



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, May 24, 2018  
SCRD Boardroom, 1975 Field Road

### AGENDA

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

### AGENDA

1. Adoption of Agenda

### PETITIONS AND DELEGATIONS

### REPORTS

- |  |                       |
|--|-----------------------|
| 2. General Manager, Corporate Services / Chief Financial Officer –<br>Apportionment Options for Transit Service<br><b>(Voting – B, D, E, F, ToG, DoS, SIGD)</b>              | Annex A<br>Pages 1-17 |
| 3. Senior Manager, Administration and Legislative Services – Election<br>Services and Cost Sharing Agreements<br><b>(Voting – Electoral Area Directors)</b>                  | Annex B<br>pp. 18-19  |
| 4. Senior Manager, Administration and Legislative Services –<br>Universal Water Meter Installations Alternative Approval Process<br><b>(Voting – A, B, D, E, F, and DoS)</b> | Annex C<br>pp. 20-25  |
| 5. Senior Manager, Administration and Legislative Services – Union<br>of British Columbia Municipalities Resolution – Medical Cannabis<br><b>(Voting – All Directors)</b>    | Annex D<br>pp. 26-27  |
| 6. General Manager, Corporate Services / Chief Financial Officer –<br>2018 Rural Areas' Bursary Presentations<br><b>(Voting – Electoral Area Directors)</b>                  | Annex E<br>p. 28      |
| 7. Chief Administrative Officer – 2018 Board Appointment Update<br><b>(Voting – All Directors)</b>   | Annex F<br>p. 29      |

### COMMUNICATIONS

### NEW BUSINESS

### IN CAMERA

### ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 24, 2018

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

**SUBJECT:** APPORTIONMENT OPTIONS FOR TRANSIT SERVICE

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### RECOMMENDATION(S)

**THAT the report titled Apportionment Options for Transit Service be received.**

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### BACKGROUND

At the February 8, 2018 Regular Board Meeting, the following motion (063/18) was passed:

**Recommendation No. 9**     *Apportionment Options for Transit Service*

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.

The purpose of this report is to further explore options for the apportionment of costs amongst participating areas for the transit service. A copy of the January 25, 2018 Corporate and Administrative Services Committee staff report is attached to provide additional background information for discussion (Attachment A).

### DISCUSSION

#### *Options and Analysis*

The Sunshine Coast Regional District (SCRD) functions as both the local and operating partner, therefore, the options and analysis focuses on the SCR D's funding share as outlined in the table below.

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

Currently the tax funded portion of the SCR D transit service is apportioned on the basis of the converted value of land and improvements within the service area. Below is the 2018 tax by area for Transit [310] which results in a tax rate of \$22.68 per \$100,000 of assessed value (residential rate) in all areas.

	Area A	Area B	Area D	Area E	Area F	SIGD	DoS	ToG	2018 Taxation
Transit	0	408,997	291,299	226,641	406,098	65,573	844,594	379,222	2,622,424

There are several parameters which can be used to guide the development of cost allocation apportionment, such as: service hours by area; route length by area; number of stops by area; passenger activity by area; population by area; and property assessment by area.

BC Transit does not currently track passenger activity by area. To support its inclusion as a cost allocation parameter, this data would need to be collected manually by a dedicated SCRD resource riding the buses. Technological advances may support automatic collection of this data in the future but there are no immediate plans by BC Transit to implement this for the Sunshine Coast Transit System.

Several apportionment models have been prepared based on data that is currently available and which are similar to other provincial local government funding models. There are a number of variations which can be derived from the data and this report outlines five options for consideration:

- **Model 1-** 50% Property Assessment and 50% Population
- **Model 2-** 33% Property Assessment, 33% Population, 33% Service hours delivered in each area.
- **Model 3-** 25% Property Assessment, 25% Population, 25% Service hours delivered in each area, 25% Kilometers travelled in each area
- **Model 4-** 33% Population, 33% Service Hours, and 33% Kilometers travelled in each area
- **Model 5-** 33% Service Hours, 33% Kilometers travelled in each area, 33% Bus stops in each area

In assessing the data, the following sources and assumptions were made:

- Distances by area for main service routes were estimated using Google Maps
- Distance (and hours) for some routes are attributed to specific areas
- Service hours by area are based on the weekly service hours for each route apportioned by the distance traveled in each area
- Stops by area are based on the total stops for each route apportioned by the distance traveled in each area
- Stops that serve multiple routes are effectively double counted

A detailed summary of the impact of each model is included in the Attachments.

### *Comparison of Apportionment Models*

There are three main factors to consider when comparing apportionment models, which are as follows:

1. the overall tax apportionment by area;
2. the resulting tax rates in each area;
3. and the tax apportionment between property classes.

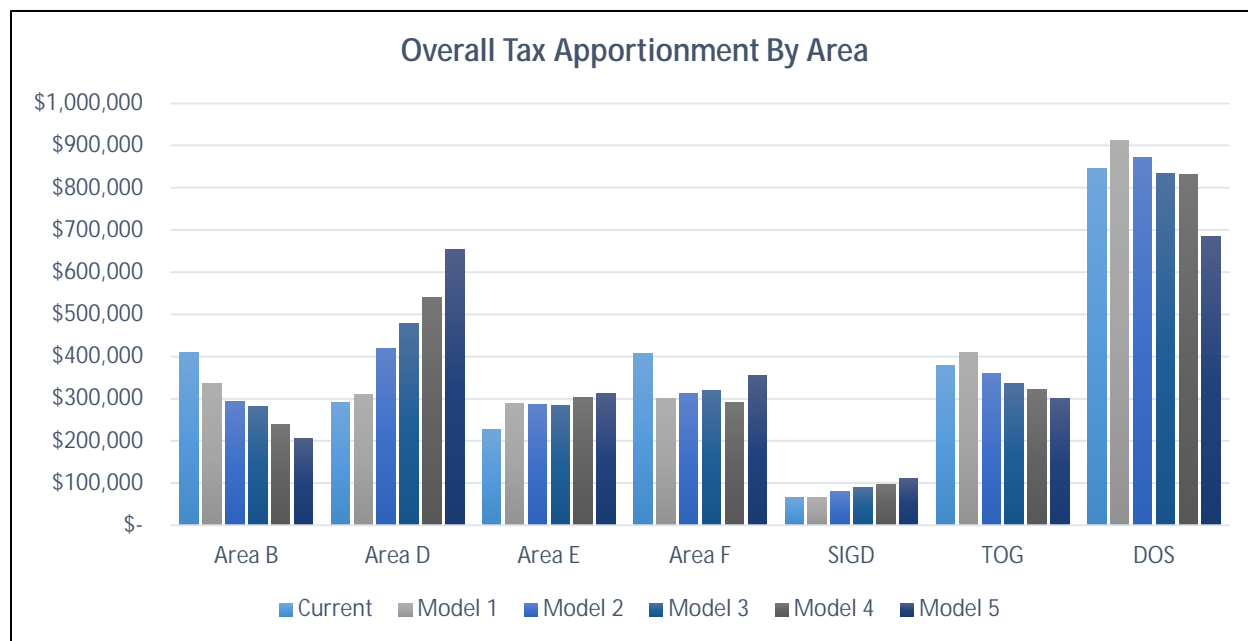
When the method of apportionment among participating areas is based on the converted value of land and improvements (current model); the resulting property class tax rates are the same in each area, regardless of the overall tax apportionment. Under this method, equally valued properties of the same class will pay the same amount regardless of the area in which they are located.

