



SUNSHINE COAST REGIONAL DISTRICT

February 27, 2020

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	Electoral Area B	L. Pratt
	Directors	Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers A. Toth D. Croal
ALSO PRESENT:	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Deputy Corporate Officer / Recorder		J. Hill
	Media		2
	Public		8

CALL TO ORDER 1:30 p.m.

AGENDA **It was moved and seconded**

063/20 THAT the agenda for the meeting be adopted as amended by adding the following items under New Business:

- SCREDO Contract;
- Secret Cove Heights Referral.

CARRIED

MINUTES

Minutes **It was moved and seconded**

064/20 THAT the Regular Board meeting minutes of February 13, 2020 be adopted.

CARRIED

REPORTS

Round 2 Budget **It was moved and seconded**

065/20

THAT Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation Nos. 1-11, 14-29, and 31-41 of February 10 and 11, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *Gibsons and District Chamber of Commerce – 2020 Budget Request*

THAT the following information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated November 15, 2019;
- Annual Financial Planning – Tourism Services;
- Visitor Information Park (VIP Kiosk) Traffic Statistics;
- Ambassador – YTD Stats Summary 2019;

AND THAT the Gibsons and District Chamber of Commerce 2020 budget request for a total of \$7,700 be approved and incorporated into the 2020 Budget as follows:

- Visitor Services - Electoral Area E [534] \$1,667 and Electoral Area F [535] \$3,333;
- BC Ferries Travel Ambassador Program – Electoral Area A [531] \$540, Electoral Area B [532] \$540, Electoral Area D [533] \$540, Electoral Area E [534] \$540 and Electoral Area F [535] \$540.

Recommendation No. 2 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2020 Budget Request*

THAT the following new information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- Correspondence dated January 6, 2020;
- Revised 2020 Budget;
- Statistics of Revenue per Visitor;

AND THAT the 2020 budget submission of \$35,000 for Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2020 Budget for Museum Services [648].

Recommendation No. 3 *Sechelt Library Funding Apportionment for 2020 Budget*

THAT the following new information from the Sechelt Public Library be received:

- Sechelt Public Library Additional Budget Information Report to SCRD;

065/20 cont.

- Correspondence dated January 30, 2020 from the Sechelt Public Library and the Gibsons and District Public Library.

Recommendation No. 4 *Gibsons Area Community Schools – 2020 Budget Request*

THAT the correspondence dated January 28, 2020 be received;

AND THAT the 2020 budget submission from the Gibsons Area Community Schools (Gibsons Landing Community Society) of \$10,000 for Youth Programs be approved and incorporated into the 2020 Budget for Regional Recreation [670] funded through Taxation.

Recommendation No. 5 *Seniors Planning Table*

THAT the correspondence dated February 3, 2020 and the 2020 budget submission from the Sunshine Coast Resource Centre Society for the Seniors Planning Table be received;

AND THAT Sunshine Coast Resource Centre Society apply through the 2020 Rural Areas' Grant-in-Aid Program for the Seniors Planning Table.

Recommendation No. 6 *Sechelt Public Library – Provincial Funding*

THAT the report titled Sechelt Public Library – Provincial Funding be received.

Recommendation No. 7 *Coast Car Co-op Membership Options*

THAT the report titled Coast Car Co-op Membership Options be received.

Recommendation No. 8 *Rural Areas' Grant-in-Aid Update*

THAT the report titled Rural Areas' Grant-in-Aid Review of Discretionary Balances for 2020 be received;

AND THAT Rural Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2020 Budget as follows:

- Electoral Area A [121] \$23,423;
- Electoral Area B [122] \$20,000 (increased by \$2,627);
- Electoral Areas E and F [123] \$5,260;
- Greater Gibsons Community Participation [126] \$11,260;
- Electoral Area D [127] \$25,229;
- Electoral Area E [128] \$15,038 (Increased by \$5,000);
- Electoral Area F [129] \$19,174.

Recommendation No. 9 *Economic Development Update*

THAT the report titled Rural Areas' Economic Development Review of Discretionary Balances for 2020 be received;

065/20 cont.

AND THAT Rural Areas' Economic Development Discretionary Balances be approved and incorporated into the 2020 Budget as presented, as follows:

- Electoral Area A [531] \$1,878;
- Electoral Area B [532] \$10,262;
- Electoral Area D [533] \$1,636;
- Electoral Area E [534] \$12,496;
- Electoral Area F [535] \$9,808.

Recommendation No. 10 *Final 2019 Project Carry-Forwards*

THAT the report titled Final 2019 Project Carry-Forwards be received;

AND THAT any remaining ongoing 2019 projects and associated funding be included in the 2020-2024 Financial Plan as presented.

