



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, MARCH 14, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 28, 2019

Annex A
Pages 1-8

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 1 and 3 of February 28, 2019 (*recommendation Nos. 2, 4, 5 and 6 previously adopted*)
Annex B
pp 9-12
4. Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation Nos. 1-16 of March 4, 2019
Annex C
pp 13-17
5. General Manager, Corporate Services / Chief Financial Officer – Rural Areas' Grant-in-Aid
Annex D
pp 18-20
6. Senior Manager, Administration and Legislative Services – Hike for Hospice 2019
Annex E
pp 21-24

COMMUNICATIONS

MOTIONS

BYLAWS

7. *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.21, 2019 – first, second, third reading and adoption (Voting – Participants – weighted vote: B-2, D-2, E-2, F-2)*
Annex F
pp 25- 26

8. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017 – adoption*
(Voting – All Directors – 1 vote each)

Annex G
pp 27-30

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (b), (c), (g), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “personal information about an identifiable individual who is being considered for a municipal award or honour...”, “labour relations or other employee relations”, “litigation or potential litigation affecting the municipality”, “negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”.

ADJOURNMENT

UPCOMING MEETING DATES

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

Planning and Community Development Committee	March 14 at 9:30 am
Regular Board	March 14 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	March 18 at 7:00 pm
Natural Resources Advisory Committee (NRAC)	March 20 at 3:30 pm
Infrastructure Services Committee	March 21 at 9:30 pm
Agricultural Advisory Committee (AAC)	March 26 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	March 26 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	March 26 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	March 27 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	March 27 at 7:00 pm
Corporate and Administrative Services Committee	March 28 at 9:30 am
Regular Board	March 28 at 1:30 pm
Sunshine Coast Regional Hospital District	March 28 to follow Board meeting
Planning and Community Development Committee	April 11 at 9:30 am
Regular Board	April 11 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	April 15 at 7:00 pm

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

Public Information Meeting – Subdivision rezoning for Topping property	March 12
Intergovernmental Meeting at District of Sechelt Municipal Hall	March 14
2019 High Ground: Centre for Civic Governance Forum	March 29 to 30
Association of Vancouver Island and Coastal Communities (AVICC) Convention	April 12 to 14

Please note: Meeting dates are current as of print date (March 8, 2019).



SUNSHINE COAST REGIONAL DISTRICT

February 28, 2019

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

PRESENT:	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish A. Toth (Alt) K. Julius
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	1

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

059/19 THAT the agenda for the meeting be adopted as amended to include the following items of New Business:

- Drought Management Plan Update
- District Lot 1313

CARRIED

MINUTES

Minutes It was moved and seconded

060/19 THAT the Regular Board meeting minutes of February 21, 2019 be adopted.

CARRIED

REPORTS

Special Infrastructure **It was moved and seconded**

061/19 THAT Special Infrastructure Services Committee recommendation Nos. 1-7 of February 20, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Regional Organics Diversion Strategy*

THAT the report titled Regional Organics Diversion Strategy be received;

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

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

Recommendation No. 2 *Solid Waste Workshop Summary*

THAT the report titled Solid Waste Workshop Summary be received;

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

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

Recommendation No. 3 *Curbside Collection Services*

THAT the report titled Curbside Collection Services be received;

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

Recommendation No. 4 *Organics Opt-Out Program*

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

Recommendation No. 5 *Garbage Disposal*

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

061/19 cont. **Recommendation No. 6** *Recycling*

THAT a report be provided to Committee reviewing the current recycling depot model and identifying the impacts of curbside collection on recycling depots;

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

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

THAT the report titled Solid Waste Rural Area Service Level Discussion be received;

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

CARRIED

Infrastructure **It was moved and seconded**

062/19 THAT Infrastructure Services Committee recommendation Nos. 1-11 of February 21, 2019 be received, adopted and acted upon as follows:

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

THAT the report titled Raw Water Reservoir(s) Feasibility Study Results be received.

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

THAT the report titled Raw Water Reservoir(s) Feasibility Study Phase 3 be received;

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

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

THAT the report titled Town of Gibsons Groundwater Investigation Phase 2 Results be received for information.

Recommendation No. 4 *2018 Rainwater Harvesting Rebate Program*

THAT the report titled 2018 Rainwater Harvesting Rebate Program be received for information.

062/19 cont.

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

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

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

THAT the report titled ITT 18 368 Contract Award Chapman Creek Bridge Watermain Replacement be received;

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

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

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

THAT the report titled RFQ 18 363 Contract Award for Supply and Delivery of Brass Water Service Fittings be received;

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

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

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

THAT the report titled Air Quality Monitoring Station – Request for Support be received;

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

Recommendation No. 9 *Arena Floor Surface Scheduling*

THAT the report titled Arena Floor Surface Scheduling be received;

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

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

062/19 cont.