When the basis of apportionment is a method other than converted values of land and improvements, tax rates will be different in each area.

Under alternative methods, equally valued properties in different areas will be taxed at different rates which also has an impact on the tax apportionment by property class for the service.

### Overall Tax Apportionment

The chart and table below summarize the impact on the overall tax apportionment by area for the various funding models presented in this report:

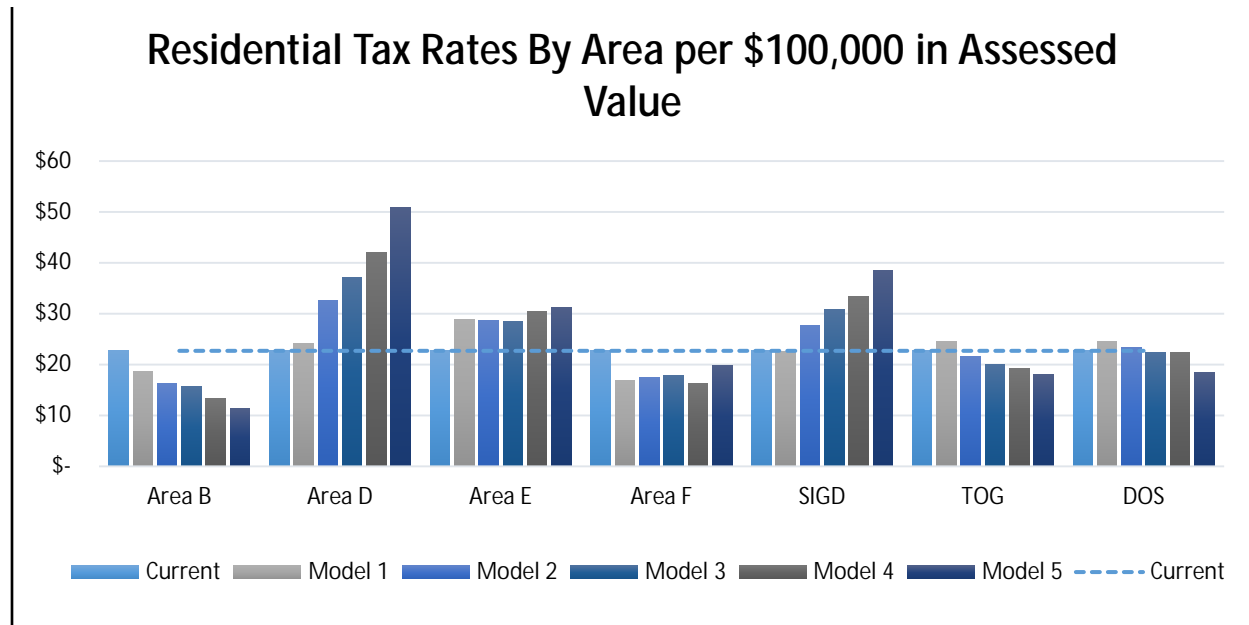


Net Change in Overall Taxation By Area					
	Model 1	Model 2	Model 3	Model 4	Model 5
Area B	(73,790)	(114,876)	(127,439)	(169,916)	(202,986)
Mainland	(68,815)	(107,132)	(118,848)	(158,461)	(189,302)
Islands	(4,975)	(7,744)	(8,591)	(11,455)	(13,684)
Area D	18,384	127,056	186,282	248,354	362,059
Area E	62,364	58,735	57,606	76,813	85,846
Area F	(105,089)	(93,573)	(85,743)	(114,334)	(51,215)
Mainland	(74,099)	(65,979)	(60,458)	(80,617)	(36,112)
Islands	(30,990)	(27,594)	(25,285)	(33,716)	(15,103)
SIGD	(613)	14,523	23,216	30,951	45,552
TOG	31,194	(18,784)	(43,331)	(57,763)	(78,818)
DOS	67,550	26,919	(10,590)	(14,105)	(160,439)

## Tax Rates

The chart and table below summarize the impact to the residential tax rate by area per \$100,000 in assessed value for each model.

The rate under the current model is the same in each area but varies under the other models. The same trend is applicable to other property classes such as utilities, industry and business which are taxed at higher rates.



Net Change in Residential Tax Rate per \$100,000 of Assessed Value					
	Model 1	Model 2	Model 3	Model 4	Model 5
Area B	(4.09)	(6.37)	(7.07)	(9.42)	(11.26)
Mainland	(4.09)	(6.37)	(7.07)	(9.42)	(11.26)
Islands	(4.09)	(6.37)	(7.07)	(9.42)	(11.26)
Area D	1.43	9.89	14.51	19.34	28.19
Area E	6.24	5.88	5.77	7.69	8.59
Area F	(5.87)	(5.23)	(4.79)	(6.39)	(2.86)
Mainland	(5.87)	(5.23)	(4.79)	(6.39)	(2.86)
Islands	(5.87)	(5.23)	(4.79)	(6.39)	(2.86)
SIGD	(0.21)	5.02	8.03	10.71	15.76
TOG	1.87	(1.12)	(2.59)	(3.46)	(4.71)
DOS	1.81	0.72	(0.28)	(0.38)	(4.31)

## **Property Class Apportionment**

The table below summarizes the net change in tax apportionment by property class for each model. Although the values do not appear significant on the whole, the impact within each participating area varies. These details are outlined in the Attachments.