Recommendation No. 11 *Final 2019 Surplus / Deficits*

THAT the report titled Final 2019 Surplus / Deficits be received;

AND THAT as per the SCRD's Financial Sustainability Policy, the 2019 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND THAT the following 2019 deficits be funded from operating reserves:

- [131] Electoral Area Services – Elections - \$506;
- [212] Roberts Creek Fire Protection - \$1,967;
- [222] Sunshine Coast Emergency Planning - \$17,689;
- [345] Ports Services - \$22,343;
- [384] Jolly Roger Waste Water Plant - \$4,204;
- [387] Square Bay Waste Water Plant - \$1,185;
- [389] Canoe Road Waste Water Plant - \$79;
- [391] Curran Road Waste Water Plant - \$871;
- [650] Community Parks - \$34,508;

AND THAT the [390] Merrill Crescent Waste Water Plant deficit of \$11,418 be funded from future user fees;

AND FURTHER THAT the [630] School Facilities Joint Use deficit of \$35,870 be funded from 2020 taxation.

Recommendation No. 14 *General Government [110] – 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [110] General Government be received;

065/20 cont.

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 3 – Audio-Visual Improvements in the Board Room, \$10,000 funded from Operating Reserves.

Recommendation No. 15 *Human Resources [115] - 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [115] Human Resources be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Public Engagement Training – Increase to Base Budget, \$10,000 funded from Support Services;
- Budget Proposal 2 – Employee Recognition Program – Increase to Base Budget, \$10,000 funded from Support Services;
- Budget Proposal 3 – First Nations Cultural Appreciation Training and Seminars – Increase to Base Budget, \$12,000 funded from Support Services;
- Budget Proposal 4 – Increased Travel, \$1,500 funded from Support Services;
- Budget Proposal 5 – Certificate of Recognition, \$8,000 funded from Operating Reserves;
- Budget Proposal 6 – Professional Development – Increase to Base Budget, \$2,500 funded from Support Services.

Recommendation No. 16 *Geographic Information Services [506] - 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [506] Geographic Information Services be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Geographic Information Services reduced revenues as a result of change to subscription services with Land Title and Survey Authority of BC, \$5,000 annually recovered through rate stabilization (operating reserves).

Recommendation No. 17 *Emergency Telephone 9-1-1 [220] - 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [220] Emergency Telephone 9-1-1 be received;

065/20 cont.

AND THAT that the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Gibsons Radio Tower, \$46,600 funded from Capital Reserves;
- Budget Proposal 2 – Chapman Creek Radio Tower, \$268,900 funded from Capital Reserves;
- Budget Proposal 3 – Emergency Telephone 9-1-1 Consulting, \$128,000 funded from Capital Reserves;
- Budget Proposal 4 - 9-1-1 Emergency Equipment Upgrade, \$141,400 funded from Capital Reserves.

Recommendation No. 18 *Community Energy and Emissions Inventory*

THAT the report titled Approaches to Community Energy and Emissions Inventory be received;

AND THAT Round 1 Budget Proposal 1 for Community Emissions Analysis be amended in Round 2 Budget for Regional Sustainability Services [136] as \$50,000 for a community emissions inventory following the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) (Option 2) and \$20,000 for Building Adaptive and Resilient Communities (BARC) process on adaptation;

AND FURTHER THAT this report be forwarded to SCRD member municipalities, and School District No. 46 for information.

Recommendation No. 19 *Regional Sustainability Services [136] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [136] Regional Sustainability Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Community Emissions Analysis, \$50,000 funded through Taxation;
- Budget Proposal 2 – Building Adaptive and Resilient Communities (BARC) – Climate Action Framework, \$20,000 funded through Taxation.

Recommendation No. 20 *Regional Planning [500] – 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [500] Regional Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

065/20 cont.

- Budget Proposal 2 – Regional Growth Framework – Baseline Research, \$50,000 funded from Operating Reserves.

Recommendation No. 21 *Building Inspection [520] – 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [520] Building Inspection be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 2 – Base Budget Funding, (\$180,000) Reduction to Taxation.

Recommendation No. 22 *Community Recreation Facilities [615] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [615] Community Recreation Facilities be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 3 – Community Recreation Facilities – Future Planning, \$25,000 funding through Taxation;
- Budget Proposal 4 – Community Recreation Facilities – Capital – Classified as “non-critical” in Asset Management Plan, \$166,500 funded through Taxation.

Recommendation No. 23 *Suncoaster Trail Phase 2 – Project Update, Capital and Maintenance Funding Plan*

THAT the report titled Suncoaster Trail Phase 2 – Project Update, Capital and Maintenance Funding Plan be received;

AND THAT the trail route include:

1. An eastern trailhead at Gibsons and Area Community Centre, with further exploration of an active transportation link between Langdale and Gibsons to occur in support of future trail enhancement;
2. An interim route on Highway 101 through Sechelt Indian Government District and Selma Park, with details to be confirmed with shíshálh Nation, District of Sechelt and Ministry of Transportation and Infrastructure;

AND FURTHER THAT the Round 2 Budget Proposal for the Suncoaster Trail Phase 2 project for \$15,000 funded from Taxation for work related to partnership development, be revised.

065/20 cont.