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

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

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

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

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

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

Recommendation No. 10 *Correspondence*

THAT the following correspondence be received:

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

Recommendation No. 11 *Tetrahedron Provincial Park Boundary*

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

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

CARRIED

Corporate

It was moved and seconded

063/19

THAT Corporate and Administrative Services Committee recommendation Nos. 2, 4, 5 and 6 of February 28, 2019 be received, adopted and acted upon as follows:

Recommendation No. 2 *Sechelt Library Apportionment Options*

THAT the report titled Sechelt Library Apportionment Options be received;

063/19 cont.

AND THAT staff report to Round 2 Budget with total apportionment information based on the following Electoral Area requests:

- Area D funding only an increase similar Gibsons and District Public Library at 2.5%;
- Area A funding the base increase of \$88,683 including the one-time capital requests of \$41,800 and one-time operating requests of \$98,516;
- Area B funding the base increase of \$88,683 including the one-time capital requests of \$41,800 and one-time operating requests of \$98,516.

Recommendation No. 4 *2019 BC Council of Forest Industries Convention*

THAT the report titled 2019 BC Council of Forest Industries (COFI) Convention be received;

AND THAT Director Pratt be authorized to attend the 2019 BC COFI Convention;

AND FURTHER THAT Director Pratt be paid expenses to attend the 2019 BC COFI Convention.

Recommendation No. 5 *Symposium on Water Stewardship in a Changing Climate*

THAT the report titled Symposium on Water Stewardship in a Changing Climate be received;

AND THAT Directors Hiltz, Tize and McMahon be authorized to attend the Symposium on Water Stewardship in a Changing Climate;

AND FURTHER THAT Directors Hiltz, Tize and McMahon be paid stipend and expenses to attend the Symposium on Water Stewardship in a Changing Climate.

Recommendation No. 6 *Strategic Priority Advocacy – General Government [110]*

THAT staff report to Round 2 Budget regarding the General Government [110] budget allocations for travel and expenses for advocacy of Sunshine Coast Regional District issues.

CARRIED

Parcel Tax Roll
Review Panel

It was moved and seconded

064/19

THAT the Parcel Tax Roll Review Panel minutes of February 21, 2019 be received.

CARRIED

CAO Report **It was moved and seconded**

065/19 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

MOTIONS

Appointment **It was moved and seconded**

066/19 THAT Gretchen Bozak be appointed to the West Howe Sound (Area F) Advisory Planning Commission for the remainder of the two-year term ending in January 2021.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS

Staff provided updates on the Drought Management Plan timeline, process and next steps and on the status of District Lot 1313.

DL1313 **It was moved and seconded**

067/19 THAT a reminder letter be sent to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting the Minister's response on the status of District Lot 1313;

AND THAT the letter include information on the Russell Road washout event to demonstrate stormwater issues in the area as well as a request to meet with the Minister of Forests, Lands, Natural Resource Operations and Rural Development during the April 2019 BC Council of Forest Industries Conference in Vancouver.

CARRIED

The Board moved In Camera at 2:23 p.m.

IN CAMERA It was moved and seconded

068/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (c) and (k) of the *Community Charter* – "personal information about an identifiable individual...", "labour relations or other employee relations", and "negotiations and related discussion respecting the proposed provision of a municipal service...".

CARRIED

The Board moved out of In Camera at 4:05 p.m.

FAC Appointment **It was moved and seconded**

069/19 THAT Director Pratt be appointed as the Sunshine Coast Regional District representative to the Southern Sunshine Coast Ferry Advisory Committee;

AND THAT Director Pratt be paid a stipend to attend the Southern Sunshine Coast Ferry Advisory Committee meetings.

CARRIED

ADJOURNMENT It was moved and seconded

070/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:05 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

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

February 28, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz A. Toth (Alt.) L. Lee D. McMahon L. Pratt K. Julius
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	Recording Secretary	T Crosby
	Media	1
	Public	8

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended, as follows:

- ADD: Strategic Priority Advocacy;
- ADD: Procedures Bylaw.

PRESENTATIONS and DELEGATIONS

Ian MacDonald, Associate, of Dave Mitchell & Associates Ltd. addressed the Committee regarding the Emergency Program Review.

The Chair thanked Mr. MacDonald for his presentation.

REPORTS

Recommendation No. 1 *Code of Conduct for Elected Officials*

The Corporate and Administrative Services Committee recommended that the report titled Code of Conduct for Elected Officials be received;

AND THAT staff work with Directors Pratt, Beamish and Hiltz to draft a Code of Conduct for Elected Officials, based on the foundational principles developed by the Working Group on Responsible Conduct;

AND FURTHER THAT the draft Code of Conduct for Elected Officials be brought forward to a Corporate and Administrative Services Committee in the second quarter of 2019 for consideration.

Recommendation No. 2 *Sechelt Library Apportionment Options*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Library Apportionment Options be received;

AND THAT staff report to Round 2 Budget with total apportionment information based on the following Electoral Area requests:

- Area D funding only an increase similar Gibsons and District Public Library at 2.5%;
- Area A funding the base increase of \$88,683 including the one-time capital requests of \$41,800 and one-time operating requests of \$98,516;
- Area B funding the base increase of \$88,683 including the one-time capital requests of \$41,800 and one-time operating requests of \$98,516.

