



SUNSHINE COAST REGIONAL DISTRICT

March 14, 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 T. Lamb K. Julius
ALSO PRESENT:	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	3

CALL TO ORDER 1:30 p.m.

AGENDA **It was moved and seconded**

071/19 THAT the agenda for the meeting be adopted as presented

CARRIED

MINUTES

Minutes **It was moved and seconded**

072/19 THAT the Regular Board meeting minutes of February 28, 2019 be adopted.

CARRIED

REPORTS

Corporate

It was moved and seconded

073/19

THAT Corporate and Administrative Services Committee recommendation Nos. 1 and 3 of February 28, 2019 be received, adopted and acted upon as follows:

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

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. 3 *2019 Refuse Collection [355] Fee Review*

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.

CARRIED

Round 2 Budget

It was moved and seconded

074/19

THAT Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation Nos. 1-16 of March 4, 2019 be received, adopted and acted upon as follows:

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

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*

THAT the report titled 2018 Final Surplus/Deficits be received;

074/19 cont.

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.

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

THAT the report titled Budget Allocations for Board Advocacy Travel be received.

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

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.

074/19 cont.

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

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*

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*

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*

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*

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*

THAT the report titled 2019 R2 Budget Proposal for [312] Maintenance Facility (Fleet) be received;

074/19 cont.

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).

Rec. No. 11
corrected by
resolution
088/19 of March
28, 2019

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

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 \$18,895 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$55,675;
- Budget Proposal 6 – Utility Engineering Technician, additional 1.0 FTE, funded \$37,034 (anticipated Q3 2019 start) through User Fees for 2019, and future base budget increase \$88,176;
- Budget Proposal 7 – Utility Operations Assistant, additional 0.4 FTE, funded \$20,907 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$27,875.

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

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;

074/19 cont.

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*

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*

THAT the report titled Seniors' Planning Table Funding Request be received.

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

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.

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

THAT Rural Areas' Grant-in-Aid Electoral Area B [122] discretionary be increased by \$1,000 through Taxation.

CARRIED

Planning **It was moved and seconded**

075/19 THAT Planning and Community Development Committee recommendation Nos. 5 and 14 of March 14, 2019 be received, adopted and acted upon as follows:

Recommendation No. 5 *Lot 6 Largo Road Subdivision – Transportation Options*

THAT the report titled Lot 6 Largo Road Subdivision - Transportation Options – Electoral Area D be received;

AND THAT the SCRD accept the following conditions as part of a proposed 13-lot residential subdivision as outlined in Option 1 of the February 7, 2019 Staff Report:

a. maximum statutory 5% park requirement in a combined form of approximately 2.3% land dedication and approximately 2.7% market value monetary contribution towards the SCRD's Future Park Acquisition Reserve Fund; and

b. donation of additional 8,848 m² of parkland.

AND THAT concerns received from the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and correspondence from area residents related to the potential safety, traffic and noise impacts of Largo Road becoming a through-road be conveyed to the Ministry of Transportation and Infrastructure;

AND THAT SCRD strongly urges MOTI to consider road design strategies to limit through access on Largo Road to emergency vehicles only by installing a removable barrier on the new middle section of Largo Road as well as "No Thru Road" signage at the intersection of Largo Road and Lower Road, and Largo Road and Highway 101.

Recommendation No. 14 *North and South Pender Harbour Watermain Replacement Financial Update*

THAT the staff report titled North and South Pender Harbour Watermain Replacement Financial Update be received;

AND THAT the contract to BA Blacktop Ltd. for the North and South Pender Harbour watermain replacement work be increased up to \$3,071,640;

AND THAT the delegated authorities be authorized to execute the increase to the overall contract price;

AND THAT the North Pender Harbour watermain replacement project budget be decreased by \$103,092 to \$1,546,908 funded from the CWWF grant of \$1,283,934 and \$262,974 from capital reserves;

075/19 cont. AND THAT the South Pender Harbour watermain replacement project budget be increased by \$199,732 to \$1,849,732 funded from the CWWF grant of \$1,455,066 and \$394,666 from capital reserves;

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

CARRIED

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

076/19 THAT the report titled Rural Area's Grant-in-Aid be received;

AND THAT the Rural Area Grant-in-Aid discretionary budget for Electoral Area D [127] be increased by \$1,000 to \$25,000;

AND FURTHER THAT the Rural Area Grant-in-Aid discretionary budgets be affirmed as amended.

CARRIED

Hike for Hospice **It was moved and seconded**

077/19 THAT the report titled Hike for Hospice be received;

AND THAT gold sponsorship (\$1,000) of the 2019 Hike for Hospice event be funded through Rural Areas Grant in Aid discretionary funds to be paid prior to March 31, 2019 as follows:

- Electoral Area A [121] \$200
- Electoral Area B [122] \$200
- Electoral Area D [127] \$200
- Electoral Area E [128] \$200
- Electoral Area F [129] \$200.

CARRIED

BYLAWS

Bylaw 431.21 **It was moved and seconded**

078/19 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.21, 2019* be read a first time.

CARRIED

Bylaw 431.21 **It was moved and seconded**

079/19 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.21, 2019* be read a second time.

CARRIED

Bylaw 431.21 **It was moved and seconded**

080/19 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.21, 2019* be read a third time.

CARRIED

Bylaw 431.21 **It was moved and seconded**

081/19 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.21, 2019* be adopted.

CARRIED

Bylaw 310.173 **It was moved and seconded**

082/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:35 p.m.

IN CAMERA It was moved and seconded

083/19 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...”.

CARRIED

The Board moved out of In Camera at 4:11 p.m.

CAO Evaluation **It was moved and seconded**

084/19 THAT a CAO Performance Evaluation Committee be formed to develop evaluation materials;

AND that the Committee be comprised of Directors Siegers, Beamish, Tize, Pratt (Alternate) Senior Manager, Human Resources and Chief Administrative Officer;

AND FURTHER THAT the Committee provide suggestions to the Board in February 2019.

CARRIED

Acting CAO

It was moved and seconded

085/19

THAT Angie Legault be appointed Acting Chief Administrative Officer.

CARRIED

ADJOURNMENT

It was moved and seconded

086/19

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:11 p.m.

Certified correct

Corporate Officer

Confirmed this

_____ day of _____

Chair