft follow-up program before it is finalized; and**
- b. **CEAA should require that the following be posted on BURNCO's dedicated Project website:**
 - i. **approved follow-up program;**
 - ii. **an annual status report; and**
 - iii. **results of monitoring and activities;**

AND FURTHER THAT this recommendation be forwarded to the January 25, 2018, Regular Board meeting.

BACKGROUND

The BURNCO project triggered both Provincial and Federal environmental assessments and the reviews were harmonized so that they ran together to improve efficiency. This allowed the two agencies to share aspects such as public meetings and establish a joint Working Group (which included the SCRD). Decisions will be made independently by each level of government.

The Federal environmental assessment is administered by the Canadian Environmental Assessment Agency (CEAA).

The CEAA had a public comment period from December 4, 2017 to January 22, 2018 on its *Comprehensive Study Report* for the proposed BURNCO Aggregate Project. To allow the SCRD Board an opportunity to consider the report, the CEAA agreed to grant an extension to the SCRD until January 26, 2018.

The need for the Federal EA was triggered under the *Canadian Environmental Assessment Act* S.C. 1992, c. 37 (the former Act). The *Canadian Environmental Assessment Act, 2012* (CEAA 2012) came into force on July 6, 2012, replacing the former Act. In accordance with the transition provisions of CEAA 2012, the comprehensive study for the Project is being completed under the former Act.

The purpose of this report is to provide information on the CEAA report and obtain direction on moving forward.

A copy of the CEAA *Comprehensive Study Report* can be found at:

<http://www.ceaa.gc.ca/050/document-eng.cfm?document=121182>

For convenience, extracts from the report setting out the CEAA analysis and conclusions are included in Attachment A.

SCRD Response to BC Environmental Assessment Office (Fall 2017)

At its meeting of November 23, 2017, the SCRD Board adopted the following resolution:

331/17 **Recommendation No. 8** BC Environmental Assessment Office Report and Potential Conditions for BURNCO Aggregate Project

THAT the report titled BC Environmental Assessment Office Report and Potential Conditions for BURNCO Aggregate Project – Electoral Area F be received;

AND THAT the following comments be forwarded to the BC Environmental Assessment Office with a copy to the Canadian Environmental Assessment Agency:

- a. the draft conditions are recommended to be amended as follows:
 - i. SCRD should also be named as a referral agency under each plan required in the Table of Conditions or as an overarching requirement in Condition No. 2;
 - ii. If the Community Advisory Group (CAG) is not established, pursuant to Condition No. 21, the EAO will review this decision in consultation with SCRD and Burnco in order to establish an alternative community consultation method; and
 - iii. The CAG Terms of Reference should set out which conditions are of specific interest and information should be provided on these matters;

AND THAT if the related zoning bylaw amendment is adopted for the gravel processing area, the EAO should be aware that SCRD may establish conditions relating to hours of operation and construction that differ from those set out in the environmental assessment certificate.

The letter was sent the BC EAO on November 27, 2017.

At its meeting of January 11, 2018 the SCRD adopted the following resolution:

003/18 **Recommendation No. 1** *SCRD Comments regarding BURNCO Rock Products Ltd. Environmental Certificate Application*

The SCRD Board provide a letter to the respective provincial and federal ministries outlining SCRD concerns regarding the processes followed by the BC Environmental Assessment Office and the Canadian Environmental Assessment Agency in evaluating the BURNCO Rock Products Ltd. application for an environmental certificate.

DISCUSSION

BURNCO Aggregate Mine Project - Comprehensive Study Report, CEAA

The CEAA *Comprehensive Study Report* provides an analysis by CEAA staff of the key issues raised by the BURNCO Aggregate Mine proposal. Each section sets out the following:

- the proponent's assessment of effects and proposed mitigation;
- views expressed to the agency (public input, local government, federal/provincial agency input, proponent's responses); and
- CEAA analysis and conclusion.

The topics reviewed were:

- Alternative Means of Carrying Out the Project;
- Freshwater Environment;
- Marine Environment;
- Terrestrial Environment;
- Greenhouse Gas Emissions;
- Human Health;
- Current Use of Lands and Resources for Traditional Purposes by Aboriginal Peoples;
- Effects of Accidents and Malfunctions;
- Effects of the Environment on the Project; and
- Impacts on Potential or Established Aboriginal Rights Including Title.

The report also considered the public consultation process and a follow-up program. The appendices set out:

Appendix A	Summary of Environmental Effects and Mitigation Proposed by the Proponent
Appendix B	Residual Environmental Effects Rating Criteria
Appendix C	Agency's Assessment of the Significance of Residual Environmental Effects
Appendix D	Summary of Key Concerns Raised during Consultations with Indigenous Groups

The assessment did not consider impact on property values of nearby properties.

Key Conclusions of the EA set out in the Comprehensive Study Report

Freshwater Environment – This section considered impacts on fish habitat, and water quantity/quality:

- The loss of the upper portion of Watercourse 2 (the old compensation channel);
- The proposed fish habitat offset; impact on surface water quality and quantity;
- Impact on groundwater quantity;
- Flows in McNab Creek; and
- The pit lake flow pattern.

The CEAA concluded that the project is not likely to result in significant impact. However a follow-up program is required to ensure the offset habitat functions as intended. The CEAA also recommends follow-up to ensure water quality and quantity predications are verified. Details regarding the follow-up program are set out in Attachment A.

Marine Environment – While some ocean floor will be disturbed by the new pilings, provision of hard substrate around the pilings will allow for recolonization of benthic organisms. The CEAA concluded that the mitigation measures should ensure injuries to marine mammals is not likely, although there will be some behavioural impacts to fish and mammals. The project is not likely to result in significant adverse environmental effects to the marine environment.

Terrestrial Environment – The CEAA looked at habitat loss, barriers to movement, sensory disturbance and mortality effects on several species (Roosevelt elk, grizzly bears, amphibians and birds). There will be disturbances and loss of habitat. However, the conclusion is that in light of mitigation measures, the project is not likely to result in adverse environmental effects to the terrestrial environment.