AND FURTHER THAT this recommendation be forwarded to February 28, 2019 Regular Board meeting.

The Committee recessed at 11:24 a.m. and returned at 11:34 a.m.

Recommendation No. 3 *2019 Refuse Collection [355] Fee Review*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Refuse Collection [355] Fee Review be received;

AND THAT the Refuse Collection [355] base budget be increased by \$65,000, effective March 1, 2019, to fund increased collection contract costs;

AND THAT Schedule A of Bylaw 431 be amended to increase annual refuse collection fees by 5% for 2019;

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

Recommendation No. 4 *2019 BC Council of Forest Industries Convention*

The Corporate and Administrative Services Committee recommended that the report titled 2019 BC Council of Forest Industries (COFI) Convention be received;

AND THAT Director Pratt be authorized to attend the 2019 BC COFI Convention;

AND THAT Director Pratt be paid expenses to attend the 2019 BC COFI Convention;

AND FURTHER THAT this recommendation be forwarded to the February 28, 2019 Regular Board Meeting.

Recommendation No. 5 *Symposium on Water Stewardship in a Changing Climate*

The Corporate and Administrative Services Committee recommended that the report titled Symposium on Water Stewardship in a Changing Climate be received;

AND THAT Directors Hiltz, Tize and McMahon be authorized to attend the Symposium on Water Stewardship in a Changing Climate;

AND THAT Directors Hiltz, Tize and McMahon be paid stipend and expenses to attend the Symposium on Water Stewardship in a Changing Climate;

AND FURTHER THAT this recommendation be forwarded to the February 28, 2019 Regular Board Meeting.

NEW BUSINESS**Recommendation No. 6** *Strategic Priority Advocacy – General Government [110]*

The Corporate and Administrative Services Committee recommended that staff report to Round 2 Budget regarding the General Government [110] budget allocations for travel and expenses for advocacy of Sunshine Coast Regional District issues;

AND THAT this recommendation be forwarded to February 28, 2019 Regular Board meeting.

It was requested that the Board Procedures Bylaw be added to the agenda for the March Corporate and Administrative Services Committee. Directors agreed to review the Bylaw and bring forward any suggested amendments.

IN CAMERA

The Committee moved In-Camera at 12:09 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (b) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “personal information about an identifiable individual who is being considered for a municipal award or honour...”, and “negotiations and related discussion respecting the proposed provision of a municipal service...”.

The Committee moved out of In Camera at 12:17 p.m.

ADJOURNMENT 12:18 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
2019-2023 Financial Plan
March 4, 2019**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 2 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish (Part) M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Planning and Community Development	I. Hall (Part)
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Administrative Assistant/Recorder	T. Crosby
	Media	1
	Public	11

CALL TO ORDER 9:34 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 *Final 2019 Project Carry-Forwards*

The Corporate and Administrative Services Committee recommended that the report titled Final 2019 Project Carry-Forwards be received;

AND THAT any remaining ongoing 2018 projects and associated funding be included in the 2019-2023 Financial Plan as presented.

Recommendation No. 2 *2018 Final Surplus / Deficits*

The Corporate and Administrative Services Committee recommended that the report titled 2018 Final Surplus/Deficits be received;

AND THAT as per the Sunshine Coast Regional District's (SCRD) Financial Sustainability Policy, the 2018 surpluses be transferred to reserves;

AND THAT the following 2018 deficits be funded from operating reserves:

- [220] Emergency Telephone 911 - \$15,630
- [350] Regional Solid Waste - \$8,942
- [385] Secret Cove Waste Water Plant - \$1,945
- [386] Lee Bay Waste Water Plant - \$6,001
- [387] Square Bay Waste Water Plant - \$15,192
- [389] Canoe Road Waste Water Plant - \$804
- [390] Merrill Crescent Waste Water Plant - \$8,421
- [670] Regional Recreation Programs - \$4,479

AND THAT the [504] Rural Planning Services deficit of \$110,835 be funded from operating reserves of \$87,551 and 2019 taxation of \$23,284;

AND THAT a report on the deficit for Rural Planning Services [504] be provided;

AND FURTHER THAT the [630] School Facilities Joint Use deficit of \$21,519 be funded from operating reserves of \$12,528 and 2019 taxation of \$8,991.

Director Beamish joined the meeting at 9:52 a.m.

Recommendation No. 3 *Budget Allocations for Board Advocacy Travel*

The Corporate and Administrative Services Committee recommended that the report titled Budget Allocations for Board Advocacy Travel be received.

Recommendation No. 4 *General Government [110] – 2019 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposals for General Government [110] be received;

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

- Budget Proposal 2 – Video Streaming Meetings, \$25,000 funded through Taxation.

Recommendation No. 5 *Emergency Planning and Protective Services Budget Proposal 1*

The Corporate and Administrative Services Committee recommended that the report titled Emergency Planning and Protective Services Budget Proposal 1 be received.

