



# 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, JANUARY 9, 2020**

## **AGENDA**

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**CALL TO ORDER 1:30 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of December 12, 2019

Annex A  
Pages 1 – 13

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Special Corporate and Administrative Services Committee recommendation Nos. 1-24 of December 4, 2019
4. Special Corporate and Administrative Services Committee recommendation Nos. 1-36 of December 5 and 6, 2019
5. Planning and Community Development Committee recommendation Nos. 1, 4-9, 13-14, and 17-28 of December 12, 2019  
(*recommendation Nos. 2-3, 10-12, and 15-16 previously adopted*)

Annex B  
pp 14 – 22

Annex C  
pp 23 – 37

Annex D  
pp 38 – 46

### **COMMUNICATIONS**

### **MOTIONS**

### **BYLAWS**

6. *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2020*  
– **first reading**  
(Voting – Electoral Area Directors – A-1, B-1, D-1, E-1, F-1)

Annex E  
pp 47 – 48

### **DIRECTORS' REPORTS**

Verbal

### **NEW BUSINESS**

**IN CAMERA**

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

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to January 31, 2020)

Halfmoon Bay (Area B) – Wastewater Service Information Session	January 7 at 6:30 pm
Elphinstone and West Howe Sound (Areas E & F) – Wastewater Service Information Session 1	January 8 at 1:30 pm
Elphinstone and West Howe Sound (Areas E & F) – Wastewater Service Information Session 2	January 8 at 5:30 pm
Planning and Community Development Committee	January 9 at 9:30 am
Regular Board	January 9 at 1:30 pm
Public Hearing Zoning 310.185 & OCP 641.12 (Jacobs subdivision)	January 14 at 7:00 pm
Natural Resources Advisory Committee	January 15 at 3:30 pm
Infrastructure Services Committee	January 16 at 9:30 am
Policing and Public Safety Committee	January 16 at 1:30 pm
Transportation Advisory Committee	January 16 at 2:45 pm
Roberts Creek (Area D) - Advisory Planning Commission	January 20 at 7:00 pm
Elphinstone (Area E) - Advisory Planning Commission	January 22 at 7:00 pm
Corporate and Administrative Services Committee	January 23 at 9:30 am
Regular Board	January 23 at 1:30 pm
Inaugural Hospital District	January 23 at 3:00 pm
Sechelt Library Board	January 25 at 10:00 am
Agricultural Advisory Committee	January 28 at 3:30 pm
Halfmoon Bay (Area B) – Advisory Planning Commission	January 28 at 7:00 pm
West Howe Sound (Area F) – Advisory Planning Commission	January 28 at 7:00 pm
Egmont / Pender Harbour (Area A) – Advisory Planning Commission	January 29 at 7:00 pm

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

Local Government Show	January 2 at 7:00 pm
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**Please note:** Meeting dates are current as of print date (January 3, 2020).



# SUNSHINE COAST REGIONAL DISTRICT

December 12, 2019

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

<b>PRESENT:</b>	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal
		Sechelt Indian Government District	K. Julius
<b>ALSO PRESENT:</b>	Interim Chief Administrative Officer		M. Brown
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		2
	Public		6

**CALL TO ORDER** 1:45 p.m.

**AGENDA** It was moved and seconded

306/19 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Core Business Priorities.

**CARRIED**

## MINUTES

Minutes It was moved and seconded

307/19 THAT the Regular Board meeting minutes of November 28, 2019 be adopted.

**CARRIED**

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

Library Service      **It was moved and seconded**

308/19      THAT the following resolution be rescinded:

- 297/19, recommendation No. 7 from the November 28, 2019 Regular Board meeting:

*THAT staff work with the Director from Electoral Area A to solicit feedback from Area A residents with respect to a library service in Area A - Egmont / Pender Harbour.*

**CARRIED**

**PRESENTATIONS AND DELEGATIONS**

*Nancy Denham, Cameron Reid, and Dale Sankey, syiyaya Reconciliation Movement, addressed the Board to request their involvement, and assistance with venues, for an upcoming series of community engagement sessions on the topic of reconciliation.*

Reconciliation      **It was moved and seconded**

309/19      THAT staff work with representatives from the syiyaya Reconciliation Movement to determine a process for funding venues for the upcoming community engagement sessions.

**CARRIED**

**REPORTS**

Corporate      **It was moved and seconded**

310/19      THAT Corporate and Administrative Services Committee recommendation Nos. 1-3, 5-6 and 9-11 of November 28, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *BDO Canada LLP Audit Planning Letter*

THAT the report titled BC Canada Audit Planning Letter be received;

AND THAT the Audit Planning Communication from BDO Canada LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2019 be received.

**Recommendation No. 2**      *Wastewater Service Review and Asset Management Plans*

THAT the report titled Wastewater Service Review and Asset Management Plans be received for information.

310/19 cont.

**Recommendation No. 3**     *Wastewater Services in Bylaw 320*

THAT staff research Bylaw 320 for mechanisms that could be explored for determining when, how, and the criteria for the Regional District to assume wastewater systems;

AND THAT a report be provided to a future Committee that includes whether Wastewater Treatment Plants currently serviced by the Regional District could be assumed by third parties, such as stratas, and that a process for such a transfer, including the possibilities to remove a lot from a wastewater service, be provided.

**Recommendation No. 5**     *Sechelt Library Apportionment Options*

THAT the report titled Sechelt Library Apportionment Options be received for information;

AND THAT the funding options spreadsheet distributed by District of Sechelt Councillor at the meeting be received.

**Recommendation No. 6**     *Population Served for Libraries*

THAT the percentage of Electoral Area A population served by the Sechelt Public Library be confirmed with the Ministry of Education Learning Division;

AND THAT staff request the Ministry of Education provide the criteria used to determine population served for public libraries.

**Recommendation No. 9**     *Frequency of Variance Reports*

THAT the report titled Frequency of Variance Reports be received;

AND THAT corporate variance reports for the second and third quarters ending June 30 and September 30 continue to be presented at the July and October Corporate and Administrative Services Committee meetings;

AND FURTHER THAT individual variance reporting for [350] Regional Solid Waste, [310] Public Transit and [615] Community Recreation be discontinued with variance analysis for these services reported in the corporate variance going forward.

**Recommendation No. 10**     *Insurance Invoices Over \$100,000: Municipal Insurance Association (MIA) and Aon Reed Stenhouse Inc. (Aon)*

THAT the report titled Insurance Invoices Over \$100,000: Municipal Insurance Association (MIA) and Aon Reed Stenhouse Inc. (Aon) be received;

AND THAT payment of up to \$91,000 be authorized for liability insurance to MIA;

310/19 cont. AND THAT payment of up to \$205,000 be authorized for property insurance to Aon;

AND FURTHER THAT the 2020-2024 Financial Plan be amended to reflect the changes in premiums.

**Recommendation No. 11** *Association of Vancouver Island and Coastal Communities – 2020 Annual General Meeting and Convention*

THAT the correspondence from the Association of Vancouver Island and Coastal Communities (AVICC) – 2020 Annual General Meeting and Convention – Call for Nominations for AVICC Executive be received.

**CARRIED**

Infrastructure **It was moved and seconded**

311/19 THAT the Special Infrastructure Services Committee recommendation Nos. 1-3 of December 3, 2019 be received, adopted and acted upon, as follows:

**Recommendation No. 1** *Free Transit for K-12 Students Petitions*

THAT the two petitions presented at the meeting with respect to free transit for K-12 students on the Sunshine Coast be received.

**Recommendation No. 2** *2019 Fare Review Results*

THAT the report titled 2019 Fare Review Results be received;

AND THAT staff provide a report to a January 2020 Committee meeting with the analysis of the impact of removing transfers from the Sunshine Coast transit system;

AND THAT staff work with BC Transit and School District No. 46 to bring forward a report to a January 2020 Committee meeting regarding a youth transit fare program based on a nominal fee structure and options for implementation, including proposed timelines;

AND FURTHER THAT staff work with School District No. 46, Youth Council and Transportation Choices Sunshine Coast to assess the demand for youth transit on the Sunshine Coast.

**Recommendation No. 3** *Correspondence from Transportation Choices Sunshine Coast*

THAT the correspondence from Transportation Choices Sunshine Coast regarding Free Transit for K-12 Students on the Sunshine Coast be received.

**CARRIED**

## Planning

**It was moved and seconded**

312/19

THAT the Planning and Community Development Committee recommendation Nos. 2-3, 10-12 and, 15-16 of December 12, 2019 be received, adopted and acted upon, as follows:

**Recommendation No. 2**     *Pender Harbour and Area Residents Association (PHARA) request to amend the Dock Management Plan (DMP)*

THAT the SCRD support the Pender Harbour and Area Residents Association (PHARA) sending a request to amend the Dock Management Plan (DMP) to the *shíshálh* Nation Foundation Agreement's Shared Decision Making Working Group.

**Recommendation No. 3**     *Review of OCP and Zoning Bylaw in Electoral Area A*

THAT staff be requested to review the Official Community Plan and Zoning Bylaw to determine amendments that could be implemented for the regulation of uses related to the foreshore, as informed by the potential future decisions of the Shared Decision Making process.