Recommendation No. 24 *Sports Fields – Updated Budget Proposal (R2 2020 Budget)*

THAT the report titled Sports Fields – Updated Budget Proposal (R2 2020 Budget) be received;

AND THAT the Round 1 Budget Proposal 7 – Sports Field Replacement / Upgrades – Shirley Macey – [650] Community Parks be abandoned.

Recommendation No. 25 *Community Parks [650] Service Overview*

THAT the report titled Parks [650] Service Overview be received for information.

Recommendation No. 26 *Community Parks [650] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 4 – Establishment of a Parks Capital Budget – Increase to Base Budget, \$100,000 funded through Taxation;
- Budget Proposal 5 – Suncoaster Trail (Phase 2), \$15,000 funded through Taxation.

Recommendation No. 27 *Public Transit [310] – 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [310] Public Transit be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Youth Transit Demand Assessment Survey and Youth Transit Pilot Project, \$14,271 funded through Taxation.

Recommendation No. 28 *Regional Feasibility [150] – 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [150] Regional Feasibility be received;

AND THAT Budget Proposal 7 [365], Budget Proposal 9 [366], Budget Proposal 29 [370] Water Governance Program from 2020 Round 1 Budget be abandoned and replaced with Budget Proposal 1 [150] Watershed Governance Feasibility Study;

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2020 Budget:

065/20 cont.

- Budget Proposal 1 – Watershed Governance Feasibility Study, \$30,000 funded \$21,865 through Taxation and \$8,135 through Regional Feasibility appropriated surplus.

Recommendation No. 29 *Regional Solid Waste [350] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [350] Regional Solid Waste be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 5 – Food Waste Drop-Offs, \$27,000 funded through Tipping Fees in 2020 and \$54,000 in 2021;
- Budget Proposal 8 – Drywall Screening Process Improvements, \$47,680 (0.58 FTE at \$42,680 and Outreach, Training and Equipment for \$5,000) funded through Taxation.

Recommendation No. 31 *Refuse Collection [355] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [355] Refuse Collection be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Education and Outreach Materials, \$15,000 funded from Operating Reserves;
- Budget Proposal 2 – App for Curbside Collection Services, \$8,000 funded from Operating Reserves.

Recommendation No. 32 *2020 R2 Budget Proposal for SCRD Corporate Recycling Program*

THAT the report titled 2020 R2 Budget Proposal for SCRD Corporate Recycling Program be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – SCRD Corporate Recycling Program, \$33,900 funded from Support Services and Taxation between the following functions:
 - Field Road - \$4,900 Support Services;
 - Mason Road - \$3,000 Support Services;
 - Gibsons and Area Community Centre - \$8,200 Taxation;
 - Gibsons and District Aquatic Facility - \$1,900 Taxation;

065/20 cont.

- Pender Harbour Aquatic and Fitness Centre - \$1,000 Taxation;
- Sechelt Aquatic Facility – \$4,800 Taxation;
- Sunshine Coast Arena - \$4,400 Taxation;
- Gibsons and District Fire Hall - \$2,300 Taxation;
- Halfmoon Bay Fire Hall - \$1,700 Taxation;
- Roberts Creek Fire Hall - \$1,700 Taxation.

Recommendation No. 33 *Groundwater Investigation Phase 4 – Church Road Budget Proposal*

THAT the report titled Groundwater Investigation Phase 4 – Church Road Budget Proposal be received;

AND THAT staff prepare an Alternate Approval Process (AAP) to authorize long term borrowing of up to \$9,000,000 over a 30 year term to fund the Groundwater Investigation Phase 4 – Church Road well field project.

Recommendation No. 34 *Regional Water Service [370] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 7 – Capital Watermain Replacement – Increase to Base Budget, \$650,000 funded through Parcel Taxes;
- Budget Proposal 21 – Groundwater Investigation Phase 2, Part 2, \$375,000 funded from Operating Reserves;
- Budget Proposal 22 – Groundwater Investigation Phase 4 – Church Road, \$8,270,000 funded \$270,000 from Capital Reserves and \$8,000,000 Long Term Loan.

Recommendation No. 35 *Regional Water Service [370] – 2020 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4, \$250,000 funded from Operating Reserves.

065/20 cont.

Recommendation No. 36 *Regional Water Service [370] – 2020 R2 Budget Proposals*

THAT Round 1 Budget Proposal 25 – Regional Water Reservoir Development Phase 1 be postponed until the results of Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4 are received.

Recommendation No. 37 *Regional Water Service [370] – 2020 R2 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 28 – Emergency Water Storage Tanks, \$10,000 funded from Capital Reserves;
- Budget Proposal 31 – Vehicle Purchases (2) – Strategic Infrastructure Division, \$93,000 funded through MFA 5-Year Equipment Financing Loan;

AND THAT a loan of up to \$93,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of two Strategic Infrastructure Division Vehicles.