Recommendation No. 6 *Protective Services [210-218] - 2019 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposal for Gibsons and District Fire Protection [210], Roberts Creek Fire Protection [212], Halfmoon Bay Fire Protection [216] and Egmont Fire Protection [218] be received;

AND THAT the Sunshine Coast Emergency Program Coordinator position be changed to an exempt Manager, Protective Services position.

Recommendation No. 7 *Protective Services [210-218] - 2019 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2019 Budget:

- Budget Proposal 1 – [210-218] Manager, Protective Services, an additional 0.4 FTE, funded \$32,000 for Q2 2019 start date through Taxation, and estimated \$20,000 future base budget increase.

Recommendation No. 8 *Sunshine Coast Emergency Planning [222] - 2019 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposals for Sunshine Coast Emergency Planning [222] be received;

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

- Budget Proposal 1 – [222] Sunshine Coast Emergency Planning, with no financial impact in 2019 and approximately \$15,000 funded through Taxation in 2020;
- Budget Proposal 2 – [222] Contracted Services for Statutory, Regulatory and Bylaw Reviews, funded \$20,000 from Operating Reserves.

Recommendation No. 9 *2019 Budget – Forklift Cost Comparison*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Budget – Forklift Cost Comparison be received.

Recommendation No. 10 *Maintenance Facility (Fleet) [312] and Regional Water Service [370] - 2019 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposal for [312] Maintenance Facility (Fleet) be received;

AND THAT the following budget proposals be approved and incorporated in to the 2019 Budget:

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

Recommendation No. 11 *Regional Water Service [370] – 2019 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposals for [370] Regional Water Service be received;

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

- Budget Proposal 4 – Raw Water Reservoir (Phase 3), \$350,000 from Development Cost Charges;
- Budget Proposal 5 – Senior Utility Technician, additional 0.4 FTE, funded \$55,000 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$93,000;
- Budget Proposal 6 – Utility Engineering Technician, additional 1.0 FTE, funded \$43,000 (anticipated Q3 2019 start) through User Fees for 2019, and future base budget increase \$86,500;
- Budget Proposal 7 – Utility Operations Assistant, additional 0.4 FTE, funded \$40,000 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$68,500.

Recommendation No. 12 *2019 R2 Budget Proposal for [615] Community Recreation – Dry Floor / Multi-Use Feasibility Study*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposal for [615] Community Recreation – Dry Floor / Multi-Use Feasibility Study be received;

AND THAT a feasibility study for an additional recreation facility be deferred to the 2020 annual budget process;

AND THAT actions in support of recreation planning be undertaken in 2019:

1. A special Planning and Community Development Committee meeting be held to review the Parks and Recreation Master Plan;
2. Planned dialogue with School District 46 about the Master Joint Use Agreement proceed, including the potential for collaboration on new facilities, as enabled by the Agreement;
3. Staff review leases for current recreation facilities with member municipalities;
4. Staff continue preparation of a service plan for [615] Community Recreation.

Recommendation No. 13 *2019 R2 Budget Proposal for [650] Community Parks – Lower Road – Ocean Beach Esplanade Connector Trail*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R2 Budget Proposal for [650] Community Parks – Lower Road – Ocean Beach Esplanade Connector Trail be received;

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

- Budget Proposal 1 – Lower Road – Ocean Beach Esplanade Connector Trail, \$20,000 funded through Community Works Fund (CWF) Gas Tax for Electoral Areas D and E.

Recommendation No. 14 *Seniors' Planning Table Funding Request*

The Corporate and Administrative Services Committee recommended that the report titled Seniors' Planning Table Funding Request be received.

The Committee recessed at 11:07 a.m. and reconvened at 11:15 a.m.

Recommendation No. 15 *Sechelt Library Funding Apportionment for 2019 Budget*

The Corporate and Administrative Services Committee recommended that Sechelt Library Funding Apportionment for 2019 Budget be received;

AND THAT Sechelt Public Library Association be funded as follows:

- Electoral Area A [643] at \$40,731;
- Electoral Area D [646] at \$71,171;
- Electoral Area B [645] at \$165,578;

AND FURTHER THAT staff report to a future Committee regarding the legislative, funding and internal resources implications to establish a service for the Sechelt Public Library.

NEW BUSINESS

Recommendation No. 16 *Rural Areas' Grant-in-Aid Discretionary*

The Corporate and Administrative Services Committee recommended that Rural Areas' Grant-in-Aid Electoral Area B [122] discretionary be increased by \$1,000 through Taxation.

ADJOURNMENT 12:18 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Sunshine Coast Regional District- Regular Board Meeting – March 14, 2019

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

SUBJECT: RURAL AREAS' GRANT-IN-AID

RECOMMENDATION(S)

THAT the report titled Rural Area's Grant-in-Aid be received;

AND THAT the Rural Area's Grant-in-Aid budgets be affirmed or amended.

BACKGROUND

At the March 4, 2019 Special Corporate and Administrative Services Committee meeting there was a request for grant funding that initiated discussion on the Rural Areas' Grant-in-Aid budgets. Staff have reviewed the information presented and found that incorrect discretionary balances were provided. Therefore staff are presenting this report to clarify the current discretionary balances for 2019 and provide a history of Rural Areas' Grant-in-Aid expenditures so the Board can plan accordingly for the upcoming intake from the various community groups.