**Recommendation No. 10**     *Provincial Referral for a Private Moorage 2412231 (Bessie)*

THAT the report titled Provincial Referral CRN00094 for a Private Moorage 2412231 (Bessie) – Electoral Area B be received;

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

Subject to the following conditions, SCRD has no objections to the proposed residential private moorage fronting 9281 Truman Road or Lot 33, District Lot 2394, Plan VAP 13970 New Westminster District, Provincial Referral Number 2412231:

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. The proponent should implement both Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems, including;
  - Species At Risk and species of regional significance in or near the tenure area should be identified by dive assessment and protected;
  - This property and others nearby consider shared moorage facilities;



312/19 cont.

- c. Ensure that the shíshálh Nation is consulted and that all activities undertaken comply with the Heritage Protection Act.

AND FURTHER THAT comments from the Halfmoon Bay Advisory Planning Commission be provided to the Ministry.

**Recommendation No. 11**    *Provincial Referral for a Private Moorage 2412264 (Shortt)*

THAT the report titled Provincial Referral CRN00093 for a Private Moorage 2412264 (Shortt) – Electoral Area A be received;

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

Subject to the following conditions, SCRD has no objections to the proposed residential private moorage fronting District Lot REM3551, PID 015-871-002 New Westminster District, Provincial Referral Number 2412264):

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. The proponent should implement both Provincial and shíshálh Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems, including:
  - Species At Risk and species of regional significance in or near the tenure area should be identified by dive assessment and protected;
- c. Ensure that the shíshálh Nation is consulted and that all activities undertaken comply with the Heritage Protection Act;

AND FURTHER THAT comments from the Egmont / Pender Harbour Advisory Planning Commission be provided to the Ministry.

**Recommendation No. 12**    *Provincial Referral for a Private Moorage 2412002 (Kelemen)*

THAT the report titled Provincial Referral CRN00092 for a Private Moorage 2412002 (Kelemen) – Electoral Area B be received;

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

SCRD does not support the current private moorage application fronting Lot 45, District Lot 1488, Plan LMP 32269 New Westminster District, Provincial Referral Number 2412002.

312/19 cont.

AND THAT any updated or future application is recommended to ensure that:

- a. The Provincial policy of a maximum of one moorage facility per property is maintained;
- b. The applicant discuss proposals with neighbours who share the cove;
- c. The application align with the Provincial and shíshálh Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems, including:
  - Species At Risk and species of regional significance in or near the tenure area should be identified by dive assessment and protected;
  - This property and others nearby consider shared moorage facilities;
- d. The shíshálh Nation is consulted and that all activities undertaken comply with the Heritage Protection Act;

AND FURTHER THAT comments from the Halfmoon Bay Advisory Planning Commission be provided to the Ministry.

**Recommendation No. 15**    *Request For Proposal 19 399 Youth Centre Services Contract Award*

THAT the staff report titled RFP 19 399 Youth Centre Services Contract Award Report be received;

AND THAT a contract be awarded to The YMCA of Greater Vancouver for the total value of \$142,274 (before GST);

AND THAT the [670] Regional Recreation Programs operating budget be increased by \$4,014 in 2020, \$1,381 in 2021 and \$1,422 in 2022, funded from taxation;

AND FURTHER THAT the 2020-2024 Financial Plan be updated accordingly.

**Recommendation No. 16**    *Request for Proposal 1934501 Halkett Bay Dock Upgrade Repairs*

THAT the staff report titled Request for Proposal (RFP) 1934501 Halkett Bay Dock Upgrade Repairs be received;

AND THAT the Halkett Bay Dock Upgrade Repair contract be awarded to Pacific Industrial Marine Ltd. in an amount of up to \$360,666 (excluding GST);

312/19 cont. AND THAT the combined Ports Capital Renewal Plan project budget for Halkett Bay and West Bay be increased by \$65,406 from \$386,260 to \$447,666, funded from capital reserves;

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

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

**CARRIED**

Appointments **It was moved and seconded**

313/19 THAT the report titled 2020 Board Appointments be received;

AND THAT the Board appointments as listed in Attachment A of the report be adopted as follows:

**Board Liaison Appointments to SCRD Advisory Committees**

<b>Agricultural Advisory Committee (AAC)</b>	Board Liaison Alternate	Mark Hiltz Donna McMahon
<b>Natural Resources Advisory Committee (NRAC)</b>	Board Liaison Alternate	Andreas Tize Mark Hiltz
<b>Solid Waste Management Plan Monitoring Advisory Committee (PMAC)</b>	Board Liaison Alternate	Donna McMahon Leonard Lee
<b>Ports Monitors Committee (POMO)</b>	Board Liaison  Alternate	Mark Hiltz  Lori Pratt

**Director Appointments to SCRD Sub-Committees**

<b>Joint Use of Schools Subcommittee</b>	SCRD Appointees Alternate	Leonard Lee Andreas Tize Lori Pratt
<b>Joint Watershed Management Advisory Committee</b>	SCRD Appointees  Alternate	Mark Hiltz Andreas Tize Donna McMahon Darnelda Siegers Lori Pratt
<b>Heritage Protocol Committee</b>	SCRD	All Directors

313/19 cont.	<b>Gibsons &amp; District Fire Commission</b>	Area F Appointee	Mark Hiltz
		Area E Appointee	Donna McMahon

### **Appointments to Other Committees and Boards**

<b>Gibsons &amp; District Library</b>	SCRD Appointee Alternate	Donna McMahon Mark Hiltz
<b>Sechelt Public Library</b>	SCRD Appointee Alternate	Lori Pratt Leonard Lee
<b>Municipal Finance Authority</b>	SCRD Appointee Alternate	Lori Pratt Mark Hiltz
<b>Municipal Insurance Association</b>	SCRD Appointee Alternate	Lori Pratt Andreas Tize
<b>Metro Vancouver Aboriginal Relations Committee</b>	SCRD Appointee	Andreas Tize
<b>Island Coastal Economic Trust (ICET)</b>	Board Chair	Lori Pratt
<b>AVICC Special Committee on Solid Waste Management</b>	SCRD Appointee	Leonard Lee
<b>Sunshine Coast Youth Awareness Committee</b>	SCRD Appointee	Andreas Tize
<b>Gibsons Chamber of Commerce</b>	Board Liaison	Donna McMahon
<b>Ocean Watch Action Plan Task Force</b>	Board Liaison	Mark Hiltz
<b>Sunshine Coast Seniors Planning Table</b>	Board Liaison	Leonard Lee
<b>Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee</b>	SCRD Appointee Alternate	Donna McMahon Andreas Tize

313/19 cont.      **District of Sechelt Liquid Waste Management Plan Steering Committee and Technical Advisory Committee**      SCRD Appointee      Andreas Tize

**CARRIED**

AVICC      **It was moved and seconded**

314/19      THAT the report titled 2020 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received;

AND THAT staff prepare AVICC resolutions on the following topics and present them to the January 9, 2020 Planning and Community Development Committee meeting for consideration:

- business licencing authority for regional districts;
- abandoned RV campers/vehicles;
- storm-water management;
- marine debris;
- medical cannabis; and
- Ministry of Transportation and Infrastructure (MoTI) maintenance on secondary roads in rural areas.

**CARRIED**

CAO Report      **It was moved and seconded**

315/19      THAT the December 12, 2019 Chief Administrative Officer's Report be received for information.

**CARRIED**

## **BYLAWS**

Bylaw 453.6      **It was moved and seconded**

316/19      THAT the report titled Sunshine Coast Regional District Advisory Planning Commissions Amendment Bylaw No. 453.6, 2019 be received;

AND THAT *Sunshine Coast Regional District Zoning Advisory Planning Commissions Amendment Bylaw No. 453.6, 2019* be read a first time.

**CARRIED**

Bylaw 453.6      **It was moved and seconded**

317/19      THAT *Sunshine Coast Regional District Zoning Advisory Planning Commissions Amendment Bylaw No. 453.6, 2019* be read a second time.

**CARRIED**

Bylaw 453.6                    **It was moved and seconded**

318/19                        THAT *Sunshine Coast Regional District Zoning Advisory Planning Commissions Amendment Bylaw No. 453.6, 2019* be read a third time.

**CARRIED**

Bylaw 453.6                    **It was moved and seconded**

319/19                        THAT *Sunshine Coast Regional District Zoning Advisory Planning Commissions Amendment Bylaw No. 453.6, 2019* be adopted.

**CARRIED**

Bylaw 723                     **It was moved and seconded**

320/19                        THAT the report titled Revenue Anticipation Borrowing Bylaw be received;

AND THAT *Sunshine Coast Regional District 2020 Revenue Anticipation Borrowing Bylaw No. 723, 2019* be read a first time.

**CARRIED**

Bylaw 723                     **It was moved and seconded**

321/19                        THAT *Sunshine Coast Regional District 2020 Revenue Anticipation Borrowing Bylaw No. 723, 2019* be read a second time.

**CARRIED**

Bylaw 723                     **It was moved and seconded**

322/19                        THAT *Sunshine Coast Regional District 2020 Revenue Anticipation Borrowing Bylaw No. 723, 2019* be read a third time.