Recommendation No. 38 *North Pender Harbour Water Service [365] – 2020 R2 Budget Proposal*

THAT the report titled 2020 R2 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 7 – Emergency Generator, \$125,000 funded through MFA 5-Year Equipment Financing Loan;

AND FURTHER THAT a loan of up to \$125,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of an Emergency Generator.

Recommendation No. 39 *Wastewater Treatment Services [381-395] – 2020 R2 Budget Proposals*

THAT the report titled 2020 R2 Budget Proposal for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposal be deferred pending receipt of grant:

065/20 cont.

- Budget Proposal 2 – [381-395] Wastewater Treatment Plants Asset Management Plans – Feasibility Studies funded from Operating Reserves (contingent on receipt of grants), as follows:
 - [381] Greaves Road Wastewater Treatment Plant \$1,250 (SCRD Contribution);
 - [383] Sunnyside Road Wastewater Treatment Plant \$1,250 (SCRD Contribution);
 - [384] Jolly Roger Wastewater Treatment Plant \$2,500 (SCRD Contribution);
 - [385] Secret Cove Wastewater Treatment Plant \$2,500 (SCRD Contribution);
 - [388] Langdale Wastewater Treatment Plant \$2,500 (SCRD Contribution);
 - [390] Merrill Crescent Wastewater Treatment Plant \$1,250 (SCRD Contribution);

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 3 – Woodcreek Park Inspection Chamber Repairs, \$6,000 funded from Operating Reserves;
- Budget Proposal 4 – Lee Bay Collection System Repairs, \$20,000 funded from Operating Reserves;
- Budget Proposal 5 – Lee Bay Disposal Primary Drain Field Repairs and Vegetation Management, \$17,000 funded from Operating Reserves;
- Budget Proposal 6 – Capital Planning Engagement Seminars, \$2,500 funded from Operating Reserves.

Recommendation No. 40 *School Facilities Joint Use [630]*

THAT for 2020 budget the School Facilities Joint Use [630] be increased by \$15,000 funded through Taxation.

Recommendation No. 41 *Sechelt Library Funding Apportionment for 2020 Budget*

THAT Sechelt Public Library 2020 Budget request of \$828,720 be approved and allocated for SCR D Electoral Area Funders as follows:

- Electoral Area A [643] - \$48,803 (33% of population served for basis of funding at 4.4% increase on 2019 funding plus shortfall of Electoral Areas B and D to 4.4%);
- Electoral Area B [645] - \$140,583 (100% of population served for basis of funding at 3.0% increase on 2019 funding);
- Electoral Area D [646] - \$87,784 (50% of population served for basis of funding at 2.5% increase on 2019 funding);

065/20 cont.

AND THAT staff forward this information to the District of Sechelt and Sechelt Indian Government District in support of the negotiation of a 5-year Memorandum of Understanding.

CARRIED

Round 2 Budget

It was moved and seconded

066/20

THAT Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation No. 12 of February 10 and 11, 2020 be received, adopted and acted upon as follows:

Recommendation No. 12 *2020 Budget Staffing Requests*

THAT the report titled 2020 Budget Staffing Requests be received;

AND THAT the staffing requests be approved and incorporated into the 2020 Budget as follows:

Function	Position Title	Staff	Funding Source	2020	2021
110	Communications and Engagement	1.00	Taxation	\$120,650	
115	Employee and Volunteer Engagement	0.20	Support Services	\$20,000	
115	Staffing – Confined Space Reporting / Training / Lock Out / Fall Protection	0.40	Support Services	\$45,000	
115	Human Resources Support	0.40	Support Services	\$32,500	
220	Emergency Telephone 911 - Emergency Staff Special Projects	0.20	Taxation	\$20,162	
310	Public Transit - Service Person	0.50	Taxation	\$26,080	\$34,772
310	Public Transit - Driver	1.00	Taxation	\$81,360	\$81,360
312	Maintenance Facility (Fleet) - Increase Fleet Mechanic (FTE)	0.70	Internal Recovery	\$44,625	\$59,500
350	Solid Waste- Landfill	0.50	User Fees	\$42,680	\$42,680
504	Planning Technician 1	1.00	Taxation	\$60,627	\$75,784
615	Training and Development Program for Building Operators (3 year Pilot Project)	0.25	Taxation	\$14,898	
615	Aquatics Staffing Compliment (Lift / Correction)	n/a			
625	Pender Harbour Fitness and Aquatic Centre – Increase to Human Resources Plan and Salaries for Aquatics	0.33	Taxation	\$25,797	
650	Parks Operations Coordinator Succession Project	0.09	Taxation	\$6,000	
345 / 370	Infrastructure Capital Projects	1.00	Taxation and User Fees	\$46,819	\$88,638
135 / 136	Corporate and Regional Sustainability	1.00	Taxation	\$144,300	

066/20 cont.