DISCUSSION

Options and Analysis

Discretionary funding is budgeted in anticipation of the Rural Areas' Grant-in-Aid intake process, to provide funding for non-profit societies and organizations in support of one-time projects or initiatives. This process occurs in the spring of each year and funds are paid on August 1st after tax requisition funds have been received.

The preliminary budgets were approved at Round 1 with the surpluses being used to reduce taxation. As there were slight modifications to discretionary funding, staff are providing this report to the Board to confirm the Rural Areas' Grant-in-Aid budgets for 2019 in anticipation of the 2019-2023 Financial Plan Bylaw approval on March 28, 2019 and allow for any required modifications to be made.

Financial Implications

Attached (Attachment A) is an updated Rural Areas' Grant-in-Aid Budgets [121-129] spreadsheet for the Sunshine Coast Regional District Board's information.

Based on the past three years of funding allocations, staff are recommending that the 2019 discretionary values remain as presented.

STRATEGIC PLAN AND RELATED POLICIES

The granting processes offered by the SCRD ensure financial sustainability as well as facilitate community development.

CONCLUSION

Staff are presenting this report as clarification of the current discretionary balance status and a history of Rural Areas' Grant-in-Aid expenditures to ensure that funding levels meet Board expectations.

Attachment A: Rural Areas' Grant-in-Aid Balances for 2019

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

Attachment A

Rural Areas' Grant-in-Aid Status - 2019

	121 (A)	122 (B)	123 (E&F)	125 (COM)	126 (GGCP)	127 (D)	128 (E)	129 (F)
Discretionary	\$ 19,000	\$ 16,000	\$ 4,000	\$ -	\$ 10,000	\$ 24,000	\$ 9,000	\$ 14,000
Operating	\$ 3,438	\$ 2,712	\$ 1,465	\$ 1,468	\$ 2,435	\$ 3,162	\$ 2,113	\$ 2,399
Youth Outreach	\$ 8,389	\$ 8,372	\$ -	\$ -	\$ -	\$ 8,015	\$ 7,573	\$ 7,137
Bursary	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ 600
Howe Sound Marine Reference Guide (3 years starting 2018) (Decision Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
HMB Comm School Restorative Justice	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
PH Community School	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019 TOTAL DISCRETIONARY TO DATE	\$ 39,427	\$ 27,684	\$ 5,465	\$ 11,468	\$ 12,435	\$ 35,777	\$ 19,286	\$ 25,136

TOTAL GIA SPENT PER YEAR:

2015	\$ 18,335.00	\$ 11,044.00	\$ 750.00	\$ 10,000.00	\$ 13,461.00	\$ 18,455.00	\$ 8,400.00	\$ 11,650.00
2016	\$ 14,500.00	\$ 12,661.00	\$ 5,600.00	\$ 10,000.00	\$ 8,300.00	\$ 17,600.00	\$ 5,550.00	\$ 14,200.00
2017	\$ 16,370.00	\$ 12,950.00	\$ 7,750.00	\$ 10,000.00	\$ 7,100.00	\$ 21,375.00	\$ 6,025.00	\$ 6,800.00
2018	\$ 14,731.00	\$ 12,820.00	\$ 3,900.00	\$ 10,000.00	\$ 7,750.00	\$ 24,820.00	\$ 3,620.00	\$ 14,945.00

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 14, 2019

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

SUBJECT: HIKE FOR HOSPICE 2019

RECOMMENDATION(S)

THAT the report titled Hike for Hospice be received;

AND THAT the Sunshine Coast Hospice Society be requested to submit an application to the 2019 Rural Areas Grant-in-Aid process.

BACKGROUND

The Sunshine Coast Hospice Society has submitted correspondence (Attachment A) requesting sponsorship of the 2019 Hike for Hospice event on May 5.

DISCUSSION

Requests for sponsorship are typically directed through the grant-in-aid process. This helps to ensure fair evaluation of proposals from a variety of community groups and respects the limited financial resources available for this purpose.

The deadline for Rural Grant-in-Aid applications is April 1.

STRATEGIC PLAN AND RELATED POLICIES

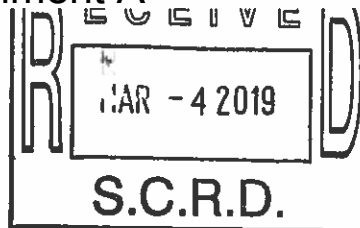
This report supports the value of Transparency.

CONCLUSION

The Sunshine Coast Hospice Society submitted a request for sponsorship of the Hike of Hospice event. Staff recommend that the Hospice Society be requested to submit a grant-in-aid application.