Greenhouse Gas Emissions – The CEAA concluded that due to the low number of greenhouse gas sources and mitigation (such as use of electricity from BC Hydro) the project is not likely to contribute significantly to provincial and national greenhouse gas levels.

Human Health – The CEAA considered potential increase in contaminants/particulate matter in the air and country (harvested) foods; decrease in surface water quality; and increase in noise levels. The CEAA concluded that:

- The adverse residual effects resulting from air emissions would be low in magnitude;
- Residual effects are expected to be regional in extent, long-term in duration, reversible, and occur continuously during the life of the Project;
- Bioaccumulation of contaminants in the tissues of harvested foods may occur but levels would be below provincial and federal guidelines and are unlikely to be measurable thus adverse residual effects to human health from contaminants in country foods to be negligible in magnitude, local in extent, long-term in duration, reversible, and continuous in frequency;
- Exposure to contaminants of potential concern (COPC) in surface water could occur because increases contaminant concentrations in water bodies cannot be completely eliminated and exposure can occur through recreational activities such as swimming and

fishing. However residual effects on human health would be low in magnitude, local in extent, long-term in duration, reversible, and occurring multiple times over irregular intervals;

- Increased noise levels during the construction and operation phases of the Project could lead to nuisance and annoyance to residents and recreational users in the region. However the adverse residual health effects resulting from increases in noise levels would be low in magnitude, local to regional in extent, long-term in duration, reversible, and occurring continuously or at multiple times over regular intervals.

The overall conclusion is that taking into account applicable mitigation measures, the Project is not likely to result in significant adverse environmental effects to human health.

Land and Resource Use for Traditional Purposes by Aboriginal Peoples – The CEAA considered impacts on fishing, hunting, cultural activities and cumulative effects and concluded that:

- The magnitude of the effects to fishing is considered low as:
 - i. First Nations peoples fish in streams throughout the region their ability to successfully fish in the freshwater environment would not be measurably affected and residual effects would not be significant;
 - ii. First Nations peoples fish throughout Howe Sound, their ability to continue to fish in the marine environment would not be measurably affected and the Project's residual effects on Indigenous people's ability to fish in the marine environment would not be significant;
- The project would have residual effects on Skwxwú7mesh Nation's hunting of elk due to disturbance and loss of overwintering habitat from the excavation of the pit lake Skwxwú7mesh Nation would still have the ability to hunt elk, deer, grouse, and migratory McNab Valley since the animals would overwinter in new habitat, and elk hunting is expected to be able to be continued during all Project phases. The residual effect on Skwxwú7mesh Nation's ability to hunt would be not significant. This is due to these species being found throughout the region, and the application of mitigation such as maintaining Skwxwú7mesh Nation's access to the Project area;
- There would be a residual effect to Skwxwú7mesh Nation on cultural and ceremonial activities but these effects would not be significant if the agreed upon mitigation measures are properly implemented. Residual effects on cultural and ceremonial activities for other Indigenous groups are not anticipated; and
- Regarding cumulative effects, the CEAA considered the Box Canyon hydroelectric project and Woodfibre LNG project. Residual effects are expected to fishing, hunting and cultural activities are all likely to act cumulatively with the effects of existing projects in the region. Cumulative effects to Skwxwú7mesh Nation cultural activities are likely and the Skwxwú7mesh Nation has indicated that, after mitigation, residual effects their culture would remain and that these residual effects would be "acceptable (non-

significant)". Thus the CEAA has determined that cumulative effects to cultural activities would not be significant.

Overall the CEAA concluded that the project is not likely to cause significant adverse environmental effects to the current use of land and resources for traditional purposes by First Nations peoples.

Accidents and Malfunctions – Taking into account proposed mitigation, project design, likelihood of occurrence and response actions the CEAA concluded that the project will not likely result in significant adverse environmental effects due to accidents and malfunctions.

Effect of the Environment on the Project – The CEAA is satisfied that potential effects were identified, final design will account for them, if built to withstand a 1-in-500 year event the dyke will withstand debris flows and the likelihood of avulsion is low. Overall the dyke will be sufficient to mitigate potential adverse environmental effects.

Capacity of Renewable Resources – The CEAA concluded that if the mitigation measures are implemented then the project is not likely to adversely impact the capacity of renewable resources to meet present and future needs.

Impact on Potential or Established Aboriginal Rights Including Title – The CEAA concluded that other than the Skwxwú7mesh Nation there are negligible impacts on First Nation rights to hunt or gather. The Skwxwú7mesh Nation is in negotiation with BURNCO to reach an agreement to formalize Skwxwú7mesh Nation-specific mitigation measures and commitments outside of the EA process.

Public Consultation – Any comments received during this public comment period will be forwarded the Minister of Environment and Climate Change along with the CEAA's report. The report summarizes the main issues raised during previous comment periods. The report notes that a total of \$96,493 was given to ten applicants to support participation in the federal process. The recipients were: Cowichan Tribes, Future of Howe Sound Society, Halalt First Nation, Hwlitsum Services Society, Métis Nation British Columbia, Musqueam Indian Band, Penelakut Tribe, Skwxwú7mesh Nation, Sunshine Coast Conservation Association, and Tsleil-Waututh Nation.

Follow-Up Program – As the project is being reviewed under the former Act, the Department of Fisheries and Oceans is the responsible authority that would design the monitoring program and ensure it is implemented. Results will be made available to relevant agencies. The CEAA report identifies five potential effects (three for the freshwater environment and two for the marine environment) and describes the follow-up that needs to take place. The potential effects are:

- Loss of fish habitat in Upper Watercourse 2 (freshwater);
- Change in discharge in McNab Creek (freshwater);
- Unanticipated effects to fish habitat quality in Watercourses 1 to 5 (freshwater);
- Loss or degraded fish habitat from pile installation (marine); and
- Unanticipated effect in the marine environment (includes erosion to foreshore and marine mammals).