200 - 290 / 310 / 650 / 615	Various - Community Services Department	1.00	Taxation	\$100,000	\$200,000
310 / 350 / 365 / 366 / 370	Various Functions - Strategic Infrastructure Initiatives	1.00	User Fees / Taxation	\$112,255	\$144,300
310 / 350 / 365 / 366 / 370	Various Functions - Strategic Planning	1.00	User Fees / Taxation	\$47,700	\$88,400
310 / 350 / 365 / 366 / 370	Various Functions - Strategic Planning	1.00	User Fees / Taxation	\$23,300	\$83,200
310 / 350 / 365 / 366 / 370	Various Functions - Infrastructure Services	1.00	User Fees and Taxation	\$37,753	\$70,507
365 - 370	Regional Water Service - Metering Program	1.00	User Fees	\$42,166	\$79,332
365-370	Regional Water Service - Water Conservation	0.66	User Fees	\$47,766	\$46,316

*Director Toth opposed***CARRIED**

Round 2 Budget

It was moved and seconded

067/20

THAT Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation No. 13 of February 10 and 11, 2020 be received, adopted and acted upon as amended, as follows:

Recommendation No. 13 *2020 R2 Budget Proposal for Space Planning*

THAT the report titled 2020 R2 Budget Proposal for Space Planning be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Field Road Space a total of one-time costs at \$73,689 and total of annual / ongoing costs at \$7,000 funded as follows:

Function	One Time Costs	Funding Source	Annual Costs	Funding Source
[110] General Government	\$6,125	Operating Reserves	\$1,320	Taxation
[115] Human Resources	\$2,055	Operating Reserves		
[117] Information Technology	\$37,934	Support Services	\$3,390	Support Services
[135/136] Sustainability			\$270	Taxation
[200-290] Protective Services	\$3,355	Operating Reserves		
[365] North Pender Water	\$1,200	Operating Reserves	\$190	Taxation
[366] South Pender Water	\$1,200	Operating Reserves	\$190	Taxation

067/20 cont.

[370] Regional Water	\$9,500	Operating Reserves	\$1,490	Taxation
[504] Rural Planning	\$3,555	Taxation	\$150	Taxation
[520] Building Inspection	\$4,055	Operating Reserves		
[650] Community Parks	\$4,710	Operating Reserves		

- Budget Proposal 2 – Mason Road Utility Building Space Planning
\$25,000 funded from Operating Reserves, as follows:
 - [365] North Pender Harbour Water Service - \$2,500;
 - [366] South Pender Harbour Water Service - \$2,500;
 - [370] Regional Water Service - \$20,000.

CARRIED

Planning

It was moved and seconded

068/20

THAT Planning and Community Development Committee recommendation Nos. 1-7 and 9-17 of February 13, 2020 be received, adopted and acted upon, as follows:

Recommendation No. 1 *Delegation Materials for Sunshine Coast Skating Club and Sunshine Coast Minor Hockey Association*

THAT the delegation materials from the Sunshine Coast Skating Club and Sunshine Coast Minor Hockey Association be received.

Recommendation No. 2 *Review of Recreation Facility Operations Costs*

THAT staff report to a future Committee meeting regarding variable recreation facility operating costs associated with providing arena ice;

AND THAT the SCRD provide ice in the Sunshine Coast Arena in May 2020.

Recommendation No. 3 *Planning and Community Development Department 2019 Q4 and Year End Report*

THAT the report titled Planning and Community Development Department – 2019 Q4 and Year End Report be received.

Recommendation No. 4 *Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations*

THAT the report titled Zoning Amendment Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations – Implications of Implementing Temporary Use Permit be received;

AND THAT Alternative Option 1 - Remove both the TUP and STRA provisions from the proposed bylaws be proceeded with;

AND THAT a definition for residential use, focused on home life, be introduced;

068/20 cont.

AND THAT amendments to *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018* and *Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018* be forwarded to the Board for Amended Second Reading;

AND FURTHER THAT a second Public Hearing to consider the revised bylaws be held pursuant to the *Local Government Act* Section 470.

Recommendation No. 5 *Increase in Bylaw Enforcement Fines for Short Term Rental Accommodation Infractions*

THAT the fines for short term rental accommodation bylaw infractions be increased to the maximum amount possible per infraction, per day;

AND THAT amendments to the *Municipal Ticket Information System Bylaw No. 558, 2006* and *Bylaw Notice Enforcement Bylaw No. 638, 2011* be prepared.

Recommendation No. 6 *Bylaw Nos. 641.12, 2019 and 310.185, 2019 for 2723 Toni Road, Roberts Creek*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of Third Reading and Adoption be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* and *Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019* be forwarded to the Board for Third Reading and Adoption.

Recommendation No. 7 *Provincial Referral File 2412315 - Chickwat Creek Laydown Area (Bluearth Renewables Inc.)*

THAT the report titled Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315 (Bluearth Renewables Inc.) - Electoral Area B be received;

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

- a. SCRD does not support the tenure application based on outstanding Building Permit requirements at Chickwat, Upper and Lower Ramona Powerhouses of Blue Earth Renewables.
- b. SCRD requests that the Province make the approval of the License of Occupation conditional upon obtaining Building Permits for buildings and structures at Chickwat, Upper and Lower Ramona lease areas.