Attachment A – March 3, 2019 letter from Sunshine Coast Hospice Society and Call for Sponsorship

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



COPY

March 3, 2019

Dear Chair Pratt and SCRD Directors,

On behalf of the Sunshine Coast Hospice Society, I would like to express gratitude for the support we received through the 2018 Rural Area Grant in Aid Program. SCRD Rural Areas contributed \$600 towards the cost of hosting a number of events in conjunction with the exhibition, *The Art of Loss*, a collaboration between the Hospice Society and the Gibsons Public Art Gallery in October/November 2018. During the exhibition, the Hospice Society hosted an artists' reception, provided staff and volunteers at the GPAG during the Art Crawl, sponsored 2 readings, one on the subject of parents who have lost a child, the other on the subject of children and youth witnessing catastrophic illness and death, and put on a film screening of the Vancouver made documentary, *For Dear Life*, at the Heritage Playhouse. In conjunction with this screening, there was a panel discussion with Palliative Care physician, Dr Paul Sugar, and Carmen Pollard, the film maker.

In total, over 1000 people from everywhere on the Sunshine Coast participated in these events (in addition to the visitors to GPAG during the exhibition) The feedback we received indicated that these programs were deeply moving and beneficial. By engaging people in conversations about death and dying, we diminish their understandable reluctance to think about this issue and better prepare them for the challenge we will all inevitably face. Without the support of the Rural Area Grant and a matching Grant of Assistance from the Town of Gibsons, these programs would not have been possible.

In 2019, we will not be applying for any local government grants as we will be focusing on the upcoming build of additional hospice beds. Instead we are inviting all local governments to support our annual *Hike for Hospice* fundraiser as sponsors. While we have been awarded a small Gaming Grant for 2019/20, the first in almost a decade, the vast majority of our revenue is the result of the generosity of our community. Attached you will find a description of the Hike event, a chart indicating sponsorship levels and the poster from 2018 so you can see what our promotion looks like.

Since many Board members are newly elected, they may not be familiar with the Hospice Society, the work we do, and how your sponsorship funds would be used. Therefore, we request the opportunity to make a presentation to the Board so that we can share information about our vital services and answer any questions you may have. In addition, we would be pleased to share information about our partnership with Vancouver Coastal Health that will increase the number of hospice beds on the Sunshine Coast.

Thank you for your on-going support and your consideration of our request. We look forward to speaking to you and your Board at the earliest opportunity, noting the March 20 deadline for commitment to sponsorship. I can be contacted at 604-886-2262 or by email denis.fafard@coasthospice.com.

Sincerely,
Denis Fafard,
President, Sunshine Coast Hospice Society

CALL FOR SPONSORS

HIKE FOR HOSPICE 2019 – Sunday, May 5, 12:00 – 2:30pm Mission Point Park in Davis Bay

We need your support!

HIKE FOR HOSPICE is an annual event that takes place in cities across Canada. Most importantly, it is the main annual fundraiser for the Sunshine Coast Hospice Society, a charitable non-profit dedicated to enhancing the quality of life for Coast residents facing advancing illness, death and bereavement, through compassionate support, education and advocacy. Our programs and services depend on your generosity and support. All funds raised stay on the Coast.

HIKE FOR HOSPICE is a joyful celebration with music, food and a short hike along the Davis Bay seawall, uniting people of all ages and backgrounds who support our work in the community. It is an event that affords high visibility to sponsors, donors, and participants alike. Last year, over 150 people attended.

How you can help:

- ✓ Be an event sponsor – Sponsoring businesses and individuals provide the financial backbone for our organization. In exchange, we will highlight and publicize you or your organization's generosity and community spirit. We have attached a sponsorship chart to guide your contribution, and we ask you to be as generous as possible.
- ✓ Create a team – We would love your organization to enter a team of hikers, each of whom will actively raise money for Hospice by getting pledges from co-workers, friends and family. Your team will display your logo and vie with other local teams to raise the most!
- ✓ Promote the event – Please prominently display our posters and help promote the event in other ways that work for you.
- ✓ Volunteer some of your folks to help out at the event-- This is a fun way to be involved.
- ✓ If sponsorship doesn't work for you, please consider a tax-deductible donation.

Ways to become a Sponsor:

1. Confirm your Sponsorship by **March 20/19** by using the website or contacting the office.
2. Send your cheque by **March 27/19**, in the amount you choose, made out to SC Hospice Society, 4602 Simpkins Rd., Sechelt, V0N 3A2
3. Visit our website www.coasthospice.com and click on Hike for Hospice.
4. Contact our office directly at 604-740-0475 for more information, or to ask us to come to your place of business to pick up your sponsorship cheque.

Some of you have been loyal sponsors and for that we are deeply grateful. We hope you will continue that relationship. For organizations new to Hospice, please join us for the first time to support our staff and volunteers and help us continue to provide compassionate care.

Sincerely,

Denis Fafard
President, Sunshine Coast Hospice Society

HIKE FOR HOSPICE SPONSORSHIP CHART

Consult the chart below to choose the level of support that best suits your organization, and where relevant, tell us which of your company *name or logo you wish us to use.