These are set out in more detail in Table 11 of the report which is included in Attachment A.

The proposed follow-up program and any requirements/conditions that the federal government may place on the project are independent of provincial requirements. However, the design of the program will take into account terms and conditions of federal authorizations and provincial EA certificate commitments and authorisations.

Conclusions of the CEAA

The report sets out the information used to reach its conclusion which included:

- comments on the Environmental Impact Statement and supplemental information from the working group members, including First Nations, the SCRD, and provincial and federal government departments, and the proponent's responses to these comments;
- comments received from the public, including comments submitted during the public comment periods, and the proponent's responses to these comments;
- mitigation measures proposed by the proponent, and the proposed provincial EA Certificate conditions (Schedule B, Table of Conditions of the draft EA Certificate); and
- federal regulatory authorizations and permits that the proponent would be required to obtain, namely:
 - i. an authorization under paragraph 35(2) of the *Fisheries Act*, with terms and conditions including an offsetting plan required to offset serious harm to fish.

The CEAA concluded that with implementation of the mitigation measures the Project is not likely to cause significant adverse residual or cumulative environmental effects.

Recommendations

The CEAA's conclusion that the project is not likely to cause significant impact is partially reliant upon mitigation measure being implemented and operating as expected. The proposed requirement for a follow-up program is key in confirming this conclusion. The CEAA recommends that the results of the follow-up program will be reported to relevant agencies. The results or an indication of how the results may be obtained will be available to the public through the Canadian Environmental Assessment Registry.

Staff recommend that the SCRD should be given an opportunity to review a draft of the follow-up program before it is finalized. This is consistent with previous Board resolutions regarding plans that the province requires BURNCO to develop as conditions of an environmental assessment certificate.

The BC EAO draft Table of Conditions included a requirement for BURNCO to establish and maintain a dedicated Project website to post information such as annual status of monitoring programs and the results of monitoring programs and activities required by the conditions of the provincial environmental assessment certificate. Staff recommend that the CEAA should require that the approved follow-up program, an annual status report, results of monitoring and activities also be posted on BURNCO's dedicated website. This will make it easier to find out information about monitoring as it will be accessible on one website.

Organization and Intergovernmental Implications

BURNCO submitted an application to rezone the site to include gravel processing as a permitted use. SCRD has placed consideration of the application on hold until the results of the EA are known.

Financial Implications

Staff note that the introduction of the aggregate mine is likely to alter the apportionment between current residential and industrial/commercial portions of West Howe Sound's taxation. The actual impact will be influenced by the value and final classification BC Assessment gives to the land and improvements for the BURNCO site.

Timeline for next steps or estimated completion date

The CEAA will review comments submitted during the comment period. Following the comment period the CEAA will submit its report along with comments received to the Minister of Environment and Climate Change who will issue a decision statement as to whether the project is or is not likely to cause significant adverse environmental effects. The Minister will set out any mitigation measures or follow-up program requirements. The project will then be referred back to Fisheries and Oceans Canada, for an appropriate course of action in accordance with Section 37 of the former Act.

The CEAA process does not establish a timeline for ministerial decision under the former Act. Staff at the CEAA commented that an attempt will be made to provide a decision in line with the province's timeline. The BC EAO process sets a 45-day deadline for ministerial decision once the EAO report is submitted to the provincial ministers; the tentative end on the 45-day period is mid-March, 2018.

The BC Environmental Assessment Office (EAO) is also reviewing BURNCO's proposal and the CEAA has up until this point merged its process with that of the EAO. However, the review processes diverged at the decision stage.

In order to meet the CEAA extended deadline of January 26, 2018, for comments from the SCRD the Recommendations should be forwarded to the Board meeting of January 25, 2018.

Communications Strategy

Notice of the review was placed on the SCRD website front page with a link to a project page (<http://www.scrd.ca/BURNCO-Aggregate-Mine>) which includes a link to the CEAA's BURNCO project page noted above.

STRATEGIC PLAN AND RELATED POLICIES

Participation in the environmental assessment process contributes to the Strategic Priority to Embed Environmental Leadership.

CONCLUSION

The CEAA invited the public and agencies (including local governments) to review the *Comprehensive Study Report* and provide comments that will be forwarded to the federal Minister of Environment and Climate Change Canada. The CEAA concluded that with implementation of the mitigation measures the BURNCO Aggregate Mine is not likely to cause significant adverse residual or cumulative environmental effects. A follow-up program, with the Department of Fisheries and Oceans as the responsible authority, is proposed.

The comment period closed on January 22, 2018 and the CEAA granted the SCRD an extension to January 26, 2018 to allow the SCRD Board an opportunity to consider the report and provide input.

Staff recommend that the following comments be forwarded to the CEAA:

- a. SCRD should be given an opportunity to provide comments with respect to the draft follow-up program before it is finalized; and
- b. CEAA should require that the approved follow-up program, an annual status report, results of monitoring and activities also be posted on BURNCO's dedicated Project website.

The recommendation should be forwarded to the Board meeting of January 25th in order to meet the CEAA's extended deadline for SCRD comment.

Attachments

Attachment A – Extracts from *BURNCO Aggregate Mine Project -Comprehensive Study Report*, CEAA

Reviewed by:			
Manager	X – A. Allen	Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Other	

ATTACHMENT A

The contents of Attachment A are directly copied from the CEAA's *BURNCO Aggregate Mine Project -Comprehensive Study Report* to provide context.

4.2 Freshwater Environment

4.2.3 Agency Analysis and Conclusion (pages 30-32)

The Project would result in the loss of 3 312 metres square of instream habitat and 1 501 metres square of riparian habitat. The proposed offset would provide 4 034 metres square of instream habitat and 22 710 metres square of riparian habitat. After offsetting habitat is constructed the Project would result in a net gain of 722 metres square of wetted fish habitat and 21 209 metres square of riparian habitat. An additional 2 744 metres square area has been identified within which to develop contingency instream habitat in Harlequin Creek if monitoring results indicate that the Watercourse 2 extension offset (including any required adaptive management adjustments) is not functioning as intended. The Agency agrees with the proponent's assessment that the residual effect from removal of habitat would be negligible.