068/20 cont.

Recommendation No. 9 *Energy Step Code Update*

THAT the report titled Energy Step Code Update be received for information;

AND THAT the Chief Building Official indicate to the Energy Step Code Council the Sunshine Coast Regional District's intention to consult the community and local building industry about implementation of the BC Energy Step Code;

AND THAT staff proceed with a regionally coordinated public consultation process for the purpose of receiving input from the community on implementing the Energy Step Code in the Sunshine Coast Regional District;

AND FURTHER THAT staff report to a Committee in Q4 2020 with recommendations to support implementation of the Energy Step Code.

Recommendation No. 10 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of January 29, 2020*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of January 29, 2020 be received.

Recommendation No. 11 *Halfmoon Bay (Area B) APC Meeting Minutes of January 28, 2020*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of January 28, 2020 be received.

Recommendation No. 12 *Roberts Creek (Area D) APC Meeting Minutes of December 16, 2019*

THAT the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of December 16, 2019 be received.

Recommendation No. 13 *Agricultural Advisory Committee Meeting Minutes of January 28, 2020*

THAT the Agricultural Advisory Committee meeting minutes of January 28, 2020 be received.

Recommendation No. 14 *Sunshine Coast Policing and Public Safety Committee Meeting Minutes of January 16, 2020*

THAT the Sunshine Coast Policing and Public Safety Committee meeting minutes of January 16, 2020 be received;

AND THAT the recommendations contained therein be adopted and acted upon as follows:

068/20 cont.

Recommendation No. 3 *Police-Based Victim Service*

THAT the Police-Based Victim Service – Update and attached letter from Reagen Wright, Program Manager, Community Safety and Crime Prevention Branch, Ministry of Public Safety and Solicitor General be received;

AND THAT the Sunshine Coast Community Services Society be notified of the opportunity to apply for Grant-In-Aid on behalf of the Police-Based Victim Services;

AND FURTHER THAT Reagen Wright, Program Manager, Ministry of Public Safety and Solicitor General, be contacted regarding availability to participate as a delegation along with Denise Woodley at the January 23, 2020 Corporate and Administrative Services Committee.

Recommendation No. 5 *Cost of Living Subsidy for RCMP in Rural Communities*

THAT the correspondence from the Honourable Jean-Yves Duclos, P.C., M.P., Treasury Board dated January 7, 2020 regarding Cost of Living Subsidy for RCMP in Rural Communities be received;

AND THAT the correspondence from the Treasury Board be forwarded to West Vancouver – Sea to Sky Member of Parliament and Powell River – Sunshine Coast Member of Legislative Assembly for information.

Recommendation No. 15 *School District 46 - Joint Use Committee Meeting*

THAT the correspondence from Pammila Ruth, Board Chair, School District 46 – Sunshine Coast, dated January 10, 2020, regarding Joint Use Committee Meeting be received.

Recommendation No. 16 *Howe Sound Biosphere Region Initiative Society Correspondence*

THAT the correspondence from Ian Winn, Director, Howe Sound Biosphere Region Initiative Society, dated January 24, 2020, regarding news and updates from the October 25, 2019 Howe Sound Community Forum be received.

Recommendation No. 17 *BC Ministry of Agriculture News Release – January 27, 2020*

THAT the BC Ministry of Agriculture News Release dated January 27, 2020, regarding new residential options proposed for agricultural land be received.

CARRIED

Infrastructure

It was moved and seconded

069/20

THAT Infrastructure Services Committee recommendation Nos. 1-13 of February 20, 2020 be received, adopted and acted upon, as follows:

Recommendation No. 1 *2019 Water Use and Water Users Analysis*

THAT the report titled 2019 Water Use and Water Users Analysis be received.

Recommendation No. 2 *2020 Drought Management Plan Updates*

THAT the report titled 2020 Drought Management Plan Updates be received;

AND THAT the Drought Management Plan be renamed the Drought Response Plan;

AND THAT the Drought Response Plan be updated to incorporate an option for watering trees, shrubs, and flowers in the morning or evening at Stage 3;

AND FURTHER THAT a request be sent to the Town of Gibsons to harmonize their bylaw for Zone 3 with SCRD's Water Rates and Regulations Bylaw 422 (Schedule J) concerning the Drought Response Plan regulations.

Recommendation No. 3 *Water Supply Advisory Committee*

THAT the report titled Water Supply Advisory Committee be received;

AND THAT the SCRD initiate a process to establish a Water Supply Advisory Committee as in Option 1 of the staff report;

AND FURTHER THAT staff bring forward draft Terms of Reference for a Water Supply Advisory Committee to a future Committee meeting.