Net Change in Taxation by Property Class								
	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm
Model 1	29,002	(19,056)	(17,513)	(3,112)	11,666	(702)	(283)	(2)
Model 2	40,125	(25,888)	(15,078)	2,002	(1,136)	231	(268)	11
Model 3	44,901	(27,835)	(13,476)	4,925	(9,054)	777	(256)	18
Model 4	59,868	(37,114)	(17,970)	6,566	(12,068)	1,036	(342)	24
Model 5	60,830	(39,715)	(6,902)	13,058	(29,399)	2,318	(222)	33

### *Process to Amend Establishing Bylaw*

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.

Municipal consent must be provided via a Council Resolution, so time will be required to allow for meeting schedules and to ensure adequate data has been provided to inform decision making. In the interest of intergovernmental relations, staff recommend early communication to make participants aware changes are being contemplated.

The Inspector of Municipalities would expect the documentation to include public consultation and support for the change to accompany the request for approval. The average turnaround time for Inspector approval is 4-6 weeks. If the change was a significant departure from what was contemplated when the service was established, the Minister has the option to order an elector approval process be undertaken.

Any change to a service area boundary would necessitate coding changes with BC Assessment. In order to accomplish this for the 2019 tax year, a bylaw amendment would have to be adopted by December 31 (October 1 if costs are to be recovered via parcel tax).

### *Organizational and Intergovernmental Implications*

If the apportionment changes are deemed to be a priority for 2019 taxation, work plans would need to be adjusted accordingly to ensure the bylaw could be adopted prior to year-end.

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

## **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**

The tax funded portion of the SCRD transit service is currently apportioned amongst the participating areas on the basis of the converted value of land and improvements.

Alternative apportionment models based on varying combinations of assessment, population, service hours, distance and the number of stops in each area are presented for consideration. The impact on overall tax apportionment, tax rates and property class apportionment are detailed in Attachments B1 through B5.

Any change to the apportionment model requires an amendment to the establishing bylaw subject to the applicable legislative process and Ministry approvals.

**ATTACHMENTS:**

- A. Staff Report to Corporate and Administrative Services Committee- January 25, 2018  
Apportionment Options for Transit Service
- B. Transit Apportionment Models (Attachments B1-B5)

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**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

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### 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.**

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### 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 4<sup>th</sup> 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"> <li>• Population (40%)</li> <li>• Service hours delivered in each area (46%)</li> <li>• Kilometres travelled in each area (14%).</li> </ul>
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"> <li>• Population</li> <li>• Property Assessment</li> <li>• Number of contributing partners in the transit function.</li> </ul>
Regional District of North Okanagan	<b>Excerpt from the newly amended Bylaw-June 2017:</b>  <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	

### Comparison Funding Model 1 50% Assessment, 50% Population

Current Model 100% Assessment				Comparison Model 1: (50% Assessment, 50% Population)				
Participating Area	Current Funding Allocation	Taxation	Residential Tax Rate / \$100,000	New Funding Allocation	New Taxation	% Difference from Current	Residential Rate Under New Model / \$100,000	Cost Difference / \$100,000
Area B	15.60%	408,997	22.68	12.78%	335,207	-2.81%	18.59	(4.09)
Mainland	14.54%	381,424	22.68	11.92%	312,609	-2.62%	18.59	(4.09)
Islands	1.05%	27,572	22.68	0.92%	24,232	-0.13%	18.59	(4.09)
Area D	11.11%	291,299	22.68	11.81%	309,683	0.70%	24.11	1.43
Area E	8.64%	226,641	22.68	11.02%	289,005	2.38%	28.92	6.24
Area F	15.49%	406,098	22.68	11.48%	301,009	-4.01%	16.81	(5.87)
Mainland	10.92%	286,342	22.68	8.09%	212,243	-2.83%	16.81	(5.87)
Islands	4.57%	119,756	22.68	3.38%	88,766	-1.18%	16.81	(5.87)
SIGD	2.50%	65,573	22.68	2.48%	64,960	-0.02%	22.47	(0.21)
TOG	14.46%	379,222	22.68	15.65%	410,416	1.19%	24.55	1.87
DOS	32.21%	844,594	22.68	34.78%	912,143	2.58%	24.50	1.81
<b>Total</b>	<b>100.00%</b>	<b>2,622,424</b>		<b>100.00%</b>	<b>2,622,424</b>			

Tax by Area and Property Class Under Comparison Model 1									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Total
Area B	264,122	60,542	507	1,196	7,040	1,172	600	27	335,207
Mainland	241,697	60,376	507	1,191	7,040	1,172	600	26	312,609
Islands	22,426	167	-	4	-	-	-	1	22,598
Area D	296,168	1,811	1,654	2,688	3,767	2,915	665	15	309,683
Area E	283,212	318	-	2,563	2,905	-	-	9	289,005
Area F	206,630	19,543	50,125	11,431	10,351	1,847	1,077	5	301,009
Mainland	120,069	19,460	50,125	10,902	10,003	1,375	306	3	212,243
Islands	86,560	83	-	529	348	472	771	2	88,766
SIGD	30,136	427	-	18,949	15,391	-	-	57	64,960
TOG	304,506	4,403	-	1,797	98,722	-	984	5	410,416
DOS	779,513	7,926	-	6,363	116,414	376	1,500	52	912,143
<b>Total</b>	<b>2,164,286</b>	<b>94,970</b>	<b>52,286</b>	<b>44,987</b>	<b>254,590</b>	<b>6,310</b>	<b>4,826</b>	<b>170</b>	<b>2,622,424</b>

Net Change in Taxation by Area and Property Class Under Comparison Model 1									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Change By Area
Area B	(58,142)	(13,327)	(112)	(263)	(1,550)	(258)	(132)	(6)	(73,790)
Mainland	(53,205)	(13,291)	(112)	(262)	(1,550)	(258)	(132)	(6)	(68,815)
Islands	(4,937)	(37)	-	(1)	-	-	-	(0)	(4,975)
Area D	17,581	108	98	160	224	173	39	1	18,384
Area E	61,114	69	-	553	627	-	-	2	62,364
Area F	(72,139)	(6,823)	(17,500)	(3,991)	(3,614)	(645)	(376)	(2)	(105,089)
Mainland	(41,919)	(6,794)	(17,500)	(3,806)	(3,492)	(480)	(107)	(1)	(74,099)
Islands	(30,220)	(29)	-	(185)	(122)	(165)	(269)	(1)	(30,990)
SIGD	(284)	(4)	-	(179)	(145)	-	-	(1)	(613)
TOG	23,144	335	-	137	7,503	-	75	0	31,194
DOS	57,728	587	-	471	8,621	28	111	4	67,550
<b>Change By Class</b>	<b>29,002</b>	<b>(19,056)</b>	<b>(17,513)</b>	<b>(3,112)</b>	<b>11,666</b>	<b>(702)</b>	<b>(283)</b>	<b>(2)</b>	<b>-</b>