**CARRIED**

Bylaw 723                     **It was moved and seconded**

323/19                        THAT *Sunshine Coast Regional District 2020 Revenue Anticipation Borrowing Bylaw No. 723, 2019* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

## **NEW BUSINESS:**

*The Board discussed core business priorities and service levels.*

Service Level  
Priorities

**It was moved and seconded**

324/19

THAT a report identifying key legislated services that regional districts must deliver, be provided to a Committee meeting after adoption of the 2020 budget.

**CARRIED**

*The Board moved In Camera at 4:13 p.m.*

**IN CAMERA**

**It was moved and seconded**

325/19

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (g), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “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 negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

**CARRIED**

*The Board moved out of In Camera at 7:01 p.m.*

Sublease  
Agreements

**It was moved and seconded**

326/19

THAT the delegated authorities be authorized to enter into Hillside Water Lot Sublease Agreements 401 and 700 for:

- a. District Lot 7830, Block D, Group 1, New Westminster District, containing 5.73 acres (2.3188 hectares) in Hillside Industrial Park, and
- b. District Lot 7830, Hillside No. 1, 2 and 3 New Westminster District, containing 49.82 acres (20.1614 hectares) in Hillside Industrial Park, (known as Areas 401 & 700) with Coastland Wood Industries Limited as prescribed by Provincial Head Lease No. 235700 for a term of four years from January 1, 2020 to December 31, 2023 with a five-year renewal option subject to the precondition and the terms of a renewed Head Lease;

AND THAT the SRCD enter into an agreement with Coastland Wood Industries Limited to improve, at Coastland’s expense, McNair Creek Park to mitigate potential conflict between recreation and industrial uses before Lot 3 in Area 700 is authorized for use;

326/19 cont. AND THAT any agreement authorizing use of Lot 3 in Area 700 be included as an addendum to the sublease for Area 700;

AND THAT the 2020-2024 Financial Plan be updated to include rent received from subleases and 50% remitted to the Province;

AND THAT staff explore options for renewing the Headlease at Hillside Industrial Park between the SCRD and Province that is due to expire December 31, 2023;

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

**CARRIED**

Appointment **It was moved and seconded**

327/19 THAT John Willcox be appointed as the Ports Monitor (POMO) Committee representative for the Halfmoon Bay dock for a two-year term.

**CARRIED**

**ADJOURNMENT** **It was moved and seconded**

328/19 THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 7:01 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair



**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE  
2020-2024 Financial Plan**

**December 4, 2019**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 1 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz L. Lee D. McMahon L. Pratt A. Toth
<b>ALSO PRESENT:</b>	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Administrative Assistant/Recorder	T. Crosby
	Media	0
	Public	20

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

**AGENDA** The agenda was adopted as presented.

**PETITIONS AND DELEGATIONS**

*Heather Evans-Cullen, Library Director and Janet Hodgkinson, Board Chair, of the Gibsons and District Public Library addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Ms. Evans-Cullen and Ms. Hodgkinson for their presentation.*

**Recommendation No. 1** Gibsons and District Public Library – 2020 Budget Request

The Corporate and Administrative Services Committee recommended that the following information from the Gibsons and District Public Library be received:

- Correspondence dated November 12, 2019;
- 2020 Budget Request;
- Notes to 2020 Budget;
- Budget Plan 2020-2023;
- Library Strategic Plan 2019-2022;

- 2018 Annual Report;
- January to September 2019 Key Statistics; and
- November 2019 Events Schedule;

AND THAT the 2020 budget submission of \$648,841 from the Gibsons and District Public Library be approved and incorporated into the 2020 Round 2 Budget.

*Ann Hopkins, Past Board Chair and Shelley (Elle) Archibald, Chief Librarian of the Sechelt Public Library addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Ms. Hopkins and Ms. Archibald for their presentation.*

**Recommendation No. 2**     *Sechelt Public Library - 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Sechelt Public Library be received:

- Sechelt Library Budget Submission 2020-2024;
- 2019 Budget vs. Actuals;
- 2020-2024 budget;
- NEW – Annual Report 2018; and
- NEW – December 2019 Sechelt Library Program Guide;

AND THAT the 2020 funding request of \$828,720 from the Sechelt Public Library be referred to the 2020 Round 2 Budget for further consideration.

**Recommendation No. 3**     *Pender Harbour Reading Centre – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour Reading Centre be received:

- 2020 Budget with 2019 Budget vs. Actuals;

AND THAT the 2020 budget submission of \$2,000 from the Pender Harbour Reading Centre be approved and incorporated into the 2020 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

*Elle Archibald, Chief Librarian and Ann Watson, Archivist of the Sechelt Community Archives addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Ms. Archibald and Ms. Watson for their presentation.*

**Recommendation No. 4**     *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the following information from the Sechelt Community Archives be received:

- 2020 Budget including 2019 Budget vs. Actuals;

ANT THAT the 2020 budget submission of \$9,548 from the Sechelt Community Archives be approved and incorporated into the 2020 Round 2 Budget for Museum Services [648].

**Recommendation No. 5**     *Skookumchuck Heritage Society / Egmont Heritage Centre – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- 2020 Budget (2019 Actuals);

AND THAT the 2020 funding request of \$32,200 from the Skookumchuck Heritage Society / Egmont Heritage Centre be referred to the 2020 Round 2 Budget for clarification regarding the Centres' recovery of the ongoing and current year expected deficits.

*Mike Clement, Board President, Thor Olsen, Treasurer and Matthew Lovegrove, Curator of the Sunshine Coast Museum and Archives addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked the delegation for their presentation.*

**Recommendation No. 6**     *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that the following information from the Sunshine Coast Museum and Archives be received:

- NEW Presentation from the Sunshine Coast Museum and Archives
- Correspondence Regarding Summary of Revenue and Expenses to October 31, 2019;
- 2019 Financial Position Budget vs. Actuals; and
- 2020 Budget Request with Plan to 2024;

AND THAT the 2020 budget submission of \$89,316 for Sunshine Coast Museum and Archives be approved and incorporated into the 2020 Round 2 Budget for Museum Services [648].

*The Committee recessed at 11:13 a.m. and reconvened at 11:21 a.m.*

*Sue Lamb and Wendy White, Coordinators from the Halfmoon Bay – Chatelech Community School Association addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Ms. Lamb and Ms. White for their presentation.*

**Recommendation No. 7**     *Halfmoon Bay – Chatelech Community School Association*

The Corporate and Administrative Services Committee recommended that the following information from the Halfmoon Bay-Chatelech Community School Association be received:

- Correspondence dated November 15, 2019;
- 2020 Budget (July 1, 2019 to June 30, 2020); and
- Profit and Loss Statement (July 1, 2019 to October 31, 2019);

AND THAT the 2020 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2020 Round 2 Budget from Rural Areas' Grant-in-Aid Community Schools [125];

AND FURTHER THAT the 2020 budget submission of \$2,700 for Halfmoon Bay Tween Night be approved and incorporated into the 2020 Round 2 Budget for Regional Recreation [670].

*Francine Clohosey, Manager, Darcie Murray, Youth Program Coordinator and Paola Stewart, Community Recreation Coordinator of the Pender Harbour Community School Society addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked the delegation for their presentation.*

**Recommendation No. 8**     *Pender Harbour Community School Society – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour Community School Society be received:

- 2020 Budget Request for Community Recreation Program; and
- 2020 Budget Request for Youth Programs;

AND THAT the 2020 budget submission of \$10,000 for Youth Programs and the 2020 budget submission of \$40,000 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2020 Round 2 Budgets for Regional Recreation [670] - \$42,000 and for Rural Areas' Grant-in-Aid [121] - \$8,000.

*Jen Davey, Youth and Special Services Lead, Pan Wilson and Darcie Murray, Youth Outreach Workers of the Sunshine Coast Community Services – Youth Outreach Worker Program addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked the delegation for their presentation.*

**Recommendation No. 9**     *Sunshine Coast Community Services Society – 2020 Budget Request -Youth Outreach Worker Program*

The Corporate and Administrative Services Committee recommended that the following information from the Sunshine Coast Community Services Society be received:

- Presentation;
- Program Update; and
- 2020 Budget with Five Year Financial Plan;

AND THAT the 2020 budget submission of \$40,803.45 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2020 Round 2 Budget apportioned based on 50% assessed value and 50% population from Rural Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]).

*Ted Chisholm, Coordinator for Sechelt Community Schools Society addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Mr. Chisholm for his presentation.*

**Recommendation No. 10**    *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the following information from the Sechelt Community Schools Society be received:

- Correspondence dated November 15, 2019 (Sechelt Youth Centre);
- 2018-2019 Budget for Sechelt Youth Centre;
- 2019—2024 Budget for Sechelt Youth Centre;
- Community Programs and Initiatives 2018-2019 Annual Report;
- Correspondence dated November 15, 2019 (Youth Programs);
- 2018-2019 Budget for Youth Programs; and
- 2109-2024 Budget for Youth Programs;

AND THAT the 2020 budget submission of \$10,000 for Youth Programs and the 2020 budget submission of \$35,000 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2020 Round 2 Budget for Regional Recreation [670].