Please let us know no later than **March 20, 2019**. This will allow us time to recognize your organization in all of our promotional materials

Hike for Hospice 2018	Platinum Sponsor \$2,000 or more	Gold Sponsor \$1,000 or more	Silver Sponsor \$500 or more	Supporting Sponsor \$250 or more
Speak at event (up to 5 min)	Yes	-	-	-
Mention in press release	Yes	Yes	-	-
Signage at the event	logo	logo	logo	Name
Announcement at event	Yes	Yes	Yes	-
Newspaper ads leading up to event	logo	logo	Name	Name
Promotional Posters	logo	logo	Name	Name
Website	logo	logo	Name	Name
Recognition in Thank you ad	logo	logo	Name	Name

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 431.21

*A bylaw to amend Sunshine Coast Regional District
Waste Collection Bylaw No. 431, 1996*

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

1. This bylaw may be cited as *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.21, 2019*.
2. *Sunshine Coast Regional District Waste Collection Bylaw No. 431, 1996* is hereby amended as follows:
 - a) Delete Schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.

READ A FIRST TIME this 14th day of March, 2019

READ A SECOND TIME this 14th day of March, 2019

READ A THIRD TIME this 14th day of March, 2019

ADOPTED this 14th day of March, 2019

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 431**

“SCHEDULE A”

1.0 Fees

- | | | |
|-----|--|-------------------------|
| 1.1 | Residential Premises Owners
Rate for Garbage Collection:
allows for setting out one 77 litre
garbage can on any collection day | \$ 154.25 per annum |
| 1.2 | Mobile Home in Mobile Home
Park - per occupied pad
allows for setting out one 77 litre
garbage can on any collection day | \$ 130.04 per annum |
| 1.3 | Tags for disposal of extra garbage:
allows for setting out additional 77 litre
garbage cans over and above those
permitted under items 1 and 2. | \$ 2.50 per garbage can |

2.0 Fee Reduction for Eligible Properties

2.1 For the purpose of this section

- a) “eligible property” means property that is:
 - i) liable to property taxation; and
 - ii) owned by a person entitled to receive the Additional Homeowner’s Grant in respect of that property.

- b) “eligible property reduction” means an amount equal to the portion of the Additional Homeowner’s Grant that an owner of an eligible property was unable to claim during the year for which the charge under section 1.0 is payable to a maximum of \$154.25 in respect of any property.

2.2 Despite section 1.0 of this Schedule, the level of fee for a person who owns and occupies an eligible property shall be the fee set out in section 1.1 or 1.2, as applicable, less the amount of the eligible property reduction.

2.3 A person who owns and occupies an eligible property must apply for the refuse fee reduction each year prior to the bill due date. Failure to apply prior to this date results in forfeiture of the eligible property reduction for the current year.

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.173**

A bylaw to amend Sunshine Coast Regional District Zoning Bylaw No. 310, 1987.

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

PART A – CITATION

1. This bylaw may be cited as the *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017.*

PART B – AMENDMENT

2. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended as follows:
 - a. In Section 301 (1) add “M1 Marine Transportation” following “C5 Commercial Five”;
 - b. In Section 502 (14), Business Signs in Non-Commercial/Industrial Zones, add “, M1” in the list of zones after “C6”;
 - c. In Section 502 (15), Business Signs in Commercial and Industrial Zones, add “, M1” in the list of zones after “C6”;
 - d. In Part VIII (Commercial Zones), insert the following in numerical order as follows:

“851 M1 Zone (Marine Transportation)

851 On a parcel in an M1 Zone.

Permitted Uses

851.1 except as otherwise permitted in Part V of this bylaw the following and no other uses are permitted:

- (1) marine transportation including the temporary storage of marine vessels (private and/or public);
- (2) transportation centre including foot passengers, bicyclists, transit, car share, commercial trailer drop, float plane and emergency helicopter services;

(3) auxiliary to (1) and (2):

- (a) office;
- (b) retail;
- (c) restaurant;
- (d) mobile vendors, including food trucks;
- (e) one dwelling for the purpose of housing a caretaker or watchman;
- (f) surface parking for employees, short and long term public parking;
- (g) park.

Conditions of Use

851.2 the combined floor area and site area for retail, restaurant and mobile vendor uses shall not exceed 20% of the total building floor area up to a maximum of 835 square metres;

Siting of Structures

851.3 no structure shall be located within:

- (a) 7.5 metres of the front parcel line;
- (b) 4.5 metres of a side parcel setback;

Height of Buildings and Structures

- 851.4
- (a) buildings shall not exceed 20 metres;
 - (b) structures shall not exceed 25 metres;
 - (c) fences within the setback area may not exceed 3 metres;

Parcel Coverage

851.5 the maximum parcel coverage of all buildings and structures shall not exceed 50%;

Buildings Per Parcel

851.6 subject to compliance with all other provisions of this bylaw more than one building may be permitted."

e. Schedule A is hereby amended by rezoning:

- (1) District Lot 8007, Plan BCP6348;
- (2) Lot 8, District Lot 1401, Plan 18562;
- (3) Lot 11, District Lot 1401, Plan 19990;