\*All taxation and tax rate calculations are based on 2018 Revised Roll assessment values

**Comparison Funding Model 2**  
**33% Assessment, 33% Population, 33% Hours**

Participating Area	Current Model 100% Assessment			Comparison Model 2: 33% Assessment, 33% Population, 33% Hours				
	Current Funding Allocation	Taxation	Residential Tax Rate / \$100,000	New Funding Allocation	New Taxation	% Difference from Current	Residential Rate Under New Model / \$100,000	Cost Difference / \$100,000
Area B	15.60%	408,997	22.68	11.22%	294,121	-4.38%	16.31	(6.37)
Mainland	14.54%	381,424	22.68	10.46%	274,293	-4.09%	16.31	(6.37)
Islands	1.05%	27,572	22.68	0.81%	21,261	-0.24%	16.31	(6.37)
Area D	11.11%	291,299	22.68	15.95%	418,356	4.84%	32.58	9.89
Area E	8.64%	226,641	22.68	10.88%	285,376	2.24%	28.56	5.88
Area F	15.49%	406,098	22.68	11.92%	312,525	-3.57%	17.46	(5.23)
Mainland	10.92%	286,342	22.68	8.40%	220,363	-2.52%	17.46	(5.23)
Islands	4.57%	119,756	22.68	3.51%	92,162	-1.05%	17.46	(5.23)
SIGD	2.50%	65,573	22.68	3.05%	80,096	0.55%	27.71	5.02
TOG	14.46%	379,222	22.68	13.74%	360,438	-0.72%	21.56	(1.12)
DOS	32.21%	844,594	22.68	33.23%	871,513	1.03%	23.41	0.72
<b>Total</b>	<b>100.00%</b>	<b>2,622,424</b>		<b>100.00%</b>	<b>2,622,424</b>			

Tax by Area and Property Class Under Comparison Model 2									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Total
Area B	231,749	53,121	445	1,049	6,177	1,029	527	24	294,121
Mainland	212,072	52,975	445	1,045	6,177	1,029	527	23	274,293
Islands	19,677	146	-	4	-	-	-	1	19,828
Area D	400,098	2,446	2,234	3,631	5,089	3,938	899	20	418,356
Area E	279,655	314	-	2,531	2,868	-	-	8	285,376
Area F	214,535	20,291	52,043	11,868	10,747	1,917	1,118	6	312,525
Mainland	124,663	20,204	52,043	11,319	10,385	1,427	318	3	220,363
Islands	89,872	86	-	549	362	490	801	2	92,162
SIGD	37,157	527	-	23,365	18,977	-	-	70	80,096
TOG	267,425	3,866	-	1,578	86,700	-	864	4	360,438
DOS	744,790	7,573	-	6,080	111,228	359	1,433	49	871,513
<b>Total</b>	<b>2,175,409</b>	<b>88,138</b>	<b>54,722</b>	<b>50,101</b>	<b>241,787</b>	<b>7,243</b>	<b>4,841</b>	<b>182</b>	<b>2,622,424</b>

Net Change in Taxation by Area and Property Class Under Comparison Model 2									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Change By Area
Area B	(90,515)	(20,748)	(174)	(410)	(2,413)	(402)	(206)	(9)	(114,876)
Mainland	(82,830)	(20,691)	(174)	(408)	(2,413)	(402)	(206)	(9)	(107,132)
Islands	(7,685)	(57)	-	(2)	-	-	-	(0)	(7,744)
Area D	121,512	743	678	1,103	1,546	1,196	273	6	127,056
Area E	57,558	65	-	521	590	-	-	2	58,735
Area F	(64,234)	(6,075)	(15,582)	(3,553)	(3,218)	(574)	(335)	(2)	(93,573)
Mainland	(37,325)	(6,049)	(15,582)	(3,389)	(3,109)	(427)	(95)	(1)	(65,979)
Islands	(26,909)	(26)	-	(164)	(108)	(147)	(240)	(1)	(27,594)
SIGD	6,737	95	-	4,236	3,441	-	-	13	14,523
TOG	(13,937)	(201)	-	(82)	(4,518)	-	(45)	(0)	(18,784)
DOS	23,005	234	-	188	3,436	11	44	2	26,919
<b>Change By Class</b>	<b>40,125</b>	<b>(25,888)</b>	<b>(15,078)</b>	<b>2,002</b>	<b>(1,136)</b>	<b>231</b>	<b>(268)</b>	<b>11</b>	<b>(0)</b>

\*All taxation and tax rate calculations are based on 2018 Revised Roll assessment values

**Comparison Funding Model 3**  
 25% Assessment, 25% Population, 25% Hours, 25% Distance

Current Model 100% Assessment				Comparison Model 3: 25% Assessment, 25% Population, 25% Hours, 25% Distance				
Participating Area	Current Funding Allocation	Taxation	Residential Tax Rate / \$100,000	New Funding Allocation	New Taxation	% Difference from Current	Residential Rate Under New Model / \$100,000	Cost Difference / \$100,000
Area B	15.60%	408,997	22.68	10.74%	281,558	-4.86%	15.62	(7.07)
Mainland	14.54%	381,424	22.68	10.01%	262,577	-4.53%	15.62	(7.07)
Islands	1.05%	27,572	22.68	0.78%	20,353	-0.28%	15.62	(7.07)
Area D	11.11%	291,299	22.68	18.21%	477,581	7.10%	37.19	14.51
Area E	8.64%	226,641	22.68	10.84%	284,247	2.20%	28.45	5.77
Area F	15.49%	406,098	22.68	12.22%	320,355	-3.27%	17.89	(4.79)
Mainland	10.92%	286,342	22.68	8.61%	225,884	-2.31%	17.89	(4.79)
Islands	4.57%	119,756	22.68	3.60%	94,471	-0.96%	17.89	(4.79)
SIGD	2.50%	65,573	22.68	3.39%	88,789	0.89%	30.71	8.03
TOG	14.46%	379,222	22.68	12.81%	335,891	-1.65%	20.09	(2.59)
DOS	32.21%	844,594	22.68	31.80%	834,003	-0.40%	22.40	(0.28)
<b>Total</b>	<b>100.00%</b>	<b>2,622,424</b>		<b>100.00%</b>	<b>2,622,424</b>			