*Sheila Wilson, Coordinator for the Roberts Creek Community Schools Society addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Ms. Wilson for her presentation.*

**Recommendation No. 11**    *Roberts Creek Community School Society*

The Corporate and Administrative Services Committee recommended that the following information from the Roberts Creek Community School Society be received:

- Nights Alive Youth Drop-In Program Report;
- 2020 Budget (July 1, 2019 to June 30, 2020); and
- 2020 Budget with Five-Year Plan;

AND THAT the 2020 budget submission from the Roberts Creek Community School Society of \$10,000 for Youth Programs be approved and incorporated into the 2020 Round 2 Budget for Regional Recreation [670].

*The Committee recessed at 12:22 p.m. and reconvened at 1:02 p.m.*

*John L. Rathbone, Finance and Administration Manager and Doug Cameron, Treasurer of the Pender Harbour Health Centre addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Mr. Rathbone and Mr. Cameron for their presentation.*

**Recommendation No. 12**    *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour Health Centre be received:

- Correspondence dated November 15, 2019;
- Current 2019-2020 Budget and Projections;
- 2020 Proposed Budget;

- 2019-2020 Budget Detail;
- Pender Harbour Health Centre Overview;
- September 2, 2019 AGM Minutes and an e-mail regarding new Board Members;
- March 31, 2019 Financial Statements;

AND THAT the 2020 budget submission of \$142,040 for the Pender Harbour Health Centre be approved and incorporated into the 2020 Round 2 Budget for Pender Harbour Health Clinic [410];

AND FURTHER THAT the 2018 Pender Harbour Health Centre Special Capital Project request for lobby flooring of \$12,000 funded from Reserves, plus an additional \$8,000 be reallocated from 2020 Reserves for a total project value of \$20,000 to a Special Capital Project for building a secure vehicle storage on the Health Centre property for the newly acquired handicap vehicle.

*Paul Kamon, Executive Director, Sunshine Coast Tourism addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Mr. Kamon for his presentation.*

**Recommendation No. 13**    *Sunshine Coast Tourism – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from Sunshine Coast Tourism be received:

- Correspondence dated November 21, 2019; and
- Introduction to Sunshine Coast Tourism;

AND THAT the 2020 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2020 Round 2 Budget, by assessed value for each of Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

*Verna Chan, Rick Harmer and Linda Williams, Directors of the Coast Cultural Alliance addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked the delegation for their presentation.*

**Recommendation No. 14**    *Coast Cultural Alliance – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Coast Cultural Alliance be received:

- Correspondence dated November 8, 2019;
- 2020 Economic Development Request Information;
- Budget vs. Actuals to November 2019,
- 2019 Sunshine Coast Art Crawl Information; and
- Statistics for Art Crawl;

AND THAT the 2020 budget submission of \$4,200 for Sunshine Coast Art Crawl and the 2020 budget submission of \$3,000 for the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2020 Round 2 Budget, funded evenly between Rural

Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

## **COMMUNICATIONS**

### **Recommendation No. 15** *Roberts Creek Community Library*

The Corporate and Administrative Services Committee recommended that the following information from the Roberts Creek Community Library be received:

- 2020 Budget with 2019 Budget vs. Actuals;

AND THAT the 2020 budget submission of \$14,300 for the Roberts Creek Community Library be approved and incorporated into the 2020 Round 2 Budget for Roberts Creek Library Service [646].

### **Recommendation No. 16** *Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the following information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated November 15, 2019;

AND THAT the Gibsons and District Chamber of Commerce funding request be referred to the 2020 Round 2 Budget;

AND FURTHER THAT the Gibsons and District Chamber of Commerce be invited as a delegation to present a more detailed budget and explanation of the programs and areas supported.

### **Recommendation No. 17** *Pender Harbour and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the following information from the Pender Harbour and District Chamber of Commerce be received:

- Correspondence dated November 13, 2019;
- Executive Summary dated November 12, 2019;
- 2020 Budget with 2019 Budget vs. Actuals;
- 2020-2024 Budget Plan;
- 2019 Budget vs. Actuals; and
- Balance Sheet;

AND THAT the Pender Harbour and District Chamber of Commerce 2020 budget request of \$18,650 be approved and incorporated into the 2020 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- |  |          |
|--|----------|
| • Tourism Sanitation Services (Portable Toilets) | \$2,650  |
| • Visitor Information Centre Washrooms           | \$5,500  |
| • Visitor Information Booths                     | \$8,000  |
| • Economic Development                           | \$2,500. |

**Recommendation No. 18** *District of Sechelt – Sechelt Public Library Funding and Agreement Council Resolution*

The Corporate and Administrative Services Committee recommended that the correspondence dated November 28, 2019 from the District of Sechelt regarding Council Resolution pertaining to the Sechelt Public Library Funding and Agreement be received.

*The Committee recessed at 2:21 p.m. and reconvened at 2:32 p.m.*

**REPORTS**

**Recommendation No. 19** *Rural Areas' Grant-in-Aid and Economic Development Status Updates*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid and Economic Development Status Updates be received for information.

**Recommendation No. 20** *Rural Areas' Grant-in-Aid Update*

The Corporate and Administrative Services Committee recommended that the 2019 surpluses for each of the Rural Areas' Grant-in-Aid Functions be incorporated into the 2020 Round 2 Budget as follows:

- |   |                                    |
|---|------------------------------------|
| • Electoral Area A [121]                        | \$6,653.68 increase discretionary; |
| • Electoral Area B [122]                        | \$3,703.66 increase discretionary; |
| • Electoral Areas E and F [123]                 | \$1,290.68 increase discretionary; |
| • Community Schools [125]                       | \$685.40 reduce taxation;          |
| • Greater Gibsons Community Participation [126] | \$1,290.58 increase discretionary; |
| • Electoral Area D [127]                        | \$259.42 increase discretionary;   |
| • Electoral Area E [128]                        | \$69.17 increase discretionary;    |
| • Electoral Area F [129]                        | \$5,204.36 increase discretionary; |

AND THAT for Electoral Area E [128] discretionary be increased by \$1,000 funded through Taxation

**Recommendation No. 21** *Economic Development Update*

The Corporate and Administrative Services Committee recommended that the 2019 surpluses for each of the Economic Development be incorporated into the 2020 Round 2 Budget as follows:

- |                          |                                    |
|--------------------------|------------------------------------|
| • Electoral Area A [531] | \$2,956.39 reduce taxation;        |
| • Electoral Area B [532] | \$5,602.64 increase discretionary; |
| • Electoral Area D [533] | \$2,059.03 reduce taxation;        |
| • Electoral Area E [534] | \$10,934.91 reduce taxation;       |
| • Electoral Area F [535] | \$4,956.34 reduce taxation.        |

*Director Lee left the meeting at 3:04 p.m.*



**Recommendation No. 22**    *Special Funding Requests*

The Corporate and Administrative Services Committee recommended that the report titled Special Funding Requests be received.

**Recommendation No. 23**    *Coast Car Co-Op*

The Corporate and Administrative Services Committee recommended that staff investigate the implications, options for and potential benefits of the SCRDC becoming a member of the Coast Car Co-Op program including financial implications of both staff and elected officials included.

**Recommendation No. 24**    *Service for Organizations*

The Corporate and Administrative Services Committee recommended that for 2020 Round 2 Budget the Community Resource Centre submit a proposal for the Seniors' Planning Table Program with a detailed budget for 2020;

AND THAT this recommendation be forwarded to the Town of Gibsons for consideration.

**ADJOURNMENT**                      3:41 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE  
2020-2024 Financial Plan**

**December 5 and 6, 2019**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 1 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	D. Siegers
	Directors	A. Tize D. Croal M. Hiltz L. Lee D. McMahon L. Pratt A. Toth
<b>ALSO PRESENT:</b>	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Corporate Officer	S. Reid
	G.M., Planning and Community Development	I. Hall (Part)
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Sr. Mgr., Human Resources	G. Parker (Part)
	Administrative Assistant/Recorder	T. Crosby (Part)
	Executive Assistant/Recorder	T. Hincks (Part)
	Media	2
	Public	0

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

**AGENDA** The agenda was adopted as presented.

*The Committee moved In Camera at 9:31 a.m.*

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (a) 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.” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In Camera at 9:43 a.m.*

*The Directors discussed creating a parking lot list of items to review by the end of Round 1.*

## **REPORTS**

### **Recommendation No. 1**      *2020-2024 Financial Plan Overview and Update*

The Corporate and Administrative Services Committee recommended that the report titled 2020-2024 Financial Plan Overview and Update at Round 1 be received for information.

### **Recommendation No. 2**      *Annual Support Service Allocation Policy Review*

The Corporate and Administrative Services Committee recommended that the report titled Annual Support Service Allocation Policy Review be received;

AND THAT for 2020 the Support Services Allocation Policy be amended to include cost sharing for the Mason Road works yard site;

AND FURTHER THAT the Support Service Allocation Policy be approved as amended.

### **Recommendation No. 3**      *Departmental Service Plans – Lite Version*

The Corporate and Administrative Services Committee recommended that the report titled Departmental Service Plans – Lite Version be received for information.