While the proposed offsetting habitat in Watercourse 2 would have lower flow velocities and may not support spawning, there would still be opportunities for spawning in the lower portion of Watercourse 2. As a result, Watercourse 2 may become more suitable as rearing habitat for juvenile salmon that would spawn elsewhere in the watershed, such as McNab Creek.

The Agency considered the potential effects to McNab Creek from changes in flows. While it is unlikely there would be any adverse effects to fish habitat from lost flow in McNab Creek, the proponent will be required to conduct additional monitoring of flow velocities to confirm that effects to fish habitat are avoided. Nevertheless, the Agency is confident that the changes to McNab Creek flows from digging the pit would be within the range of McNab Creek's high natural flow variability.

Flows in Lower Watercourse 2 would likely fluctuate as a result of its upper half being removed for the pit lake. By building the extension to Watercourse 2 between the pit lake and Lower Watercourse 2 in advance of Upper Watercourse 2 being removed, flows in the lower reach would be maintained during the life of the Project (Figure 7). With implementation of the proposed mitigation measures, adequate monitoring and adaptive management, the proponent should be able to maintain the integrity of the watercourse over the life of the Project, and then ensure it is stabilized at closure.

Since Upper Watercourse 2 would be lost, the magnitude of the effect from fish habitat loss is considered high. The loss with respect to the overall watershed, however, is minimal because spawning habitat in McNab Creek would not be affected. Juvenile salmon could continue to use Lower Watercourse 2, and would also likely use the offsetting habitat for rearing. The loss is only expected to happen once, be confined to the local assessment area, and be reversible if the offsetting habitat functions as intended. The Agency also

considers the addition of contingency offsetting habitat to be an appropriate option to ensure that serious harm to fish and fish habitat is avoided.

The magnitude of the effects to surface water quality is considered low because there are few sources that could degrade water quality, and the proponent has proposed standard best management practices to manage the effects. Incidents that would degrade water quality are expected to be infrequent, and any effects would be localized, short-term and reversible.

The magnitude of the effects to surface and groundwater quantity is considered low because changes to the flow regime are expected to be within natural variation of the system, and the extent would be local to the Project area. Since the pit lake would be a permanent feature, flow regime changes are expected to be permanent, irreversible, and continuous.

The Agency is therefore of the view that the Project is not likely to result in significant adverse environmental effects to the freshwater environment.

The Agency recommends that a follow-up program be developed to verify that the fish offsetting plan functions as intended, and that adverse effects to fish habitat in the adjacent watercourses do not occur. Further follow-up is recommended, in the form of a water management plan, to ensure that the water quality and water quantity predictions described for McNab Creek, all downstream watercourses including Lower Watercourse 2, and the pit lake are verified.

4.3 Marine Environment

4.3.3 Agency Analysis and Conclusion (pages 40-41)

The Project would destroy 2.5 square metres of benthic habitat, which would result in the mortality of individual benthic organisms.

Habitat degradation would occur as a result of shading effects, and decreases in marine water and sediment quality due to sediment re-suspension. Shading effects would be localized beneath the conveyor and habitat would be lost due to pile installation. Building hard substrate areas at the base of the pile would, however, allow organisms to recolonize the immediate area.

Marine fish and marine mammals would be affected by underwater acoustic disturbance associated with the Project. The magnitude of the effect of injury to marine fish is considered moderate, but local in extent, short term in duration, multiple irregular in frequency, and fully reversible to irreversible depending on actual effects to individual organisms. The magnitude of the effect resulting from injury to marine mammals is considered to be moderate, regional in extent, short-term, would be rare, and fully reversible to irreversible depending on actual effects to the population.

The magnitude of behavioural disturbance to marine mammals is considered moderate, regional in extent, short-term in duration, reversible, and would occur every two days for the life of the Project.

Mitigation measures should ensure that injury to marine mammals is not likely. Some behavioural disturbance is expected; however, fish and mammals should be able to temporarily move away from the area until the noise event has passed. Whereas vessels from the Woodfibre LNG Project have the potential to interact cumulatively with the barges from the BURNCO Project, the barges intend to avoid transiting Howe Sound at the same time as the LNG carriers which would limit cumulative acoustic effects from occurring.

Taking into account the mitigation measures proposed by the proponent, the Agency is of the view that the Project is not likely to result in significant adverse environmental effects to the marine environment, including species at risk.

4.4 TERRESTRIAL ENVIRONMENT

4.4.3 Agency Analysis and Conclusions (pages 49-51)

Based on the information available, the Agency predicts that the Project would result in residual effects to birds, Roosevelt elk, grizzly bear, and amphibians from habitat loss, barriers to movement, and mortality.

Habitat Loss

The proponent proposed well-established mitigation measures to limit the effects from the loss of habitat including using previously disturbed areas, avoiding or minimizing clearing, clearing during non-sensitive periods like breeding season, and conducting pre-clearing surveys. Further, the proponent has committed to revegetate disturbed areas, and build amphibian ponds to compensate for loss.

Nevertheless, vegetation removal would eliminate low-elevation overwintering habitat for Roosevelt elk, of which there is a limited amount in this mountainous region. Even though the area that would become the pit lake would be permanently modified, this loss is not expected to affect the overall populations of birds, Roosevelt elk, grizzly bear, or amphibians.

Sensory disturbance could make the habitat in and around the Project non-functional for birds, Roosevelt elk, grizzly bear, and amphibians. Grizzly bear are known to use salmon-bearing waterbodies similar to McNab Creek as food sources and there are only six salmon-bearing streams in the Regional Study Area. The adverse effects to freshwater fish habitat (Section 4.2) could therefore translate into residual effects to grizzly bear habitat. Sensory disturbance effects are expected to be limited to the mine and processing areas, be low in magnitude and occur throughout the life of the Project. The proponent has proposed mitigation measures to limit the noise, such as using electrical power instead of diesel, to keep sound level increases minimal when compared to baseline levels.