Tax by Area and Property Class Under Comparison Model 3									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Total
Area B	221,850	50,853	426	1,004	5,913	985	504	23	281,558
Mainland	203,014	50,713	426	1,001	5,913	985	504	22	262,577
Islands	18,837	140	-	4	-	-	-	1	18,981
Area D	456,739	2,793	2,550	4,145	5,810	4,495	1,026	23	477,581
Area E	278,549	313	-	2,521	2,857	-	-	8	284,247
Area F	219,910	20,799	53,347	12,165	11,016	1,965	1,146	6	320,355
Mainland	127,787	20,711	53,347	11,603	10,646	1,463	326	3	225,884
Islands	92,124	88	-	563	371	502	821	2	94,471
SIGD	41,190	584	-	25,900	21,037	-	-	78	88,789
TOG	249,212	3,603	-	1,471	80,795	-	805	4	335,891
DOS	712,735	7,247	-	5,818	106,441	344	1,371	47	834,003
<b>Total</b>	<b>2,180,185</b>	<b>86,191</b>	<b>56,323</b>	<b>53,024</b>	<b>233,869</b>	<b>7,789</b>	<b>4,853</b>	<b>189</b>	<b>2,622,424</b>

Net Change in Taxation by Area and Property Class Under Comparison Model 3									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Change By Area
Area B	(100,414)	(23,017)	(193)	(455)	(2,676)	(446)	(228)	(10)	(127,439)
Mainland	(91,888)	(22,954)	(193)	(453)	(2,676)	(446)	(228)	(10)	(118,848)
Islands	(8,526)	(63)	-	(2)	-	-	-	(0)	(8,591)
Area D	178,152	1,089	995	1,617	2,266	1,753	400	9	186,282
Area E	56,451	63	-	511	579	-	-	2	57,606
Area F	(58,859)	(5,567)	(14,278)	(3,256)	(2,949)	(526)	(307)	(2)	(85,743)
Mainland	(34,202)	(5,543)	(14,278)	(3,105)	(2,849)	(392)	(87)	(1)	(60,458)
Islands	(24,657)	(24)	-	(151)	(99)	(134)	(220)	(1)	(25,285)
SIGD	10,770	153	-	6,772	5,501	-	-	20	23,216
TOG	(32,149)	(465)	-	(190)	(10,423)	-	(104)	(0)	(43,331)
DOS	(9,050)	(92)	-	(74)	(1,352)	(4)	(17)	(1)	(10,590)
<b>Change By Class</b>	<b>44,901</b>	<b>(27,835)</b>	<b>(13,476)</b>	<b>4,925</b>	<b>(9,054)</b>	<b>777</b>	<b>(256)</b>	<b>18</b>	<b>(0)</b>

\*All taxation and tax rate calculations are based on 2018 Revised Roll assessment values



**Comparison Funding Model 4**  
**33% Population, 33% Hours, 33% Distance**

Current Model 100% Assessment				Comparison Model 4: 33% Population, 33% Hours, 33% Distance				
Participating Area	Current Funding Allocation	Taxation	Residential Tax Rate / \$100,000	New Funding Allocation	New Taxation	% Difference from Current	Residential Rate Under New Model / \$100,000	Cost Difference / \$100,000
Area B	15.60%	408,997	22.68	9.12%	239,081	-6.48%	13.26	(9.42)
Mainland	14.54%	381,424	22.68	8.50%	222,963	-6.04%	13.26	(9.42)
Islands	1.05%	27,572	22.68	0.66%	17,283	-0.39%	13.26	(9.42)
Area D	11.11%	291,299	22.68	20.58%	539,654	9.47%	42.02	19.34
Area E	8.64%	226,641	22.68	11.57%	303,454	2.93%	30.37	7.69
Area F	15.49%	406,098	22.68	11.13%	291,764	-4.36%	16.30	(6.39)
Mainland	10.92%	286,342	22.68	7.84%	205,725	-3.07%	16.30	(6.39)
Islands	4.57%	119,756	22.68	3.28%	86,039	-1.29%	16.30	(6.39)
SIGD	2.50%	65,573	22.68	3.68%	96,524	1.18%	33.39	10.71
TOG	14.46%	379,222	22.68	12.26%	321,459	-2.20%	19.23	(3.46)
DOS	32.21%	844,594	22.68	31.67%	830,488	-0.54%	22.30	(0.38)
<b>Total</b>	<b>100.00%</b>	<b>2,622,424</b>		<b>100.00%</b>	<b>2,622,424</b>			

Tax by Area and Property Class Under Comparison Model 4									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Total
Area B	188,381	43,181	362	853	5,021	836	428	20	239,081
Mainland	172,386	43,062	362	850	5,021	836	428	19	222,963
Islands	15,995	119	-	3	-	-	-	1	16,118
Area D	516,103	3,156	2,882	4,684	6,565	5,080	1,159	26	539,654
Area E	297,370	334	-	2,691	3,050	-	-	9	303,454
Area F	200,284	18,943	48,586	11,080	10,033	1,790	1,044	5	291,764
Mainland	116,382	18,862	48,586	10,567	9,695	1,333	297	3	205,725
Islands	83,902	80	-	512	338	457	748	2	86,039
SIGD	44,778	635	-	28,157	22,870	-	-	85	96,524
TOG	238,505	3,448	-	1,408	77,324	-	771	4	321,459
DOS	709,731	7,217	-	5,793	105,992	342	1,365	47	830,488
<b>Total</b>	<b>2,195,151</b>	<b>76,912</b>	<b>51,829</b>	<b>54,665</b>	<b>230,855</b>	<b>8,048</b>	<b>4,767</b>	<b>195</b>	<b>2,622,424</b>