### **Recommendation No. 4**      *General Government [110] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [110] General Government be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Website Redesign Consulting Services (Phase 2), \$125,000 funded from Operating Reserves;
- Budget Proposal 2 – Online Public Engagement Platform, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2020 Round 2 Budget with funding source changed to Operating Reserves:

- Budget Proposal 3 – Audio-Visual Improvements in the Board Room, \$10,000 funded through Taxation.

### **Recommendation No. 5**      *Finance [113] – Asset Management [111] – 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [111] Asset Management be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Training and Designation - Increase to Base Budget, funded \$10,000 from Support Services.

**Recommendation No. 6**     *Human Resources [115] - 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [115] Human Resources be received;

AND THAT that the following budget proposals funding implications be incorporated into Human Resources [115] and the budget proposals be referred to 2020 Round 2 Budget to reflect the impact to the base 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.

*The Committee recessed 10:49 a.m. and reconvened at 10:58 a.m.*

**Recommendation No. 7**     *Finance [113] – Purchasing and Risk Management [116] - 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [113] Finance – [116] Purchasing and Risk Management be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Phase 2 of Insurance Asset Appraisal, Up to \$25,000 funded from Operating Reserves;
- Budget Proposal 2 – Employee Memberships – Increase to Base Budget, \$1,360 funded from Support Services.

**Recommendation No. 8**     *Information Technology [117] - 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [117] Information Technology be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Mobile Device Management Software Solution – Increase to Base Budget, \$12,000 funded from Support Services.

**Recommendation No. 9**     *Gibsons and District Fire Protection [210] - 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [210] Gibsons and District Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Vehicle Repairs and Maintenance – Increase to Base Budget, \$15,000 funded through Taxation;
- Budget Proposal 2 – Capital Reserve Contributions – Increase to Base Budget, \$75,000 funded through Taxation;
- Budget Proposal 3 – Training and Development – Increase to Base Budget, \$27,500 funded through Taxation;
- Budget Proposal 4 – Replacement of Engine #1 (Unit 371), \$350,000 funded by MFA 5 Year Equipment Finance Loan;
- Budget Proposal 5 – Automatic Garage Door Openers (Halls 1 and 2), \$30,000 funded from Capital Reserves;

AND THAT a loan of up to \$350,000 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 a new Engine.

**Recommendation No. 10**     *Roberts Creek Fire Protection [212] - 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [212] Roberts Creek Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Engine #1 Replacement, \$350,000 funded from Capital Reserves;
- Budget Proposal 2 – Capital Reserve Contributions – Increase to Base Budget, \$50,000 funded through Taxation.

**Recommendation No. 11**     *Halfmoon Bay Fire Protection [216] - 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Tanker (Tender) Replacement, \$500,000 funded \$300,000 from Capital Reserves and \$200,000 by MFA 5 Year Equipment Finance Loan;
- Budget Proposal 2 – Gear Washing Machine, \$20,000 funded from Capital Reserves;
- Budget Proposal 3 – Clothing and Laundering – Increase to Base Budget \$6,300 funded through Taxation;
- Budget Proposal 4 – Facility Upgrades – Training Yard Fencing, \$35,000 funded from Capital Reserves;

- Budget Proposal 5 – Capital Reserve – Increase to Base Budget, \$50,000 funded through Taxation;
- Budget Proposal 6 – Facility Audit and Report, \$7,000 funded from Operating Reserves;

AND THAT a loan of up to \$200,000 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 a new Tanker (Tender).

**Recommendation No. 12**     *Egmont and District Fire Protection [218] - 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [218] Egmont and District Fire Protection be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Honorarium – Increase to Base Budget, \$2,000 funded through Taxation.

**Recommendation No. 13**     *Sunshine Coast Emergency Planning [222] - 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [222] Sunshine Coast Emergency Planning be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Mass Communication System, annual cost of \$10,000 funded through Taxation.

**Recommendation No. 14**     *Maintenance Facility (Fleet) [312] - 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [312] Maintenance Facility (Fleet) be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Loaner Vehicle, \$10,000 funded from Capital Reserves;
- Budget Proposal 2 – Electric Vehicle Maintenance, \$10,000 funded from Operating Reserves.

**Recommendation No. 15**     *Regional Solid Waste [350] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [350] Regional Solid Waste be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Hydrogeological Assessment Update for the Sechelt Landfill, \$20,000 funded through Taxation;
- Budget Proposal 2 – Leachate Management Update for the Sechelt Landfill, \$10,000 funded through Taxation;
- Budget Proposal 3 – Future Waste Disposal Options Analysis Study, \$175,000 funded through Taxation;
- Budget Proposal 4 – Sechelt Landfill Share Shed Sinkhole Repairs, \$10,000 funded through Taxation;
- Budget Proposal 6 – Backyard Composter Rebate Program – Increase to Base Budget, \$10,000 funded from Eco-Fee Reserves;
- Budget Proposal 7 – Sechelt Landfill Biocover Feasibility, \$15,000 funded through Taxation;
- Budget Proposal 9 – WildSafeBC Program, \$10,000 funded through Taxation;

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending a staff report to January 2020 Infrastructure Services Committee meeting with a further explanation of the scope, a cost benefit analysis and a list of potential users in Area A and including options for small businesses if there will be a full ban on food waste:

- Budget Proposal 5 – Food Waste Drop-Offs – Increase to Base Budget, \$160,000 funded through Taxation;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending further information to be presented at 2020 Round 2 Budget:

- Budget Proposal 8 – Drywall Screening Process Improvement.

**Recommendation No. 16**    *Refuse Collection [355] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [355] Refuse Collection be received;

AND THAT the following budget proposals be referred to the 2020 Round 2 Budget pending a staff report to the January 2020 Infrastructure Services Committee meeting with further information on the associated contracts for the curbside collection and processing of residential food waste:

- 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.

*The Committee recessed at 11:57 a.m. and reconvened at 1:00 p.m.*

**Recommendation No. 17**    *North Pender Harbour Water Service [365] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Construction Archaeological Funding – Increase to Base Budget, \$5,000 funded through User Fees;
- Budget Proposal 2 – Confined Space Document Review, \$2,500 funded from Operating Reserves;
- Budget Proposal 3 – North Pender Harbour Water Service – Hydrant Program – Increase to Base Capital Budget, \$15,000 funded through Parcel Taxes;
- Budget Proposal 4 – New or Expansion of Water Conservation Programs – Increase to Base Budget, \$400 of a total \$19,000 for the project, funded through User Fees;
- Budget Proposal 5 – North Pender Harbour Water Service – Water Supply Plan, \$75,000 funded from Operating Reserves;
- Budget Proposal 6 – Metering Program 2: Water Meter Data Analytics, \$3,000 of a total \$60,000 for the project, funded through User Fees;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending staff report to the January 2020 Infrastructure Services Committee meeting with a 2020 project plan, funding required and sources of funding available

- Budget Proposal 7 – Water Governance Program.

**Recommendation No. 18**     *South Pender Harbour Water Service [366] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Construction Archaeological Funding – Increase to Base Budget, \$5,000 funded through User Fees;
- Budget Proposal 2 – McNeil Lake Dam Safety Audit, \$40,000 funded from Operating Reserves;
- Budget Proposal 3 – Confined Space Document Review, \$5,000 funded from Operating Reserves;
- Budget Proposal 4 – South Pender Harbour Water Service – Hydrant Program – Increase to Base Capital Budget, \$15,000 funded through Parcel Taxes;
- Budget Proposal 5 – New or Expansion of Water Conservation Programs – Increase to Base Budget, \$600 of a total \$19,000 for the project, funded through User Fees;
- Budget Proposal 6 – South Pender Harbour Water Treatment Plant Upgrades, \$50,000 funded from Capital Reserves;
- Budget Proposal 7 – South Pender Harbour Water Service – Water Supply Plan, \$75,000 funded from Operating Reserves;
- Budget Proposal 8 – Metering Program 2: Water Meter Data Analytics, \$6,000 of a total \$60,000 for the project, funded through User Fees;



AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending staff report to the January 2020 Infrastructure Services Committee meeting with a 2020 project plan, funding required and sources of funding available

- Budget Proposal 9– Water Governance Program.

**Recommendation No. 19**     *Building Maintenance [313] – 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [313] Building Maintenance be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Facility Services and Parks – Building Maintenance Vehicle, \$25,000 Capital Expenditure funded through MFA 5-Year Equipment Finance Loan (with \$1,500 increase to base operating budget in 2020 and \$6,000 future base operating budget Increase funded through Internal Recoveries;

AND FURTHER THAT a loan of up to \$25,000 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 a Building Maintenance Vehicle.

**Recommendation No. 20**     *Community Recreation Facilities [615] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [615] Community Recreation Facilities be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Sunshine Coast Arena Refrigeration Plant Regulatory Items, \$13,000 funded through Taxation;
- Budget Proposal 2 –Gibsons and District Aquatic Facility Critical Capital Components, \$25,000 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to the 2020 Round 2 Budget pending further information in relation to the two projects, outlining options and providing a funding source for Budget Proposal 3:

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

**Recommendation No. 21**     *Pender Harbour Aquatic and Fitness Centre [625] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Replacement of Main Pool Circulation Pump and 3 filters, \$30,420 funded from Capital Reserves;
- Budget Proposal 2 – Spare Circulation Pump Purchase for Hot Tub Jet and Main Pool Systems, \$17,450 funded from Capital Reserves;
- Budget Proposal 3 – Gym Equipment Replacement Plan – Increase to Base Budget, \$2,000 funded through Taxation.