Recommendation No. 4 *Recycle BC Curbside Recycling Collection Eligibility Update*

THAT the report titled Recycle BC Curbside Recycling Collection Eligibility Update be received;

AND THAT staff initiate a questionnaire for the residents of SCRD Electoral Areas B, D, E and F who currently receive curbside garbage collection services to determine interest in receiving and paying for curbside recycling services.

Recommendation No. 5 *Commercial Use of SCRD's Green Waste Recycling Program - Considerations*

THAT the report titled Commercial Use of SCRD's Green Waste Recycling Program - Considerations be received;

069/20 cont.

AND THAT *SCRD Bylaw No. 405* define residential green waste as all vehicles up to and including small pick-up trucks, but excluding dump-style trucks and dump-style trailers, up to 250 kg;

AND FURTHER THAT the tipping fee for residential green waste remain at \$0.00.

Recommendation No. 6 *Industrial, Commercial and Institutional (ICI) Recycling Considerations*

THAT the report titled Industrial, Commercial and Institutional (ICI) Recycling Considerations be received;

AND THAT the Industrial, Commercial and Institutional sector utilize existing recycling services;

AND THAT the SCRD Board send a letter to the BC Ministry of Environment and Climate Change Strategy requesting the BC Recycling Regulation be amended to include Industrial, Commercial and Institutional Packaging and Paper Products;

AND THAT the District of Sechelt, Town of Gibsons, Islands Trust, Sechelt Indian Government District and School District No. 46 be added as signatories to the letter to the BC Ministry of Environment and Climate Change Strategy;

AND FURTHER THAT the SCRD bring forward a resolution to UBCM regarding an amendment to the BC Recycling Regulation to include Industrial, Commercial and Institutional Packaging and Paper Products.

Recommendation No. 7 *Transportation Advisory Committee Meeting Minutes – January 16, 2020*

THAT the report titled Transportation Advisory Committee Meeting Minutes – January 16, 2020 be received;

AND THAT the Transportation Advisory Committee meeting start-time be changed from 2:45 p.m. to a 3:00 p.m. start-time.

Recommendation No. 8 *Electoral Area D – Library Funding*

THAT the report titled Electoral Area D – Library Funding be received;

AND THAT for 2020, the Electoral Area D function [646] contribute \$75,662 toward the Gibsons and District Public Library.

Recommendation No. 9 *Correspondence Regarding Wastewater Treatment Facilities Funding*

THAT the correspondence from Lyle and Jean Wharton dated January 16, 2020 regarding wastewater treatment facilities funding be received.

069/20 cont.

Recommendation No. 10 *Correspondence Regarding Access to Public Transit for Sunshine Coast Students*

THAT the correspondence from Capilano Students' Union dated February 3, 2020 regarding access to public transit for Sunshine Coast Students be received;

AND THAT the SCRD Board Chair write a letter in response to the Capilano Students' Union letter regarding access to public transit.

Recommendation No. 11 *2019 WildSafe BC Sunshine Coast Annual Report*

THAT the 2019 WildSafe BC Sunshine Coast Annual Report be received.

Recommendation No. 12 *BC Council of Forest and Industries Conference*

THAT Director Lee be authorized to attend the BC Council of Forest Industries Conference in Prince George on April 1 – 3, 2020;

AND THAT stipend and expenses be paid to Director Lee for his attendance at the BC Council of Forest Industries Conference in Prince George on April 1 – 3, 2020.

Recommendation No. 13 *Letters of Congratulations*

THAT the SCRD Board Chair write a letter of congratulations to the newly elected shíshálh Nation Chief and Council;

AND THAT the SCRD Board Chair write a thank you letter to Director Keith Julius for his years of service on the SCRD Board.

CARRIED

Corporate

It was moved and seconded

070/20

THAT Corporate and Administrative Services Committee recommendation Nos. 2, 4-5 and 7 of February 27, 2020 be received, adopted and acted upon, as follows:

Recommendation No. 2 *Poverty Reduction Strategy*

THAT the report titled Poverty Reduction Strategy for the Sunshine Coast Grant Application (District of Sechelt) be received;

AND THAT Sunshine Coast Regional District (SCRD) supports the District of Sechelt's grant application to the 2020 Poverty Reduction Planning and Action Program;

AND THAT the SCRD contribute in-kind services to the Poverty Reduction Strategy for the Sunshine Coast project;

070/20 cont.

AND FURTHER THAT the 2020 Poverty Reduction Planning and Action Program grant application submitted by the District of Sechelt is a collaborative application for the Sunshine Coast, and the SCRD is a partner (in-kind services) in the project, and fully supports and gives permission to the District of Sechelt to apply for, receive and manage the Poverty Reduction Planning and Action Program grant funding on behalf of the partnership.