Net Change in Taxation by Area and Property Class Under Comparison Model 4									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Change By Area
Area B	(133,883)	(30,689)	(257)	(606)	(3,568)	(594)	(304)	(14)	(169,916)
Mainland	(122,516)	(30,604)	(257)	(604)	(3,568)	(594)	(304)	(13)	(158,461)
Islands	(11,368)	(84)	-	(2)	-	-	-	(1)	(11,455)
Area D	237,516	1,452	1,326	2,156	3,021	2,338	533	12	248,354
Area E	75,273	84	-	681	772	-	-	2	76,813
Area F	(78,485)	(7,423)	(19,039)	(4,342)	(3,932)	(701)	(409)	(2)	(114,334)
Mainland	(45,607)	(7,392)	(19,039)	(4,141)	(3,799)	(522)	(116)	(1)	(80,617)
Islands	(32,879)	(32)	-	(201)	(132)	(179)	(293)	(1)	(33,716)
SIGD	14,358	203	-	9,029	7,333	-	-	27	30,951
TOG	(42,857)	(620)	-	(253)	(13,894)	-	(138)	(1)	(57,763)
DOS	(12,054)	(123)	-	(98)	(1,800)	(6)	(23)	(1)	(14,105)
<b>Change By Class</b>	<b>59,868</b>	<b>(37,114)</b>	<b>(17,970)</b>	<b>6,566</b>	<b>(12,068)</b>	<b>1,036</b>	<b>(342)</b>	<b>24</b>	<b>(0)</b>

\*All taxation and tax rate calculations are based on 2018 Revised Roll assessment values

## Comparison Funding Model 5

33% Hours, 33% Distance, 33% Stops

Current Model 100% Assessment				Comparison Model 5: 33% Hours, 33% Distance, 33% Stops				
Participating Area	Current Funding Allocation	Taxation	Residential Tax Rate / \$100,000	New Funding Allocation	New Taxation	% Difference from Current	Residential Rate Under New Model / \$100,000	Cost Difference / \$100,000
Area B	15.60%	408,997	22.68	7.86%	206,010	-7.74%	11.43	(11.26)
Mainland	14.54%	381,424	22.68	7.33%	192,122	-7.22%	11.43	(11.26)
Islands	1.05%	27,572	22.68	0.57%	14,892	-0.48%	11.43	(11.26)
Area D	11.11%	291,299	22.68	24.91%	653,359	13.81%	50.88	28.19
Area E	8.64%	226,641	22.68	11.92%	312,487	3.27%	31.27	8.59
Area F	15.49%	406,098	22.68	13.53%	354,883	-1.95%	19.82	(2.86)
Mainland	10.92%	286,342	22.68	9.54%	250,230	-1.38%	19.82	(2.86)
Islands	4.57%	119,756	22.68	3.99%	104,653	-0.58%	19.82	(2.86)
SIGD	2.50%	65,573	22.68	4.24%	111,125	1.74%	38.44	15.76
TOG	14.46%	379,222	22.68	11.46%	300,404	-3.01%	17.97	(4.71)
DOS	32.21%	844,594	22.68	26.09%	684,155	-6.12%	18.37	(4.31)
<b>Total</b>	<b>100.00%</b>	<b>2,622,424</b>		<b>100.00%</b>	<b>2,622,424</b>			

Tax by Area and Property Class Under Comparison Model 5									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Total
Area B	162,323	37,208	312	735	4,326	721	369	17	206,010
Mainland	148,541	37,105	312	732	4,326	721	369	16	192,122
Islands	13,782	102	-	3	-	-	-	1	13,888
Area D	624,845	3,821	3,489	5,671	7,948	6,150	1,403	32	653,359
Area E	306,223	344	-	2,771	3,141	-	-	9	312,487
Area F	243,612	23,041	59,097	13,477	12,204	2,177	1,270	6	354,883
Mainland	141,559	22,943	59,097	12,853	11,793	1,621	361	4	250,230
Islands	102,053	98	-	623	411	556	909	3	104,653
SIGD	51,552	731	-	32,416	26,329	-	-	98	111,125
TOG	222,883	3,222	-	1,315	72,260	-	720	3	300,404
DOS	584,675	5,945	-	4,773	87,316	282	1,125	39	684,155
<b>Total</b>	<b>2,196,114</b>	<b>74,311</b>	<b>62,897</b>	<b>61,157</b>	<b>213,524</b>	<b>9,329</b>	<b>4,887</b>	<b>204</b>	<b>2,622,424</b>

Net Change in Taxation by Area and Property Class Under Comparison Model 5									
Participating Area	Residential	Utilities	Major Industry	Light Industry	Business	Managed Forest	Recreation / Non-Profit	Farm	Change By Area
Area B	(159,941)	(36,662)	(307)	(724)	(4,263)	(710)	(363)	(17)	(202,986)
Mainland	(146,361)	(36,561)	(307)	(721)	(4,263)	(710)	(363)	(16)	(189,302)
Islands	(13,580)	(101)	-	(3)	-	-	-	(1)	(13,684)
Area D	346,259	2,117	1,933	3,142	4,404	3,408	778	18	362,059
Area E	84,125	94	-	761	863	-	-	3	85,846
Area F	(35,157)	(3,325)	(8,529)	(1,945)	(1,761)	(314)	(183)	(1)	(51,215)
Mainland	(20,429)	(3,311)	(8,529)	(1,855)	(1,702)	(234)	(52)	(1)	(36,112)
Islands	(14,728)	(14)	-	(90)	(59)	(80)	(131)	(0)	(15,103)
SIGD	21,132	299	-	13,288	10,793	-	-	40	45,552
TOG	(58,478)	(845)	-	(345)	(18,959)	-	(189)	(1)	(78,818)
DOS	(137,110)	(1,394)	-	(1,119)	(20,476)	(66)	(264)	(9)	(160,439)
<b>Change By Class</b>	<b>60,830</b>	<b>(39,715)</b>	<b>(6,902)</b>	<b>13,058</b>	<b>(29,399)</b>	<b>2,318</b>	<b>(222)</b>	<b>33</b>	<b>-</b>

\*All taxation and tax rate calculations are based on 2018 Revised Roll assessment values

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 24, 2018

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

**SUBJECT:** ELECTION SERVICES AND COST SHARING AGREEMENTS

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### RECOMMENDATION(S)

**THAT** the report titled Election Services and Cost Sharing Agreements be received;

**AND THAT** the delegated signing authorities be authorized to execute cost sharing service agreements for the 2018 general local election with School District No. 46 and Islands Trust.

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### BACKGROUND

The Sunshine Coast Regional District (SCRD) traditionally provides assistance to School District No. 46 and Islands Trust for election administration. Both organizations have requested continued SCRD support for the 2018 local election.

### DISCUSSION

Part 3 of the *Local Government Act* contemplates an agreement under which a local government conducts an election for another local government, in accordance with the terms of the agreement.

Partnering with School District No. 46 and the Islands Trust is mutually beneficial as all parties share the costs associated with the election process.