**Recommendation No. 22**     *Community Parks [650] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Service Contract Value Adjustments – Inflation and Climate Change – Increase to Base Budget, \$20,000 funded through Taxation;
- Budget Proposal 2 – New Service Contracts – Increase to Base Budget, \$13,000 funded through Taxation;
- Budget Proposal 3 – Parks Building (Partial Replacement / Upgrade), \$300,000 funded from Capital Reserves;
- Budget Proposal 6 – Sports Field Equipment – Deep Aerator, \$60,000 funded from Capital Reserves;

AND THAT the following budget proposal be referred to the 2020 Round 2 Budget pending staff report to January 2020 Planning and Community Development Committee meeting with a historical overview and past staff reports in regards to the Parks Capital Budget:

- Budget Proposal 4 – Establishment of a Parks Capital Budget – Increase to Base Budget, \$100,000 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to the 2020 Round 2 Budget pending staff report to January 2020 Planning and Community Development Committee meeting regarding project options / plans for both and funding details for the Sports Field Budget Proposal:

- Budget Proposal 5 – Suncoaster Trail (Phase 2), \$400,000 funded through Grant opportunity;
- Budget Proposal 7 – Sports Field Replacement / Upgrades – Shirley Macey.

**Recommendation No. 23**     *Dakota Ridge Recreation Service Area [680] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [680] Dakota Ridge Recreation Service Area be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Service Contract Value Adjustments – Increase to Base Budget, \$5,100 funded through Taxation;
- Budget Proposal 2 – Pisten Bully Track Replacement, \$25,000 funded from Operating Reserves;
- Budget Proposal 3 – One-Time Minor Capital – Upgrades and Renewal, \$33,500 funded from Operating Reserves.

**Recommendation No. 24**    *Regional Planning [500] – 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [500] Regional Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Regional Housing Conference Partnership, \$10,000 funded through Taxation, with possible grant option.

**Recommendation No. 25**    *Public Transit [310], Maintenance Facility (Fleet) [312], Community Parks [650], Regional Water Service [370] – 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [310] Public Transit, [312] Maintenance Facility (Fleet), [650] Community Parks, [370] Regional Water Service be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Replacement of Mason Road Gate, \$30,000 funded as follows:
  - Operating Reserves for [310] – \$6,000
  - Capital Reserves for [312] - \$6,000
  - Capital Reserves for [650] - \$4,000
  - Capital Reserves for [370] - \$14,000.

**Recommendation No. 26**    *Regional Sustainability Services [136] – 2020 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [136] Regional Sustainability Services be received;

AND THAT the following budget proposal be referred to the 2020 Round 2 Budget pending further information from staff as to whether grant funding is available or other possible Funding Sources:

- Budget Proposal 1 – Community Emissions Analysis, \$150,000 funded through Taxation.

**Recommendation No. 27**    *Building Inspection [520] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [520] Building Inspection be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Building Division Unit #440 Vehicle Replacement, \$50,000 funded from Capital Reserves;

AND FURTHER THAT staff report to 2020 Round 2 Budget regarding proposed reduction for building inspection taxation.

*The proposed Round 1 Taxation numbers were provided to the Committee.*

*The Committee recessed at 2:15 p.m. on Thursday, December 5, 2019 and reconvened at 9:30 a.m. on Friday, December 6, 2019.*

*The agenda was amended to add the following under New Business: Director Compensation.*

**Recommendation No. 28**    *Regional Water Service [370] Budget Proposal Funding Implications*

The Corporate and Administrative Services Committee recommended that the report titled Regional Water Service [370] Budget Proposal Funding Implications be received.

**Recommendation No. 29**    *Regional Water Service [370] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Cove Cay Pump Station Rebuild and Access Improvements, \$250,000 funded from Capital Reserves;
- Budget Proposal 2 – Edwards Lake Dam Safety Audit Additional Funding, \$25,000 funded from Operating Reserves;
- Budget Proposal 3 – Chapman Lake Dam Safety Audit, \$40,000 funded from Operating Reserves;
- Budget Proposal 4- Construction Archaeological Funding – Increase to Base Budget, \$35,000 funded through User Fees;
- Budget Proposal 5 – Confined Space Document Review, \$22,500 funded from Operating Reserves;
- Budget Proposal 6 – Operational Supplies – Increase to Base Budget, \$80,000 funded through User Fees;
- Budget Proposal 8 – Reed Road and Elphinstone Road Watermain Replacement, \$750,000 funded from Capital Reserves;
- Budget Proposal 9 – Chapman Water Treatment Plant Instrumentation, \$50,000 funded from Capital Reserves;

- Budget Proposal 10 – Chapman Creek Water Treatment UV Upgrade, \$250,000 funded from Capital Reserves;
- Budget Proposal 11 – Bylaw 422 Update, \$30,000 funded from Operating Reserves;
- Budget Proposal 12 – Chapman Creek Water Treatment Plant Sludge Residuals Disposal and Planning, \$200,000 funded from Operating Reserves;
- Budget Proposal 13 – Regional Pressure Reducing Valve Replacements, \$125,000 funded from Capital Reserves;
- Budget Proposal 14 – Exposed Watermain Rehabilitation (Funding Increases), \$87,500 funded from Capital Reserves;
- Budget Proposal 15 – Langdale Pump Station (Phase 2), \$175,000 funded from Capital Reserves;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending a staff report to the January 2020 Infrastructure Services Committee meeting providing the impact to the Regional Water Service [370] of both options suggested i.e. adding the full \$650,000 to 2020 or adding only \$325,000 to 2020 and \$325,000 to 2021:

- Budget Proposal 7 – Capital Watermain Replacement – Increase to Base Budget , \$650,000 funded through Parcel Taxes;

*The Committee recessed at 10:50 a.m. and reconvened at 10:59 a.m.*

**Recommendation No. 30**    *Regional Water Service [370] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 17 – New or Expansion of Water Conservation Rebate Programs – Increase to Base Budget, \$18,000 of a total \$19,000 project cost, funded through User Fees;
- Budget Proposal 18 – Metering Program: Meter Installation Phase 3 District of Sechelt and Sechelt Indian Government District, \$7,000,000 funded through Long Term Loan;
- Budget Proposal 19 – Metering Program 2: Water Meter Data Analytics; \$51,000 of a total \$60,000 project cost, funded through User Fees;
- Budget Proposal 20 – Groundwater Investigation Phase 3 – Gray Creek, \$200,000 funded from Operating Reserves;
- Budget Proposal 23 – Feasibility Study Upgrades Eastbourne Water System, \$40,000 funded from Operating Reserves;
- Budget Proposal 26 – Water Supply and Conservation Public Engagement 2020 (including Water Summit), \$35,000 funded from Operating Reserves;
- Budget Proposal 27 – Chapman Creek Environmental Flow Requirements Update, \$50,000 funded from Operating Reserves;
- Budget Proposal 30 – Summer Student (4 months) – Water Asset Inventory Update, \$22,000 funded through User Fees;
- Budget Proposal 32 – Chapman Creek Water Treatment Plant Hot Water Upgrade, \$25,000 funded from Capital Reserves;
- Budget Proposal 33 – Cemetery Reservoir Fencing and Road Access, \$25,000 funded from Capital Reserves;
- Budget Proposal 34 – Equipment Purchase – Utility Trailer, \$15,000 funded from Capital Reserves;

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending further information to be included in the Budget Proposals (such as adding to rationale / service impacts, scope of work, funding required, funding sources):

- Budget Proposal 21 – Groundwater Investigation Phase 2, Part 2;
- Budget Proposal 22 – Groundwater Investigation Phase 4 – Church Road;
- Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4, 225,000 funded from Operating Reserves;
- Budget Proposal 25 – Regional Water Reservoir Development Phase 1;
- Budget Proposal 29 – Water Governance Program 2020;

AND THAT the following budget proposal's 2020 funding implications be incorporated into Regional Water Service [370] and the budget proposal be referred to 2020 Round 2 Budget pending further information on alternative uses of the tanks when not used for emergency supply and also how this would affect the maintenance and cleaning of the tanks:

- Budget Proposal 28 – Emergency Water Storage Tanks, \$10,000 funded from Capital Reserves;

AND FURTHER THAT the following budget proposal's 2020 funding implications be incorporated into Regional Water Service [370] and the budget proposal be referred to 2020 Round 2 Budget pending further information on the Strategic Infrastructure Division:

- Budget Proposal 31 – Vehicle Purchase – Strategic Infrastructure Division, \$93,000 funded through MFA 5-Year Equipment Financing Loan.

**Recommendation No. 31**    *Regional Water Service [370] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 16 – Utility Vehicle Purchase, \$46,500 funded through MFA 5 Year Equipment Finance Loan'

AND THAT a loan of up to \$46,500 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 a Utility Vehicle.