Therefore, with the application of mitigation measures and, since Grizzly bear have not

been recorded on site, the residual effects from habitat loss expected to be low and not significant.

Barriers to movement

Based on the information available, the Agency predicts that the Project would cause residual effects to Roosevelt elk and amphibians as a result of barriers to movement. Project infrastructure could fragment habitat and prevent Roosevelt elk from migrating from the east side of the Project along the foreshore to habitat on the west side of McNab Valley. Likewise amphibians may be prevented from moving to and from breeding ponds and terrestrial forested habitat.

The mitigation measures proposed by the proponent are expected to be effective in maintaining habitat linkages so that both Roosevelt elk and amphibians are able to migrate to different habitat type. The residual effects from barriers to movement are therefore expected to be low, and not significant.

Mortality

The Project may increase bird, Roosevelt elk, grizzly bear and amphibian mortality due to collisions with vehicles and project infrastructure such as power lines. The Project may result in increased hunting or poaching of birds, Roosevelt elk and grizzly bear. Roosevelt elk may fall into the pit lake and drown if they are unable to climb out, and grizzly bears that habituate to humans may be destroyed if they pose a safety risk. Controlling vehicle speeds, limiting vehicle use, comprehensive staff education and restricting access to hunters/poachers are expected to be effective mitigation against effects from mortality. Building shallow slopes around the pit lake should enable elk to climb out, and keeping wildlife attractants such as food waste properly stored are also anticipated to be effective mitigation.

Notwithstanding the proponent's determination that the Project may cause significant adverse cumulative effects to grizzly bear from increased mortality as a result of poaching, the Agency determined that these events would be unlikely to occur.

Taking into account the mitigation measures proposed by the proponent, the Agency is of the view that the Project is not likely to result in significant adverse environmental effects to the terrestrial environment, including species at risk from habitat loss, sensory disturbance and mortality.

4.5 GREENHOUSE GAS EMISSIONS

4.5.3 Agency Analysis and Conclusions (page 53)

The Project is an aggregate mine with few sources that would emit greenhouse gases. The primary mitigation measures to minimize greenhouse gas emissions would be to limit the use of fossil fuels and instead use electricity from BC Hydro for the main processing operations.

Though small, greenhouse gas emissions would be generated continuously during operation and are considered irreversible due to the persistence of carbon dioxide in the atmosphere. The geographic extent of the emissions are considered global due to the cumulative nature of greenhouse gas emissions and their contribution to climate change.

The Agency considers the volume of greenhouse gas emissions from the Project, approximately 5.21 kilotonnes of CO₂e/year during operation, to be low in magnitude compared to provincial and national greenhouse gas inventories. The predicted greenhouse gas emissions from the Project are below the current reporting requirements identified in the provincial *Greenhouse Gas Reduction Targets Act, 2007* and the federal *Canadian Environmental Protection Act, 1999* of 10 kilotonnes of CO₂e/year and 50 kilotonnes of CO₂e/year respectively. The Agency therefore concludes that the Project is not likely to contribute significantly to provincial and national greenhouse gas levels.

4.6 HUMAN HEALTH

4.6.3 Agency Conclusions on the Significance of the Residual Environmental Effects (Page 60)

The Agency assessed potential Project-related changes to the environment on human health through the following pathways: an increase in the concentrations of contaminants and particulate matter in the air; an increase in concentration of contaminants in country foods; a decrease in surface water quality; and an increase in noise levels.

The Agency agrees that the proponent's proposed wet process of mining gravel would reduce the emissions of air contaminants and particulate matter. Additionally, predicted maximum concentrations of particulate matter would be below health guidelines at sensitive receptors, and therefore, health effects are not anticipated. Taking into account the mitigation measures proposed by the proponent such as wet gravel mining, spraying gravel stockpiles and covering exposed gravel where feasible, the Agency considers that the adverse residual effects resulting from air emissions would be low in magnitude. The residual effects are expected to be regional in extent, long-term in duration, reversible, and occur continuously during the life of the Project.

The bioaccumulation of contaminants in the tissues of harvested foods from soil and water contamination may occur but levels would be below provincial and federal guidelines and are unlikely to be measurable. The Agency, therefore, considers the adverse residual effects to human health from contaminants in country foods to be negligible in magnitude, local in extent, long-term in duration, reversible, and continuous in frequency.

Residual effects to human health from exposure to COPCs in surface water could occur because increases contaminant concentrations in water bodies such as McNab Creek, the pit lake, and the marine foreshore area close to the Project area cannot be completely eliminated. Individuals may be exposed to these contaminants through recreational activities such as swimming and fishing.

Nevertheless, since all contaminants are predicted to have a hazard quotient well below 0.2 the adverse residual effects on human health would be low in magnitude, local in extent, long-term in duration, reversible, and occurring multiple times over irregular intervals.

Increased noise levels during the construction and operation phases of the Project could lead to nuisance and annoyance to residents and recreational users in the region. At all receptors, noise levels were modelled to be below the threshold for annoyance levels. All noise levels were also predicted to be below B.C. Oil and Gas Commission thresholds and Health Canada thresholds for speech intelligibility.

The Agency considers that the adverse residual health effects resulting from increases in noise levels would be low in magnitude, local to regional in extent, long-term in duration, reversible, and occurring continuously or at multiple times over regular intervals.

Taking into account applicable mitigation measures, the Agency is of the view that the Project is not likely to result in significant adverse environmental effects to human health.