Staff will work with School District No. 46 staff and Islands Trust staff to finalize agreements that define responsibilities and cost sharing arrangements.

Staff request authorization for the Chair and Corporate Officer to execute the agreements.

#### *Financial Implications*

A projected recovery of \$18,000 was included in the 2018 Financial Plan.

**STRATEGIC PLAN AND RELATED POLICIES**

Partnering with Islands Trust and School District No. 46 on election services 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**

Part 3 of the *Local Government Act* contemplates an agreement under which a local government conducts an election for another local government, in accordance with the terms of the agreement.

Staff recommend that the SCRD delegated signing authorities be authorized to execute the cost sharing service agreements with Islands Trust and School District No. 46 for the 2018 general local elections.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 24, 2018

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

**SUBJECT:** UNIVERSAL WATER METER INSTALLATIONS ALTERNATIVE APPROVAL PROCESS

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### RECOMMENDATION(S)

**THAT** the report titled Universal Water Meter Installations Alternative Approval Process be received;

**AND THAT** the deadline for receiving elector responses be July 24, 2018 at 4:30 pm;

**AND THAT** the elector response form be established as presented;

**AND THAT** the total number of electors of the area to which the approval process applies (Water Supply and Distribution Service Area) be determined to be 19,577 (10% threshold = 1,957);

**AND THAT** participating area approval is to be obtained for the entire Water Supply and Distribution Service Area;

**AND FURTHER THAT** this recommendation be forwarded to the May 24, 2018 Board meeting for adoption.

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### BACKGROUND

The following resolution was adopted at the April 26, 2018 Board meeting:

139/18      **Recommendation No. 4**      *Universal Water Meter Installations Phase 3 Funding*

THAT the report titled Universal Water Meter Installations Phase 3 Funding be received;

AND THAT staff prepare an Alternative Approval Process (AAP) to authorize long term borrowing of up to \$5,956,111 over a 20-year term to fund Phase 3 of the Universal Water Meter Installations project.

### DISCUSSION

Loan Authorization Bylaw No. 718 was given three readings on April 26<sup>th</sup>. A schedule for an AAP (Appendix 1) has been prepared for review and adoption of the deadline for receiving elector response forms, and an elector response form (Appendix 2) has been drafted for review and Board approval.

Staff have calculated the total number of electors of the area to which the approval process applies (the Sunshine Coast Regional District Water Supply and Distribution Service Area) at **19,577**. The number of electors was calculated by using the number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on April 24, 2018 (19,272), and adding the number of non-resident property electors currently registered for properties within the Service Area, excluding those property owners who also reside within the Service Area (305). This figure must be adopted by the Board. Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total (**1,957**).

Also, staff recommend that the Board adopt a resolution (5<sup>th</sup> in Recommendations) stating that participating area approval is to be obtained for/across the entire Water Supply and Distribution Service Area (vs by individual electoral area or municipality). This resolution must be adopted by at least 2/3 of the votes cast.

#### *Financial Implications*

The cost of statutory advertising for the AAP is estimated to be \$1,500 which will be funded by the Regional Water Service [370] operational budget.

#### *Communications Strategy*

In addition to statutory advertising, an information package will be prepared prior to the start of the AAP. The information package will include a copy of the Loan Authorization Bylaw and the AAP formal notice as well as information on the project and a comparison of cost implications for both short term and long term borrowing. Information packages will be made available at the following locations:

- Ø SCRD website
- Ø SCRD office (1975 Field Road)
- Ø Sechelt Aquatic Centre and Gibsons and Area Community Centre
- Ø South Pender Harbour Water office.

### **STRATEGIC PLAN AND RELATED POLICIES**

Utilizing long term borrowing to finance an asset with a significant lifespan supports the Strategic Priority of “Ensure Fiscal Sustainability”. Ensuring an adequate water supply to support environmental flows, fire protection and human health is a key component of “Embed Environmental Leadership” and Support Sustainable Economic Development”.

Clear communication with respect to the AAP supports the Board’s value of “Transparency”.

### **CONCLUSION**

Local governments wishing to pursue long term debt financing must do so with approval of the electors. Staff have been directed to proceed with an AAP to authorize long term borrowing of up to \$5,956,111 for the Universal Water Meter Installations Project.

As part of the process, the Board must set the deadline for receiving elector response forms, approve the elector response form and determine the total number of electors to which the AAP applies (Electoral Areas A, B, D, E, F and the District of Sechelt).

If less than 10% of electors within the service area (1,957) sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board can proceed to adopt the bylaw.

Staff recommend the Committee approve the recommendations relating to the AAP.

Attachments:

Appendix 1: Schedule for alternative approval process

Appendix 2: Elector response form

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

Appendix 1  
**Schedule for Alternative Approval Process for**  
*Universal Water Meters Installation Project Loan Authorization Bylaw No. 718, 2018*

<b>Date</b>	<b>Action</b>
Apr 26	<i>Universal Water Meters Installation Project Loan Authorization Bylaw No. 718, 2018</i> receive 3 <sup>rd</sup> reading
Apr 27	Bylaw forwarded to Ministry of Municipal Affairs and Housing for approval of the Inspector of Municipalities
Jun 15	First Notice of AAP published
Jun 22	Second Notice of AAP published
Jul 24	Deadline for submission of AAP forms
Jul 26	Report on results of AAP
Jul 26	Adopt Bylaw No. 718 if less than 1,957 elector responses submitted
Aug 27	Apply for Certificate of Approval (COA) following 30 day quashing period
Subject to receipt of COA and cash flow requirements	Security Issuing Bylaw
	Apply for Certificate of Approval following 10 day quashing period





## SUNSHINE COAST REGIONAL DISTRICT

### ELECTOR RESPONSE FORM

#### Alternative Approval Process for *Universal Water Meter Installations Project* *Loan Authorization Bylaw No. 718, 2018*

By completing this elector response form, I **OPPOSE** the Regional District Board's intention to adopt *Universal Water Meter Installations Project Loan Authorization Bylaw No. 718, 2018* which authorizes the borrowing of up to \$5,956,111 to be repaid over a period not exceeding 20 years to finance the costs of Phase 3 of the Universal Water Metering project, unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the SCRD Water Supply and Distribution Service Area (Electoral Areas A – Egmont/Pender Harbour, B – Halfmoon Bay, D – Roberts Creek, E – Elphinstone, F – West Howe Sound and the District of Sechelt);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Universal Water Meter Installations Project Loan Authorization Bylaw No. 718, 2018* unless a vote is held.