**Recommendation No. 32**    *Regional Water Service [370] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 35 – Equipment Purchase – Excavator and Trailer, \$200,000 funded through MFA 5-Year Equipment Financing Loan;

AND THAT a loan of up to \$200,000 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 a Excavator and Trailer.

**Recommendation No 33**     *Wastewater Treatment Services [381-395] – 2020 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R1 Budget Proposal for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – [387] Square Bay Infiltration Reduction (2020), \$25,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2020 Round 2 Budget pending staff report to January 2020 Infrastructure Services Committee meeting outlining proposed projects for 2020 and funding options:

- Budget Proposal 2 – [381-395] Wastewater Treatment Plants Asset Management Plans.

*The Committee recessed at 12:01 p.m. and reconvened at 1:01 p.m.*

*The Corporate and Administrative Services Committee reviewed the 2020 Round 1 Budget Parking lot list.*

**Recommendation No. 34**     *Bylaw Enforcement*

The Corporate and Administrative Services Committee recommended that a report providing options for weekend bylaw enforcement services be brought to a future Committee meeting.

**Recommendation No. 35**     *Access Road Maintenance*

The Corporate and Administrative Services Committee recommended that staff provide a report to a future committee on access roads used by the Sunshine Coast Regional District that were previously maintained by the Ministry of Transportation and Infrastructure (MOTI), but are no longer maintained; and the impact on the Regional District;

AND THAT the report also identify opportunities for collaboration with other local governments on sharing of road maintenance equipment as well as the potential for coordinating MOTI road improvements with watermain replacements so they coincide with the addition of bike paths.

**Recommendation No 36**     *Landfill Tipping Fees*

The Corporate and Administrative Services Committee recommended that a landfill tipping fee report be brought to a future Committee to consider a base budget increase due to anticipated reductions in tipping fees and the need to build up an operating reserve fund.

*The Committee moved In Camera at 2:03 p.m.*

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (a) 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.” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In Camera at 4:22 p.m.*

## **NEW BUSINESS**

*The Corporate Officer gave an update on a forthcoming report regarding Director Remuneration.*

## **ADJOURNMENT**

4:23 p.m.

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Committee Chair



**SUNSHINE COAST REGIONAL DISTRICT  
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

**December 12, 2019**

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RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC.

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<b>PRESENT:</b>	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area D	A. Tize
		Electoral Area B	L. Pratt
		Electoral Area A	L. Lee
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal
		shíshálh Nation	K. Julius (part)
<b>ALSO PRESENT:</b>	Interim Chief Administrative Officer		M. Brown
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom (part)
	Manager, Planning and Development		D. Pady
	Manager, Capital Projects		S. Misiurak (part)
	Manager, Utility Services		S. Walkey (part)
	Senior Planner		Y. Siao (part)
	Planner		J. Clark (part)
	Administrative Assistant / Recording Secretary		A. O'Brien
	Public		40 +/- (part)
	Media		1

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**CALL TO ORDER**      9:30 a.m.

**AGENDA**              The agenda was adopted as presented.

**PRESENTATIONS and DELEGATIONS**

*William Charlton, Pender Harbour and Area Residents Association presented to the Committee regarding request for support of amendments to the Pender Harbour Dock Management Plan.*

**Recommendation No. 1**      *Pender Harbour and Area Residents Association Delegation*

The Planning and Community Development Committee recommended that the delegation materials from the Pender Harbour and Area Residents Association regarding request for support of amendments to the Pender Harbour Dock Management Plan be received.

**Recommendation No. 2**      *Pender Harbour and Area Residents Association request to amend the Dock Management Plan*

The Planning and Community Development Committee recommended that the SCRD support the Pender Harbour and Area Residents Association (PHARA) sending a request to amend the

Dock Management Plan (DMP) to the shíshálh Nation Foundation Agreement's Shared Decision Making Working Group;

AND THAT this recommendation be forwarded to the Regular Board meeting of December 12, 2019.

**Recommendation No. 3**      *Review of OCP and Zoning Bylaw in Electoral Area A*

The Planning and Community Development Committee recommended that staff be requested to review the Official Community Plan and Land Use Bylaws in Electoral Area A to determine amendments that could be implemented for the regulation of uses related to the foreshore, as informed by the potential future decisions of the Shared Decision Making process;

AND THAT this recommendation be forwarded to the Regular Board meeting of December 12, 2019.

**PRESENTATIONS and DELEGATIONS**

*Marta Green, Professional Geoscientist, Associated Environmental Consultants presented to the Committee regarding the Groundwater Investigation Phase 3 - Church Road results.*

**Recommendation No. 4**      *Associated Environmental Consultants Groundwater Investigation Phase 3 – Church Road results Presentation*

The Planning and Community Development Committee recommended that the presentation provided by Associated Environmental Consultants regarding the Groundwater Investigation Phase 3 – Church Road results be received.

**REPORTS**

**Recommendation No. 5**      *Groundwater Investigation Phase 3 – Church Road Results*

The Planning and Community Development Committee recommended that the report titled Groundwater Investigation Phase 3 – Church Road Results be received;

AND THAT a budget proposal for \$8,270,000 for a Groundwater Investigation Phase 4 with respect to the development of a well field at Church Road be brought forward to the 2020 Round 2 Budget.

*The Committee recessed at 11:30 a.m. and reconvened at 11:35 a.m.*

**Recommendation No. 6**      *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019 (Thomson)*

The Planning and Community Development Committee recommended that the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.121, 2019 (Thomson) Consideration of First Reading – Electoral Area A be received;

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019* be forwarded to the Board for consideration of First Reading;

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019* be referred to the Egmont / Pender Harbour Advisory Planning Commission, shíshálh Nation and the Ministry of Transportation & Infrastructure for comment;

AND FURTHER THAT a Public Information Meeting be held with respect to *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019* prior to consideration of Second Reading.

**Recommendation No. 7**     *Frontage Waiver FRW00006 (Rockford)*

The Planning and Community Development Committee recommended that the report titled Frontage Waiver FRW00006 (Rockford) – Electoral Area F be received;

AND THAT the requirement for 10 percent perimeter road frontage for the proposed creation of Lots 14 to 26 in the subdivision of District Lot 1354 Group 1 New Westminster District Except Firstly Part in Highway Plan 14999 Secondly Part Subdivided by Plan BCP4076 be waived.

*Director McMahon opposed.*

**Recommendation No. 8**     *Development Variance Permit DVP00049 (Watson)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00049 (Watson) - Electoral Area E be received;

AND THAT Development Variance Permit DVP00049 to vary Zoning Bylaw No. 310 Section 502.8(b) for the maximum floor area of a freestanding auxiliary dwelling, from 55m<sup>2</sup> to 88.5 m<sup>2</sup>, be issued subject to:

1. A new covenant in accordance with Vancouver Coastal Health requirements be registered to replace the covenant for the existing septic system.
2. Comments received from Skwxwú7mesh Nation within the 60-day referral period.

**Recommendation No. 9**     *Development Variance Permit Application DVP00052 (Van Hatten)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit Application DVP00052 (Van Hatten) – Area A be received;

AND THAT Development Variance Permit Application DVP00052 to vary Zoning Bylaw No. 337 Section 516(1)(c) for setback distance from the natural boundary, from 20 metres to 17.42 metres, be issued subject to:

- a. Comments received from *shíshálh* Nation within the 60-day referral period.

**Recommendation No. 10**     *Provincial Referral for a Private Moorage 2412231 (Bessie)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00094 for a Private Moorage 2412231 (Bessie) – Electoral Area B be received;

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

Subject to the following conditions, SCR D has no objections to the proposed residential private moorage fronting 9281 Truman Road or Lot 33, District Lot 2394, Plan VAP 13970 New Westminster District, Provincial Referral Number 2412231:

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. The proponent should implement both Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems, including:
  - Species At Risk and species of regional significance in or near the tenure area should be identified by dive assessment and protected;
  - This property and others nearby consider shared moorage facilities;
- c. Ensure that the *shíshálh* Nation is consulted and that all activities undertaken comply with the Heritage Protection Act.

AND THAT comments from the Halfmoon Bay Advisory Planning Commission be provided to the Ministry;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 12, 2019.

**Recommendation No. 11** *Provincial Referral for a Private Moorage 2412264 (Shortt)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00093 for a Private Moorage 2412264 (Shortt) – Electoral Area A be received;

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

Subject to the following conditions, SCRD has no objections to the proposed residential private moorage fronting District Lot REM3551, PID 015-871-002 New Westminster District, Provincial Referral Number 2412264):

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. The proponent should implement both Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems, including:
  - Species At Risk and species of regional significance in or near the tenure area should be identified by dive assessment and protected;
- c. Ensure that the *shíshálh* Nation is consulted and that all activities undertaken comply with the Heritage Protection Act;

AND THAT comments from the Egmont / Pender Harbour Advisory Planning Commission be provided to the Ministry;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 12, 2019.