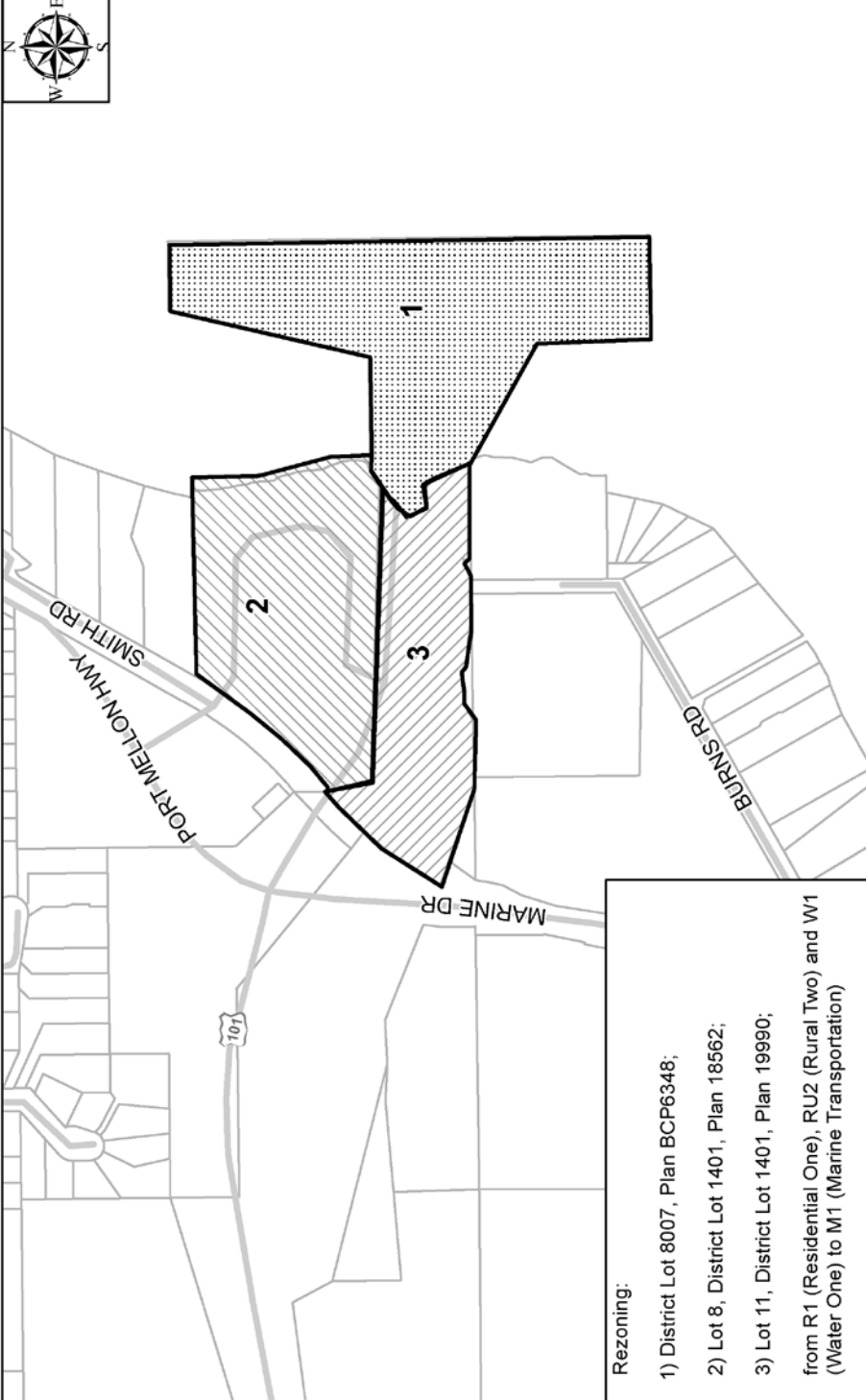

from R1 (Residential One), RU2 (Rural Two) and W1 (Water One) to M1 (Marine Transportation), as depicted on Appendix A to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	22	DAY OF JUNE ,	2017
READ A SECOND TIME this	25	DAY OF JANUARY ,	2018
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	21	DAY OF FEBRUARY ,	2018
READ A THIRD TIME this	22	DAY OF MARCH ,	2018
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	4	DAY OF APRIL ,	2018
ADOPTED this	####	DAY OF MONTH ,	YEAR

Corporate Officer

Chair

<p>Appendix A to Zoning Amendment Bylaw No.310.173</p>	 <div data-bbox="948 1146 1224 1684"> <p>Rezoning:</p> <ul style="list-style-type: none"> 1) District Lot 8007, Plan BCP6348; 2) Lot 8, District Lot 1401, Plan 18562; 3) Lot 11, District Lot 1401, Plan 19990; <p>from R1 (Residential One), RU2 (Rural Two) and W1 (Water One) to M1 (Marine Transportation)</p> </div>	<div data-bbox="1224 1541 1365 1684">  </div> <div data-bbox="1305 1159 1338 1213"> <p>Chair</p> </div> <div data-bbox="1305 604 1338 772"> <p>Corporate Officer</p> </div>
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