4.7 CURRENT USE OF LANDS AND RESOURCES FOR TRADITIONAL PURPOSES BY ABORIGINAL PEOPLES

4.7.3 Agency analysis and conclusions (pages 67-70)

The Agency conducted its own analysis on the effects of Project-related changes to the environment on the current use of land and resources for traditional purposes by Indigenous peoples using information provided by the proponent and Indigenous groups. As part of assessing effects related to availability, access, quality of the resource, and the quality of the experience of Indigenous peoples the Agency also considered changes to the overall success of the ability of Indigenous groups to practice their current use. Based on the information available, measurable residual effects to gathering would be unlikely to occur, while residual effects to fishing, hunting and cultural activities would be likely. None of the residual effects were determined to be significant.

Fishing

The Project would have residual effects on Indigenous peoples' ability to fish in the freshwater and marine environments because it may result in a loss of abundance of harvested fish species in the McNab Area and adversely affect the quality of the fishing experience. The Agency does not expect there to be effects to the access to fishing site or quality of fish harvested.

McNab Creek is not expected to be impacted, but the fish rearing and spawning habitat in Watercourse 2 would be impacted, with its upper portion removed entirely. Offsetting habitat described in Section 4.2, is expected to compensate for any effects on the availability of fish. Residual effects to the ability for Indigenous peoples to access Watercourses 1-5, and the quality of the fishing experience would remain.

After the proponent's mitigation, the magnitude of the effects to fishing is considered low. The extent of the effects to freshwater fishing would be local, the frequency would be continuous, the effects would be reversible and the duration would be medium-term as the effects would occur in all Project phases. Since Indigenous peoples fish in streams throughout the region their ability to successfully fish in the freshwater environment would not be measurably

affected and the Project's residual effects on Indigenous freshwater fishing would not be significant.

In the marine environment the residual effects on Indigenous fishing would be similar to those in the freshwater environment. In addition effects from barge loading and shipping may decrease fish availability along the foreshore of the McNab estuary and the barge route, and Project activity may deter Indigenous peoples from fishing in those areas.

The magnitude of residual effects on Indigenous peoples' ability to fish in the marine environment is considered low because of the small amount of habitat that would be disturbed, and because the activity could shift to several other nearby areas. The frequency of the effect would be multiple regular events, and occur for the life of the Project, but is expected to be reversible after decommissioning. The extent of residual effects in the marine environment would be the Regional Study Area. Since Indigenous people's fish throughout Howe Sound, and the Project would consist of one barge transiting every two days, their ability to continue to fish in the marine environment would not be measurably affected and the Project's residual effects on Indigenous people's ability to fish in the marine environment would not be significant.

Hunting

The Project would have residual effects on Squamish Nation's hunting of elk because there would be fewer elk at the Project site, their members' ability to access the area may be reduced, and the quality of the hunting experience would decrease. The effects to hunting would be due to elk being displaced as a result of the loss of habitat from the pit lake and vegetation removal, and from sensory disturbance.

With the proponent's commitment to provide Squamish Nation access to the Local Study Area and consult with them on environmental management and monitoring plans, the effects to hunting would be low magnitude, and concentrated around the Local Study Area. The practice of hunting elk was restored as the animals were reintroduced to the area in 2001 and 2002 and the practice is moderately vulnerable to change. The residual effects from sensory disturbances to elk would be for the life of the Project and be reversible; however, the loss of overwintering habitat from the excavation of the pit lake would be permanent and irreversible. Squamish Nation would still have the ability to hunt elk in McNab Valley since the animals would overwinter in new habitat, and elk hunting is expected to be able to be continued during all Project phases. The residual effect on Squamish Nation's current use of hunting elk would be not significant.

The Project would have similar residual effects on Squamish Nation's practice of hunting other wildlife in the area such as deer, grouse, and migratory birds as it would to the current use of hunting elk. This would be due to the loss of habitat and the displacement of animals from sensory disturbances. Given the prevalence of these species throughout the region, and the application of mitigation such as maintaining Squamish Nation's access to the Project area, the Agency is of the view that the residual effects to hunting would be not significant.

Cultural Activities

The Agency acknowledges that Squamish Nation considers the Project area to be an important and preferred area for the practice of cultural activities. Tsleil-Waututh Nation has indicated that the Project area is used by and is of value to its members because of the availability of traditional resources and its historical, intergenerational connections to the landscape. Squamish Nation and Tsleil-Waututh Nation provided this information through their respective, written submissions, and in meetings with the proponent and Agency officials.

The Agency concludes there would be a residual effect to Squamish Nation on the current use of lands and resources for cultural and ceremonial activities but these effects would not be significant if the agreed upon mitigation measures are properly implemented by the proponent. Residual effects on the current use of lands and resources for cultural and ceremonial activities for other Indigenous groups are not anticipated.

Cumulative Effects

The Agency is of the view that the residual effects to fishing, hunting and cultural activities as a result of the Project are all likely to act cumulatively with the effects of existing projects in the region.

Effects to fishing in both the freshwater and marine environments are likely to interact cumulatively with the effects of human activities throughout Howe Sound. In the freshwater environment the Howe Sound region has experienced increased fishing on multiple watercourses and the Project remains one of the few areas not accessible by overland vehicles. Further with increases in industrial activities, such as the Woodfibre LNG Project, and increases in pleasure craft users in the region, there are fewer undisturbed foreshore habitats in Howe Sound. According to advice from Fisheries and Oceans Canada, the absence of industrial development has made McNab Creek one of the few remaining alluvial fans in the region that is not disturbed by human activity or infrastructure.

The Agency expects that cumulative residual effects from the Project and from other human activities in the region would have adverse effects to traditional hunting practices of Indigenous peoples. Cumulative sensory disturbances from the Project, the Box Canyon Hydroelectric Project, the Woodfibre LNG Project, and other projects could push ungulates to less accessible areas, which in turn could reduce the likelihood of success for Indigenous hunters. If the Project and other developments improve access for non-Indigenous hunters, hunting pressure could increase in previously inaccessible areas like McNab Valley. The industrialization of Howe Sound from the development of these projects may reduce the quality of the hunting experience and the likelihood that Indigenous hunters would use the area.

Residual effects would only be likely to occur to cultural activities practiced by the Squamish Nation. As a result, cumulative effects to Squamish Nation cultural activities are likely as other culturally important locations in their traditional territory have been affected by other industrial activities in the region. Squamish Nation has indicated that, after mitigation, residual effects of the Project to their culture would remain and that these residual effects would be “acceptable (non-significant)”. Consequently the Agency has determined that cumulative effects to cultural activities would not be significant.

Overall Agency Conclusions

Given the above assessment and taking into account the implementation of applicable mitigation measures, the Agency concludes that the Project is not likely to cause significant adverse environmental effects to the current use of land and resources for traditional purposes by Aboriginal peoples.

5.1 EFFECTS OF ACCIDENTS AND MALFUNCTIONS

5.1.3 Agency Conclusion (page 75)

The Agency is satisfied that the proponent identified and assessed the potential accidents and malfunctions associated with the Project. The proponent proposed measures to avoid or prevent potential accidents and malfunctions, and contingency and response plans that would be implemented should an accident or malfunction occur.

The Agency concludes that although accidents and malfunctions such as the failure of the pit lake containment berm and flood protection dyke could result in significant adverse environmental effects, these accidents and malfunctions are unlikely to occur.

The Agency concludes that the Project is not likely to result in significant adverse environmental effects as a result of accidents and malfunctions, taking into account the likelihood of occurrence, the Project design, implementation of mitigation measures, and the response actions to which the proponent has committed.

5.2 EFFECTS OF THE ENVIRONMENT ON THE PROJECT

5.2.3 Agency Conclusions (page 80)

The Agency is satisfied that the proponent has adequately identified potential effects of the environment on the Project and that the final design of the project would account for these effects. The Agency is confident that, with the flood protection dyke being built to withstand a 1 in 500 year flood event in all areas of the Project where McNab Creek may breach the pit lake, the structure would be sufficient to withstand debris floods or flows similar to those experienced in 1997. As such the Agency has determined that the likelihood of avulsion is low and the dyke would be sufficient to mitigate potential adverse environmental effects.

5.3 EFFECTS ON THE CAPACITY OF RENEWABLE RESOURCES (page 80)

Renewable resources that may be affected by the Project include water resources, freshwater fish and fish habitat, and terrestrial resources. Significant adverse residual effects on these resources could, for example, result in a reduced capacity to support sustainable fishing, harvesting, hunting, and other renewable resource-based activities. The impact of the Project on these renewable resources was assessed in previous sections of this Report. In each case, based on the implementation of measures proposed to mitigate and compensate the effects, the Agency concluded that the residual effects on these renewable resources were not likely to be significant.

The Agency therefore concludes that the Project is not likely to adversely impact the capacity of renewable resources to meet the needs of the present and those of the future when the implementation of mitigation measures is taken into account.

6.8 AGENCY CONCLUSIONS REGARDING IMPACTS ON POTENTIAL OR ESTABLISHED ABORIGINAL RIGHTS INCLUDING TITLE (page 90)

The Agency considered the concerns and input from Indigenous groups regarding the impacts of the Project on potential or established Indigenous rights or title, including on the proponent's proposed mitigation and accommodation measures, and comments provided by Indigenous groups on the draft EA report. Where possible the Agency incorporated additional information on specific rights assertions, traditional use studies and publically available materials to inform its analysis and conclusions regarding impacts on potential or established Aboriginal rights or title. In evaluating the severity of impact to Aboriginal rights, the Agency used a framework that incorporated a variety of factors: extent, likelihood, duration/frequency/reversibility, cultural integrity, regional/historic/cumulative effects, stewardship/nationhood, impact inequity and mitigation/accommodation measures.

Squamish Nation has asserted title to the project area and has identified the use and occupancy of the lands, as well as governance and the ability to make land use decisions, as key aspects of Squamish title. Squamish have developed Xay Temíxw, a land use plan which sets out explicit objectives for certain sections of Squamish territory and general objectives for its entirety. Squamish reported to the proponent that these objectives represent some of Squamish Nation's long term views for balancing cultural and economic development of the territory, particularly the terrestrial environment. Squamish Nation reports that projects that are inconsistent with these objectives undermine the ability of Squamish Nation to fulfill this collective vision and to make governance decisions regarding land use proposals in their territory.

Squamish Nation has also worked to conserve elk in the area; potential effects to elk from the Project could be counter to Squamish's conservation goals and thus impact governance decisions. The Project would have impacts on Squamish Nation's Aboriginal right to hunt elk due to a reduction in the availability of elk in what the group has described in a preferred location, as well as their members' ability to access the area, and the quality of the hunting experience.

In addition, the traditional Squamish Nation ancestral site named Kw'ech'tenm (which translates to 'fish-cutting site') is immediately adjacent to the Project footprint. There is the potential for impacts to the right to practice cultural activities and pass on language may result from impacts to fishing rights as fishing is a major means of sharing of stories, Squamish traditional knowledge and language. Squamish Nation's right to fish may also be impacted due to decrease in availability of preferred species, as well as sensory disturbances that may reduce the quality of experience.

The Agency understands that the proponent is negotiating an agreement with Squamish Nation to formalize Squamish Nation-specific mitigation measures and commitments made outside the environmental assessment process. This includes, but is not limited to an Access and Communication Protocol. Squamish Nation has indicated to the Agency that if the proponent

meets the jointly established mitigation measures and commitments the Project would have acceptable impacts on the rights of Squamish Nation. The Agency is of the view that, with the agreed to mitigation and accommodation measures, the Project may have low to moderate impacts to the asserted hunting rights, cultural integrity (including the transmittal of knowledge and language), fishing rights and the right to self-govern of Squamish Nation.

Tsleil-Waututh Nation also indicated to the proponent there are cultural sites along the barge route. As such, the Agency concludes there would be low impacts to the right to practice culture due to decreased quality of experience due to sensory disturbance from the barges. Tsleil-Waututh Nation's right to fish may also be impacted due to decrease in availability of preferred species, as well as sensory disturbances. The Agency expects that impacts to Tsleil-Waututh rights to practice culture and fishing will be low.

While impacts to freshwater fishing are limited to Squamish Nation, the geographic extent of impacts in the marine environment would be to the Regional Study Area (Howe Sound). Since Indigenous peoples fish throughout Howe Sound, and the Project would consist of one barge transiting every two days, the impact to ability to practice the Aboriginal right to fish, for groups aside from Squamish Nation and Tsleil-Waututh Nation, in the marine environment would be negligible to low.

For Indigenous groups aside from Squamish Nation, negligible impacts to the Aboriginal right to hunt or gather are expected.

7 PUBLIC CONSULTATION (page 92)

The public comments received during the review of the proponent's EIS were shared with federal expert authorities and the Province of British Columbia. The Agency considered comments received from the public in preparing this Comprehensive Study Report. The main issues raised by the public are summarised in Table 10 (not included in Attachment A).

The Agency has invited the public and Indigenous groups to comment on this Report which will be the third and final public comment period. Following the completion of final comment period, the Minister of Environment and Climate Change Canada will consider this Report and comments received from the public and Indigenous groups in making her environmental assessment decision.

8 FOLLOW-UP PROGRAM (pages 94 to 95)

The former Act (*Canadian Environmental Assessment Act* S.C. 1992) requires that Fisheries and Oceans Canada, the Responsible Authority for the BURNCO Aggregate Mine Project, designs and ensures that a follow-up program is implemented. The objective of the program is to verify the accuracy of predictions made in the environmental assessment and evaluate the effectiveness of mitigation measures. The results of a follow-up program may support the implementation of adaptive management measures that would address previously unanticipated adverse environmental effects.

The Responsible Authority will consider the items identified in Table 11 in designing a follow-up program for the Project. The design of the program will take into account the terms and conditions of federal authorizations, provincial EA certificate commitments and approvals

required to carry out the Project, any changes in baseline environmental conditions, and the observation of environmental effects that could occur during project implementation. Requirements stipulated through these other mechanisms should not be duplicated in the follow-up program.

The results of the follow-up program will be reported to relevant agencies. The results or an indication of how the results may be obtained will be available to the public through the Agency's Canadian Environmental Assessment Registry (www.ceaa-acee.gc.ca).

Table 11 Items identified for a Follow-Up Program

Potential Effect	Description of Follow-Up	Phase	Responsible Authority
Freshwater Environment			
Loss of fish habitat in Upper Watercourse 2	A monitoring program will be required to ensure that effects are fully offset through the creation and implementation of an approved Offsetting Plan. This will be a requirement of a Fisheries Act Authorization and therefore it does not require an additional monitoring program. If the EA decision enables the Project to proceed, Fisheries and Oceans Canada will continue to consult with Indigenous Groups on the proposed offsetting measures, monitoring plans and draft Fisheries Act authorization.	Construction, Operation, Closure	Fisheries and Oceans Canada, if required
Change in discharge in McNab Creek	A monitoring program will be required to ensure that aquatic resources in McNab Creek are unaffected by the Project. The monitoring will evaluate physical and biological parameters to verify the predictions of the effects assessment.	Operation, Closure	Fisheries and Oceans Canada, if required
Unanticipated effects to fish habitat quality in Watercourses 1 to 5, including water discharge, velocity, temperature, and substrate composition	A monitoring program will be required to verify the efficacy of the water management plan such that groundwater-fed streams adjacent to the pit lake are not affected. This may require monitoring groundwater and surface water quantity and quality.	Construction, Operation, Closure	Fisheries and Oceans Canada, if required
Marine Environment			
Loss or degraded fish habitat from pile installation	A monitoring program will be required to ensure that effects are not greater than predicted in the EIS.	Construction, Operation, Closure	Fisheries and Oceans Canada, if required
Unanticipated effects in the marine environment	A monitoring program will be required to verify that there would be no erosion effects to the marshy foreshore or effects to marine mammals from vessel interactions.	Construction, Operation, Closure	Fisheries and Oceans Canada, if required

9 CONCLUSIONS OF THE AGENCY (page 96)

The Agency has taken into account the following information in reaching a conclusion on whether the Project is likely to cause significant adverse environmental effects:

- documents submitted by the proponent, including the Environmental Impact Statement (EIS) and supplemental information provided during the review period;
- comments on the EIS and supplemental information from the working group members, including Indigenous groups, the Sunshine Coast Regional District, and provincial and federal government departments, and the proponent's responses to these comments;
- comments received from the public, including comments submitted during the public comment periods, and the proponent's responses to these comments;
- the proponent's responses to information requests from the Agency;
- issues raised by Indigenous groups regarding potential impacts of the Project on Aboriginal interests, and the responses by the proponent, the EAO, and federal and provincial departments;
- mitigation measures proposed by the proponent, and the proposed provincial EA Certificate conditions (Schedule B, Table of Conditions of the draft EA Certificate); and
- federal regulatory authorizations and permits that the proponent would be required to obtain, namely:
 - an authorization under paragraph 35(2) of the *Fisheries Act*, with terms and conditions including an offsetting plan required to offset serious harm to fish.

The Agency concludes that, taking into account the implementation of mitigation measures including the proposed EA Certificate conditions, the Project is not likely to cause significant adverse residual or cumulative environmental effects.

Following the public comment period on this Report, the Minister of Environment and Climate Change will, after considering the Report and comments received in relation to the Report, issue a decision statement that sets out her opinion as to whether, taking into account the implementation of mitigation measures that she considers appropriate, the Project is or is not likely to cause significant adverse environmental effects; and sets out any mitigation measures or follow-up program that she considers appropriate after having taken into account the views of federal authorities. The Project will then be referred back to the responsible authority, Fisheries and Oceans Canada, for an appropriate course of action in accordance with Section 37 of the former Act.



2018 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. **POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. **NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to avicc@ubcm.ca by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.