**Recommendation No. 12**    *Provincial Referral for a Private Moorage 2412002 (Kelemen)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00092 for a Private Moorage 2412002 (Kelemen) – Electoral Area B be received;

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

SCRD does not support the current private moorage application fronting Lot 45, District Lot 1488, Plan LMP 32269 New Westminster District, Provincial Referral Number 2412002;

AND THAT any updated or future application is recommended to ensure that:

- a. The Provincial policy of a maximum of one moorage facility per property is maintained;
- b. The applicant discuss proposals with neighbours who share the cove;

c. The application align with the Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining marine moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems, including;

- Species At Risk and species of regional significance in or near the tenure area should be identified by dive assessment and protected;

- This property and others nearby consider shared moorage facilities;

d. The *shíshálh* Nation is consulted and that all activities undertaken comply with the *Heritage Protection Act*;

AND THAT comments from the Halfmoon Bay Advisory Planning Commission be provided to the Ministry;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 12, 2019.

**Recommendation No. 13**    *Pender Harbour Living Heritage Society Sublease for Sarah Wray Hall Agreement Renewal*

The Planning and Community Development Committee recommended that the staff report titled Agreement Renewals – Pender Harbour Living Heritage Society Sublease for Sarah Wray Hall be received;

AND THAT SCR D Delegated Authorities be authorized to execute the sublease agreement for a further 2 years with the Pender Harbour Living Heritage Society.

**Recommendation No. 14**    *Agamemnon Channel (Daniel Point Park) Foreshore License No. 240719 Renewal*

The Planning and Community Development Committee recommended that the staff report titled Agamemnon Channel (Daniel Point Park) Foreshore License No. 240719 Renewal be received;

AND THAT SCRD respond to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development requesting a 10-year renewal of License of Occupation No. 240719 for the Daniel Point Park Foreshore for the purposes of recreation;

AND FURTHER THAT SCRD Delegated Authorities be authorized to execute the license of occupation renewal documents.

**Recommendation No. 15**     *Request For Proposal 19 399 Youth Centre Services Contract Award*

The Planning and Community Development Committee recommended that the staff report titled RFP 19 399 Youth Centre Services Contract Award Report be received;

AND THAT a contract be awarded to The YMCA of Greater Vancouver for the total value of \$142,274 (before GST);

AND THAT the [670] Regional Recreation Programs operating budget be increased by \$4,014 in 2020, \$1,381 in 2021 and \$1,422 in 2022, funded from taxation;

AND THAT the 2020-2024 Financial Plan be updated accordingly;

AND FURTHER THAT this recommendation be forwarded to the Regular Board Meeting of December 12, 2019.

*Director McMahon opposed.*

**Recommendation No. 16**     *Request for Proposal 1934501 Halkett Bay Dock Upgrade Repairs*

The Planning and Community Development Committee recommended that the staff report titled Request for Proposal (RFP) 1934501 Halkett Bay Dock Upgrade Repairs be received;

AND THAT the Halkett Bay Dock Upgrade Repair contract be awarded to Pacific Industrial Marine Ltd. in an amount of up to \$360,666 (excluding GST);

AND THAT the combined Ports Capital Renewal Plan project budget for Halkett Bay and West Bay be increased by \$65,406 from \$386,260 to \$447,666, funded from capital reserves;

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

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 12, 2019.

**Recommendation No. 17**     *RFQ 1937007 Vehicle Replacements*

The Planning and Community Development Committee recommended that the staff report titled Vehicle Replacements: RFQ 1937007 Award Recommendation be received;

AND THAT RFQ 1937007 for the supply and delivery of one 6,900 GVW Pick-Up Truck Extended/Super Cab 4 Wheel Drive, White and two 10,000 GVW 4 Wheel Drive, Super Cab SRW Cab and Chassis with Service Body be awarded to Mertin Chevrolet Cadillac Buick GMC Ltd for a value of \$150,424 (plus GST);

AND FURTHER THAT the delegated authorities by authorized to execute the purchase.

**Recommendation No. 18** *2020 BC Council of Forest Industries (COFI) Convention*

The Planning and Community Development Committee recommended that the staff report titled 2020 BC Council of Forest Industries (COFI) Convention be received;

AND THAT Director Pratt be approved to attend the 2020 BC Council of Forest Industries (COFI) Convention;

AND FURTHER THAT Director Pratt be paid stipend and expenses to attend the 2020 BC Council of Forest Industries (COFI) Convention.

**Recommendation No. 19** *Islands Trust and SCRD Joint Meeting Minutes of November 19, 2019*

The Planning and Community Development Committee recommended that the Islands Trust and SCRD Joint Meeting minutes of November 19, 2019 be received;

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

**Recommendation No. 1** *SCRD/Gambier Island Local Trust Committee Protocol Agreement*

It was recommended that staff review the SCRD/Gambier Island Local Trust Committee Protocol Agreement to see if updates are needed.

**Recommendation No. 2** *Meeting with Islands Trust regarding Islands Clean Up Event*

It was recommended that SCRD staff coordinate meetings with Islands Trustees prior to and post Islands Clean Up events to improve communications between residents.

**Recommendation No. 3** *Community Dock Management Workshop*

It was recommended that an information sharing workshop on community dock management, strategic planning and service levels be organized for SCRD and Islands Trust elected officials and staff representatives for the end of January/early February 2020.

**Recommendation No. 4** *Campfire ban on Islands*

It was recommended that SCRD staff look into the possibility to include the islands (Islands Trust area) in SCRD campfire regulations.

**Recommendation No. 5** *Funding Fire Equipment through Grant-In-Aid*

It was recommended that SCRD staff investigate opportunities to fund fire equipment for the islands through the Grant-in-Aid process.

**Recommendation No. 6** *Meeting Minutes*

It was recommended that the minutes of this meeting be forward to the SCRD Planning and Community Development Committee and the Gambier Island Local Trust Committee.

**Recommendation No. 20**    *NRAC Minutes of November 20, 2019*

The Planning and Community Development Committee recommended that the Natural Resource Advisory Committee minutes of November 20, 2019 be received.

**Recommendation No. 21**    *AAC Minutes of November 26, 2019*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of November 26, 2019 be received;

AND THAT the following recommendation contained therein be adopted and acted upon:

**Recommendation No. 2**    *Regional Inter-Jurisdictional Invasive Plant Strategy*

The Agricultural Advisory Committee recommended that staff engage with the Coastal Invasive Plant Council to conduct an annual invasive plant awareness event suitable for farmers and residents of the Sunshine Coast.

**Recommendation No. 22**    *Area A APC Minutes of November 27, 2019*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour Advisory Planning Commission minutes of November 27, 2019 be received.

**Recommendation No. 23**    *Information Session on Setbacks*

The Planning and Community Development Committee recommended that staff investigate options for providing information on setbacks to a future Advisory Planning Commission session and to the community.

**Recommendation No. 24**    *Area B APC Minutes of November 26, 2019*

The Planning and Community Development Committee recommended that the Halfmoon Bay Advisory Planning Commission minutes of November 26, 2019 be received.

**Recommendation No. 25**    *Area D APC Minutes of November 18, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek Advisory Planning Commission minutes of November 18, 2019 be received.

**Recommendation No. 26**    *Area E APC Minutes of November 27, 2019*

The Planning and Community Development Committee recommended that the Elphinstone Advisory Planning Commission minutes of November 27, 2019 be received.

**Recommendation No. 27**    *Area F APC Minutes of November 26, 2019*

The Planning and Community Development Committee recommended that the West Howe Sound Advisory Planning Commission minutes of November 26, 2019 be received.



**COMMUNICATIONS****Recommendation No. 28**    *Request to consider renaming Halkett Bay Dock*

The Planning and Community Development Committee recommended that the correspondence from Jason Cyr, Chair, Fircom/Sunset Owners Society dated November 25, 2019 regarding request to consider renaming Halkett Bay dock be received;

AND THAT staff prepare a report on the possibilities and process for renaming the Halkett Bay dock.

**IN CAMERA**

*The Committee moved In-Camera at 1:00 p.m.*

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (e) 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...” and “the acquisition, disposition or expropriation of land or improvements...”

*The Committee moved out of In-Camera at 1:08 p.m.*

**ADJOURNMENT**    1:08 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 337.121**

A bylaw to amend the *Sunshine Coast Regional District Area A Zoning Bylaw No. 337, 1990*

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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 *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2020*.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:

Insert the following section immediately following Section 1011.6:

**Site Specific Uses**

1011.7 Notwithstanding Section 1011.1, on Lot 8, District Lot 3921, Group 1 New Westminster District, Plan BCP23871, a maximum area of 630 m<sup>2</sup> is permitted to be used as a parking lot to provide a maximum of 14 off-site parking spaces for dwellings to be created by subdivision of Lot 2 District Lot 4694 Plan LMP922, subject to the following conditions:

- (1) no parking stalls of the parking lot shall have direct access onto a highway;
- (2) if any part of the parking is located within 1 m from any parcel line, a fence or a vegetation buffer with a height of 1.2m shall be in place between the parcel line and the parking lot.

**PART C – ADOPTION**

READ A FIRST TIME this	9 <sup>TH</sup>	DAY OF JANUARY ,	2020
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH ,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR

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Corporate Officer

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Chair