Full Name of Elector \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Choose one: ☐ I am a resident elector (see reverse for eligibility requirements)

☐ I am a non-resident property elector who lives in another community and own property in the service area at:

\_\_\_\_\_  
(address) (see reverse for eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, TUESDAY, July 24, 2018.**

Elector Response Forms may only be returned **by mail or delivered in person** Monday through Friday excluding statutory holidays.

Approval of the electors by alternative approval process is obtained if less than **1,957** elector responses are received by the stated deadline. Submit the Elector Response Form to:

Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V0N 3A1  
Phone: 604-885-6800

Office Hours Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays

## **INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS**

### **RESIDENT ELECTORS:**

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a resident of the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

### **NON-RESIDENT PROPERTY ELECTORS:**

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place.
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

**NOTE:** No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 24, 2018

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

**SUBJECT:** **UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) RESOLUTION – MEDICAL CANNABIS**

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### RECOMMENDATION(S)

**THAT the report titled Union of British Columbia Municipalities (UBCM) Resolution – Medical Cannabis be received;**

**AND THAT the draft resolution on Medical Cannabis be approved or amended and forwarded to UBCM for consideration at the 2018 Convention.**

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### BACKGROUND

The following recommendation was adopted at the May 10, 2018 Board meeting:

155/18 **Recommendation No. 7**      *2018 Union of British Columbia Municipalities Resolutions*

THAT the report titled 2018 Union of British Columbia Municipalities (UBCM) Resolutions be received;

AND THAT staff draft a resolution regarding curtailing medical cannabis production licences in residential zones for consideration at the May 24, 2018 Corporate and Administrative Services Committee meeting.

There are three ways for an individual to access medical cannabis:

1. Buy from a licensed producer.
2. Register with Health Canada to produce a limited amount of cannabis for personal medical use (registered person).
3. Register with Health Canada to designate another person to produce on individual's behalf (designated person).

Licensed producers are expected to comply with all relevant provincial/territorial and municipal laws including zoning.

**DISCUSSION**

In preparing the draft resolution, staff considered the challenges of defining what a residential area is (e.g. density, proximity, parcel size, etc.) and whether zoning might be a more suitable tool to regulate the acceptable locations for growing cannabis (particularly at a larger scale). Although not specifically noted in the Committee recommendation, staff noted that a primary concern expressed was related to nuisance odours. Based on these factors, staff prepared a draft resolution for the Committee's consideration that focuses on nuisance mitigation and enforcement as follows:

WHEREAS medical cannabis production in residential areas often generate neighbourhood concerns about safety and nuisance complaints related to odours;

AND WHEREAS Health Canada lacks the resources to conduct routine inspections to address compliance and related nuisances to minimize the negative impact on communities:

THEREFORE BE IT RESOLVED THAT the Access to Cannabis for Medical Purposes Regulation be revised to make the installation and maintenance of ventilation systems that mitigate odour nuisances a condition of medical cannabis production licenses (including designated person or registered person licenses) and that the federal government provide adequate resources to support regular inspections and enforcement where necessary.

*Timeline for next steps or estimated completion date*

If approved, the resolution will be forwarded to UBCM prior to their June 30<sup>th</sup> deadline.

**STRATEGIC PLAN AND RELATED POLICIES**

Submission of resolutions to UBCM 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**

At the May 10, 2018 Board meeting, Staff were directed to prepare a draft resolution for the Committee's consideration. Staff request that the Committee approve or identify amendments to the draft resolution.

If the resolution is endorsed it will be submitted to UBCM for consideration at the 2018 Convention.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Corporate and Administrative Services Committee – May 24, 2018  
**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer  
**SUBJECT:** 2018 RURAL AREAS' BURSARY AWARDS

### RECOMMENDATION(S)

**THAT the report titled 2018 Rural Areas' Bursary Awards be received;**  
**AND THAT staff notify the secondary schools as to which Director(s) will be attending the graduation ceremonies for bursary presentations.**

### BACKGROUND

Every year the Sunshine Coast Regional District (SCRD) supplies a \$750 bursary to each of the three secondary schools and one to the Alternative School for student who writes a 500 word essay, chosen by the school, on the importance of community involvement and the demonstration of that involvement in their life.

At each graduation ceremony, where a bursary will be awarded, an SCR D Director is invited to attend to present.

### DISCUSSION

#### *Financial Implications*

School District 46 has advised that there are no unclaimed bursary funds on account.

### STRATEGIC PLAN AND RELATED POLICIES

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community". The RAGIA Policy 5-1850-1 states "Grants will not be awarded to societies for the use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCR D."

### CONCLUSION

A Director(s) has been requested to attend each graduation ceremony to present the SCR D bursary on the dates as follows:

Ø Sunshine Coast Alternative School (Sechelt Indian Band Hall)	Monday, June 25	1:00 pm
Ø Elphinstone Secondary	Tuesday, June 26	7:00 pm
Ø Pender Harbour Secondary	Wednesday, June 27	1:00 pm
Ø Chatelech Secondary	Wednesday, June 27	6:30 pm

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

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Corporate and Administrative Services Committee – May 24, 2018

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** 2018 BOARD APPOINTMENT UPDATE

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### **RECOMMENDATION(S)**

**THAT the report titled 2018 Board Appointment Update be received;**

**AND THAT Director Nohr and Director Lebbell be appointed to the Joint Use of Schools Subcommittee for the remainder of the 2018 term.**

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### **BACKGROUND**

Board appointments to Committees are approved on an annual basis and may require updates from time to time. Director Nohr and Director Lebbell were the Board representatives for the Joint Use of Schools Subcommittee. The purpose of this report is to have their appointments confirmed for the remainder of the 2018 term.

### **DISCUSSION**

The Master Joint Use Agreement was approved by both School District No. 46 and the Sunshine Coast Regional District (SCRD) at the end of 2016. Throughout 2017, staff from both organizations have been meeting to develop an implementation plan, which is now in place.

Recently, senior staff from both organizations met and are now wanting to schedule a Joint Use of Schools Subcommittee meeting. The intent of the meeting is to provide an update on the implementation of the Master Joint Use Agreement.

### **STRATEGIC PLAN AND RELATED POLICIES**

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

### **CONCLUSION**

Staff recommend that the appointment of Director Nohr and Director Lebbell to the Joint Use of Schools Subcommittee be confirmed for the remainder of the 2018 term.