Recommendation No. 4 *Community Emergency Preparedness Fund – Applications for Three Grants*

THAT the report titled Community Emergency Preparedness Fund – Applications for Three Grants be received;

AND THAT an application to the 2020 Community Emergency Preparedness Fund - Emergency Support Services funding stream for the purchase of laptops, computers and printers, and training for Emergency Support Service Members in the amount of \$19,290 be approved;

AND THAT an application to the 2020 Community Emergency Preparedness Fund – Emergency Operations Centre and Training funding stream for radio equipment and training for the Emergency Communications Team, and for a public emergency communications system in the amount of \$24,635 be approved;

AND FURTHER THAT an application to the 2020 Community Emergency Preparedness Fund – Evacuation Route Planning funding stream for the development of an evacuation plan focused on water evacuation in the amount of \$25,000 be approved.

Recommendation No. 5 *Signage on the Sunshine Coast*

THAT a meeting be arranged with Michael Braun, Operations Manager, Sechelt Area Office of the Ministry of Transportation and Infrastructure (MoTI), and Sunshine Coast Regional District and shíshálh Nation staff to discuss the January 9, 2020 correspondence from MoTI regarding dual language highway signage on the Sunshine Coast.

Recommendation No. 7 *Delegation Regarding the COVID-19 Coronavirus*

THAT Geoff McKee, Medical Health Officer of Vancouver Coastal Health, be invited as a delegation to a future Committee to present information regarding the potential impact of the COVID-19 Coronavirus on the Sunshine Coast.

CARRIED

Notice on Title

It was moved and seconded

071/20

THAT the report titled Placement of Notice on Title be received;

071/20 cont. AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 4, District Lot 2392, Plan BCP13284, NWD, PID 026-052-482.

CARRIED

Notice on Title **It was moved and seconded**

072/20 THAT consideration for placement of Notice on Title under Section 57 of the *Community Charter* for Lot B, west part of District Lot 1316, Plan VAP20560, NWD, PID 002-621-312 be postponed to the March 26, 2020 Board meeting.

CARRIED

CAO Report **It was moved and seconded**

073/20 THAT the February 27, 2020 Chief Administrative Officer's Report be received for information.

CARRIED

COMMUNICATIONS

Letter of Support
for GGPPA **It was moved and seconded**

074/20 THAT the correspondence from Director Tize dated February 26, 2020 be received;

AND THAT the following resolution be approved as follows:

WHEREAS Carbon pricing is widely acknowledged as the most effective tool in combating climate change;

AND WHEREAS the Greenhouse Gas Pollution Pricing Act (the "GGPPA") is essential to implementing a national carbon pricing program;

AND WHEREAS carbon pricing has been in effect in the province of British Columbia since 2008 and has shown to be an effective tool in slowing the growth of emissions and during which time BC has enjoyed one of the fastest-growing economies in the country:

THEREFORE BE IT RESOLVED that the Sunshine Coast Regional District provide a letter to the intervenors (City of Vancouver, City of Richmond, City of Nelson, District of Squamish, City of Rossland and the City of Victoria) supporting their arguments in favour of the Greenhouse Gas Pollution Pricing Act, and the ability to take local action on GHG emissions, to be heard by the Supreme Court on March 17, 2020.

DEFEATED

BYLAWS

Bylaw 641.12 **It was moved and seconded**

075/20 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* be read a third time.

CARRIED

Bylaw 641.12 **It was moved and seconded**

076/20 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* be adopted.

CARRIED

Bylaw 310.185 **It was moved and seconded**

077/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019* be read a third time.

CARRIED

Bylaw 310.185 **It was moved and seconded**

078/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019* be adopted.

CARRIED

Bylaw 310.184 **It was moved and seconded**

079/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018* be read a second time, as amended.

CARRIED

Bylaw 337.118 **It was moved and seconded**

080/20 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018* be read a second time, as amended.

CARRIED

Bylaws 310.184
and 337.118

It was moved and seconded

081/20 THAT a public hearing concerning *Bylaw No. 310.184* and *337.118* be scheduled for 7:00 p.m., Tuesday, April 21, 2020 at the Seaside Centre, located at 5790 Teredo Street in Sechelt, BC;

AND THAT the Board delegate Director Pratt as Chair and Director Siegers as Alternate Chair to conduct the public hearing.

CARRIED

Bylaw 724 **It was moved and seconded**

082/20 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 724, 2020* be read a first time.

Director Toth opposed

CARRIED

Bylaw 724 **It was moved and seconded**

083/20 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 724, 2020* be read a second time.

Director Toth opposed

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS:

Secret Cove
Heights Referral

It was moved and seconded

084/20 THAT the proposed *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development)* be referred to the Roberts Creek Official Community Plan Committee.

CARRIED

Staff confirmed that the SCREDO Agreement has been executed and publicly released.

Director Toth left the meeting at 3:43 p.m. and returned to the meeting at 3:44 p.m.

The Board moved In Camera at 3:46 p.m.

IN CAMERA It was moved and seconded

085/20 THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (a), (c), 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 or another position appointed by the municipality", "labour relations or other employee relations", and "negotiations and related discussions respecting the proposed provision of a municipal service...".

CARRIED

The Board moved out of In Camera at 4:09 p.m.

ADJOURNMENT It was moved and seconded

086/20 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:10 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair