



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, JANUARY 30, 2020

AGENDA

CALL TO ORDER 3:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Corporate and Administrative Services Committee recommendation
Nos. 1-11, and 13-21 of January 23, 2020 (*recommendation No. 12
previously adopted*) Annex A
Pages 1 - 7
3. Infrastructure Services Committee recommendations of January 30, 2020 To come
forward

COMMUNICATIONS

MOTIONS

BYLAWS

4. *Sunshine Coast Regional District Water Rates and Regulations
Amendment Bylaw No. 422.34, 2020* Annex B
pp 8-13
– ***first, second, third reading, and adoption***
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2,
Sechelt-6)

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (a), (c), and (k) of the *Community Charter* “personal information about an identifiable individual who holds or is being considered for a position...”, “labour relations...”, negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

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

January 23, 2020

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

PRESENT:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area B	L. Pratt
		Town of Gibsons	D. Croal
		Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area E	D. McMahon
		Electoral Area D	A. Tize
		District of Sechelt	A. Toth
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Manager, Asset Management		K. Doyle (Part)
	Manager, Utility Services		S. Walkey (Part)
	General Manager, Infrastructure Services		R. Rosenboom (Part)
	Manager, Protective Services		M. Treit (Part)
	Senior Manager, Human Resources		G. Parker (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		2
	Public		21

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended as follows:

- ADD public question session after Agenda #3.

PRESENTATIONS and DELEGATIONS

Denise Woodley, Director of Program and Staff Development of the Sunshine Coast Community Services Society addressed the Committee regarding Police Based Victims Services funding requirements.

The Chair thanked Ms. Woodley for her presentation.

Recommendation No. 1 *Police Based Victims Funding Request*

The Corporate and Administrative Services Committee recommended that the report titled Police Based Victims services Funding Request be received for information.

Recommendation No. 2 *Police Based Victims Services Funding*

The Corporate and Administrative Services Committee recommended that Sunshine Coast Community Services Society funding request for Police Based Victims Services be referred to 2020 Round 2 Budget for consideration;

AND THAT staff report to a future Committee with respect to the feasibility and legislative process for establishing a Community or Police Based Victims Service.

Recommendation No. 3 *Provincial Funding for RCMP and Police Based Victims Services*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee regarding the RCMP funding model for Rural Areas and how traffic fine revenues are allocated within that funding model.

Recommendation No. 4 *Provincial Advocacy for RCMP and Police Based Victims Services*

The Corporate and Administrative Services Committee recommended that a Union of BC Municipalities (UBCM) resolution be prepared on the topic of Police Based Victim Services;

AND THAT the Sunshine Coast local governments write a letter to the responsible Provincial and Federal Ministries or organizations in support of Police Based Victims Services programs and funding;

AND THAT the letter be copied to Nicholas Simons, MLA Sunshine Coast – Powell River, and other Regional Districts who have previously submitted UBCM resolutions on the topic of Police Based Victims Services.

Peter Galbraith, Halfmoon Bay resident, addressed the Committee regarding the proposed Wastewater Rate Increases.

The Chair thanked Mr. Galbraith for his presentation.

The Committee allowed a 10 minute question and answer session from members of the public who were in attendance in the gallery. .

REPORTS**Recommendation No. 5** *Wastewater Asset Management and Rate Reviews*

The Corporate and Administrative Services Committee recommended that the report titled Waste Water Asset Management and Rate Review be received;

AND THAT staff report to 2020 Round 2 Budget with a proposal for an advisory committee to provide recommendations on sustainable funding options to support the ongoing lifecycle maintenance of wastewater treatment plants;

AND THAT the respective rate wastewater bylaws be amended to reflect the proposed 2020 User Fees and Frontage Fees as set out in Table 11 of the report, as follows:

Location	Frontage Fee	Debt Repayment	Proposed User Fees	Proposed Reserve Contribution	Total Fees	Total Fees	Total Increase
	2020	2020	2020	2020	2019	2020	2020
Greaves Road	\$ 102.00	\$ -	\$ 415.00	\$ 180.84	\$ 357.00	\$ 697.84	\$ 340.84
Lee Bay	\$ 102.00	\$ -	\$ 412.50	\$ -	\$ 514.50	\$ 514.50	\$ -
Canoe Road		\$ 424.30	\$ 929.75	\$ 146.83	\$ 371.75	\$ 1,500.88	\$ 1,129.13
Merrill Crescent		\$ 226.71	\$ 1,499.00	\$ 240.43	\$ 946.45	\$ 1,966.14	\$ 1,019.69
Lily Lake Village	\$ 204.00	\$ -	\$ 640.69	\$ -	\$ 766.50	\$ 844.69	\$ 78.19
Painted Boat Resort	\$ 102.00	\$ -	\$ 537.50	\$ -	\$ 537.50	\$ 639.50	\$ 102.00
Sakinaw Ridge*	\$ 670.27	\$ -	\$ 955.94	\$ 250.00	\$ 1,136.95	\$ 1,876.21	\$ 739.26
Jolly Roger	\$ 102.00	\$ -	\$ 646.07	\$ 36.12	\$ 432.90	\$ 784.19	\$ 351.29
Secret Cove	\$ 102.00	\$ -	\$ 586.36	\$ 30.00	\$ 514.50	\$ 718.36	\$ 203.86
Square Bay		\$ 217.42	\$ 501.19	\$ -	\$ 514.50	\$ 718.61	\$ 204.11
Curran Road	\$ 153.00	\$ -	\$ 536.75	\$ -	\$ 628.00	\$ 689.75	\$ 61.75
Roberts Creek Co-Housing	\$ 204.00	\$ -	\$ 687.94	\$ -	\$ 766.50	\$ 891.94	\$ 125.44
Woodcreek Park	\$ 102.00	\$ -	\$ 554.17	\$ -	\$ 602.00	\$ 656.17	\$ 54.17
Sunnyside	\$ 102.00	\$ -	\$ 306.47	\$ 385.00	\$ 176.00	\$ 793.47	\$ 617.47
Langdale	\$ 102.00	\$ -	\$ 924.98	\$ -	\$ 664.50	\$ 1,026.98	\$ 362.48

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

Recommendation No. 6 *Wastewater Feasibility Study – Infrastructure Planning Grant Program Application*

The Corporate and Administrative Services Committee recommended that the report titled Wastewater Feasibility Study – Infrastructure Planning Grant Program Application be received;

AND THAT the grant applications and cost sharing requirements for the Wastewater Feasibility Study be supported if the grants are successful.

The Committee recessed at 11:13 a.m. and reconvened at 11:22 a.m.

Recommendation No. 7 *Regional Water Service Area 2020 Rate Bylaw Amendment*

The Corporate and Administrative Services Committee recommended that the report titled Regional Water Service Area 2020 Rate Bylaw Amendment be received;

AND THAT the Water Rates and Regulations Bylaw 422, Schedule B be amended to increase the Regional Water Service Area User Fees and Metered Usage Fees by 43.0% and Parcel Taxes by 5.3% for an overall rate increase of 25.0%;

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

Recommendation No. 8 *South Pender Harbour Water Service Area 2020 Rate Bylaw Amendment*

The Corporate and Administrative Services Committee recommended that the report titled South Pender Harbour Water Service Area 2020 Rate Bylaw Amendment be received;

AND THAT the Water Rates and Regulations Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 27.5% and Parcel Taxes by 5.0% for an overall rate increase of 17.5%;

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

Recommendation No. 9 *North Pender Harbour Water Service Area 2020 Rate Bylaw Amendment*

The Corporate and Administrative Services Committee recommended that the report titled North Pender Harbour Water Service Area 2020 Rate Bylaw Amendment be received;

AND THAT the Water Rates and Regulations Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 50.0% in 2020 and no change to Parcel Taxes for an overall rate increase of 23.0%;

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

Recommendation No. 10 *Director Remuneration Review Process*

The Corporate and Administrative Services Committee recommended that the report titled Director Remuneration Review Process be received;

AND THAT the proposed 2020 Director Remuneration Review Terms of Reference be approved as amended as follows:

- Section 4.1 Time Commitment - Add reference to significant time spent responding to constituents' inquiries and concerns via email, by telephone and in person;
- Section 4.1 Responsibility – Add reference to the public exposure involved in politics can significantly affect the personal lives of elected officials as well as their family's;
- Section 4.3 a) – include reference to living wage data;
- Section 2.1 a) ensure a flat rate remuneration structure is considered;

AND FURTHER THAT a review of Director compensation be undertaken by an independent task force as outlined in the amended 2020 Director Remuneration Review Terms of Reference.

Director Toth opposed.

Recommendation No. 11 *2020 Seawatch Parcel Tax and Utility Billings*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Seawatch Parcel Tax and Utility Billings be received;

AND THAT the Regional Water Services and Community Recreation Parcel Tax Roll for the District of Sechelt be amended to remove the 14 unoccupied residences in the Seawatch neighbourhood;

AND FURTHER THAT the 14 properties in the Seawatch neighbourhood not be charged the Regional Water Service User Fees for 2020 as a result of not receiving the service.

Recommendation No. 12 *Parcel Tax Roll Review Panel*

The Corporate and Administrative Services Committee recommended that the report titled Parcel Tax Roll Review Panel be received;

AND THAT:

- Directors Pratt, McMahon and Tize (Chair) be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 27, 2020 at 9:00 a.m. in the Sunshine Coast Regional District (SCRD) 1975 Field Road Office, Boardroom; and
- The Chief Financial Officer be appointed Collector for the SCRD;

AND FURTHER THAT this recommendation be forwarded to the January 23, 2020 Regular Board meeting.

Recommendation No. 13 *9-1-1 Communications Upgrade*

The Corporate and Administrative Services Committee recommended that the report titled 9-1-1 Communications Upgrade be received;

AND THAT the amendments to timeline and scope of existing projects for the Chapman Creek Tower and the Gibsons Tower be provided in budget proposals to 2020 Round 2 Budget;

AND FURTHER THAT new budget proposals be created for 2020 Round 2 Budget for future capital upgrades to the 9-1-1 Communication systems.

Recommendation No. 14 *Full-Time Equivalency Summary Report*

The Corporate and Administrative Services Committee recommended that the report titled SCRD Full-Time Equivalency (FTE) Summary Report be received for information.

Recommendation No. 15 *Compliance with Land Title and Survey Authority of BC Legal Plans Distribution Requirements*

The Corporate and Administrative Services Committee recommended that the report titled Compliance with Land Title and Survey Authority of BC Legal Plans Distribution Requirements be received;

AND THAT a budget proposal be submitted to the 2020 Round 2 Budget deliberations for the [506] Geographic Information Services to reduce revenues as a result of changes to subscription services with Land Title and Survey Authority of BC;

AND FURTHER THAT the fee proposed be recovered through rate stabilization (operating) reserves.

Recommendation No. 16 *Corporate and Administrative Services – Semi-Annual Report for July to December 2019*

The Corporate and Administrative Services Committee recommended that the report titled Corporate and Administrative Services – Semi-Annual Report for July to December 2019 be received for information.

Recommendation No. 17 *2020 Rural Areas' Grant-in-Aid Timelines*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Rural Areas' Grant-in-Aid Timelines be received;

AND THAT the 2020 Rural Areas' Grant-in-Aid process timelines be approved as follows:

- March 30, 2020 – Application Intake Deadline
- May 4, 2020 Special In-Camera Corporate and Administrative Services Committee meeting 9:30 a.m. to 12:00 p.m.
- May 28, 2020 Corporate and Administrative Services recommendations brought forward and referred to Board for adoption;

AND FURTHER THAT staff report to a future Corporate and Administrative Services Committee meeting with options, budget implications and timelines for providing two Rural Areas' Grant-in-Aid intakes per year.

Recommendation No. 18 *Long Term Debt*

The Corporate and Administrative Services Committee recommended that the report titled Long Term Debt as at December 31, 2019 be received for information.

Recommendation No. 19 *Contracts Between \$50,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from October 1 to December 31, 2019 be received for information.

Recommendation No. 20 *Director Constituency and Travel Expenses*

The Corporate and Administrative Services Committee recommended that the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2019 be received for information.

COMMUNICATIONS**Recommendation No. 21** *Coopers Green Hall*

The Corporate and Administrative Services Committee recommended that the correspondence from the Halfmoon Bay Community Association (HMBCA) regarding continued community support of the Coopers Green Hall project be received;

AND THAT a letter be sent to the HMBCA expressing the Sunshine Coast Regional District's ongoing commitment to the project and continued appreciation of the HMBCA's and Halfmoon Bay community efforts.

IN CAMERA

The Committee moved In-Camera at 12:42 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “labour relations or other employee relations”, and “negotiations and related 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 1:11 p.m.

ADJOURNMENT

1:12 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.34

A bylaw to amend Sunshine Coast Regional District
Revised Water Rates and Regulations Bylaw No. 422, 1995

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.34, 2020*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Delete Schedules “B”, “D”, and “E” in their entirety and replace with the revised Schedules “B”, “D”, and “E” attached hereto.

READ A FIRST TIME	this	30 th	day of	January, 2020
READ A SECOND TIME	this	30 th	day of	January, 2020
READ A THIRD TIME	this	30 th	day of	January, 2020
ADOPTED	this	30 th	day of	January, 2020

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 422**

SCHEDULE "B"

***This Schedule does not apply to the North Pender Harbour Water Service Area
as established under Bylaw No. 1070 (see Schedule "D")***

OR

***The South Pender Harbour Water Service Area
as established under Bylaw No. 1074 (see Schedule "E")***

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
(1)	Up to and including one acre in area	\$ 276.94
(2)	Greater than one acre, up to and including two acres	\$ 294.78
(3)	Greater than two acres, up to and including three acres	\$ 332.38
(4)	Greater than three acres, up to and including four acres	\$ 376.83
(5)	Greater than four acres, up to and including five acres	\$ 396.73
(6)	Greater than five acres, \$19.53 for each additional acre or part of an acre, up to and including ten acres	
(7)	Greater than ten acres, \$10.97 for each additional acre or part of an acre, up to and including twenty acres	
(8)	Greater than twenty acres, \$7.44 for each additional acre or part of an acre	
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
(1)	For each dwelling unit (a dwelling unit being a single suite in a dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 410.85
(2)	Motels – per unit	\$ 217.10
(3)	Apartments	\$ 330.76
(4)	Mobile Homes - per occupied pad	\$ 330.76
(5)	Hospital and Intermediate Care Facilities - per bed	\$ 217.10
(6)	All other users not herein provided for - per user	\$ 410.85
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	Per cubic metre	\$ 1.22
	Minimum charge per quarter (meter rental extra)	\$ 102.72

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 422**

Schedule "B" continued

-
- | 4. | <u>Meter Rentals – billed quarterly</u> | <u>Per Quarter</u> | <u>Annual</u> |
|-----|---|--------------------|---------------|
| (1) | Up to and including 3/4" | \$ 9.00 | \$ 36.00 |
| (2) | Over 3/4", up to and including 1" | \$ 12.00 | \$ 48.00 |
| (3) | Over 1", up to and including 1 ½" | \$ 30.00 | \$ 120.00 |
| (4) | Over 1 ½", up to and including 2" | \$ 36.00 | \$ 144.00 |
| (5) | Over 2", up to and including 4" | \$ 45.00 | \$ 180.00 |
| (6) | Over 4", up to and including 6" | \$ 60.00 | \$ 240.00 |
5. Manual Water Meter Readings
- Per reading \$25.00 (up to a maximum of \$300 per annum)
6. Connection Charges
- | | | |
|-----|-------------------|-------------|
| (1) | 3/4" Connection | \$ 1,200.00 |
| (2) | 1" Connection | \$ 1,800.00 |
| (3) | Over 1" (minimum) | \$ 2,000.00 |
- (Plus additional costs incurred for fittings and installation)
7. Turning Off/On Fees
- Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.
8. Hydrant Rental
- An annual charge of TWENTY DOLLARS (\$20.00) shall be levied for each hydrant operating from the Utility. The charge will be payable by the Fire Improvement Districts and Fire Protection Districts served by the Regional District Water Authority.
9. Temporary Lawn Watering Permit
- The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 422**

SCHEDULE "D"

***This Schedule applies only to the North Pender Harbour Water
Service Area as established under Bylaw No. 1070***

ANNUAL WATER SERVICE RATES AND CHARGES

- | | | |
|----|---|--|
| 1. | <u>Land Charges – billed annually</u> | <u>Annual</u> |
| | (1) Residential | \$ 326.63 |
| | (2) Institutional | \$ 326.63 |
| | (3) Commercial | \$ 741.54 |
| 2. | <u>User Fees – billed annually</u> | <u>Annual</u> |
| | (1) For each parcel containing 1 dwelling unit
(a dwelling unit being a single dwelling, a
single strata lot, or any building or structure
customarily used as a self contained living unit) | \$ 416.61 |
| | (2) Multiple Family Dwellings (where more than
One dwelling exists on a parcel) | \$ 749.49 |
| | (3) Institutional Building | \$ 382.64 |
| | (4) All other users not herein provided for - per user | \$ 416.61 |
| 3. | <u>Meter Rates – billed quarterly</u> | <u>Per Quarter</u> <u>Annual</u> |
| | First 50,000 gallons used per quarter | \$ 626.19 |
| | Per 1000 gal (or part thereof) used over 50,000 gallons/quarter | \$ 8.03 |
| 4. | <u>Manual Water Meter Readings</u> | |
| | Per reading | \$25.00 (up to a maximum of \$300 per annum) |
| 5. | <u>Connection Charges</u> | |
| | (1) 3/4" Connection | \$ 1,200.00 |
| | (2) 1" Connection | \$ 1,800.00 |
| | (3) Over 1" (minimum) | \$ 2,000.00 |
| | (Plus additional costs incurred for fittings and installation) | |
| 6. | <u>Turning Off/On Fees</u> | |
| | Subsequent to the initial turn on, the fee for turning the water off shall be the sum of
\$50.00 payable at the time of application. | |
| 7. | <u>Temporary Lawn Watering Permit</u> | |
| | The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of
application. | |

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 422**

SCHEDULE "E"

***This Schedule applies only to the South Pender Harbour Water
Service Area as established under Bylaw No. 1074***

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
(1)	Up to and including two acres in area	\$ 347.41
(2)	Greater than two acres, up to and including ten acres	\$ 475.39
(3)	Greater than ten acres	\$ 603.38
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
(1)	For each dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 529.14
(2)	For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 529.14
(3)	For each office or place of business wherein is employed not more than one person	\$ 529.14
(4)	For each office or place of business wherein is employed more than one person	\$ 755.88
(5)	All other users not herein provided for - per user	\$ 529.14
(6)	For each clubhouse or hall	\$ 755.88
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 10,000 gallons used per quarter	\$ 188.97
	Per 1000 gal (or part thereof) used over 10,000 gallons/quarter	\$ 8.84
4.	<u>Manual Water Meter Readings</u>	
	Per reading	\$25.00 (up to a maximum of \$300 per annum)
5.	<u>Connection Charges</u>	
(1)	3/4" Connection	\$ 1,200.00
(2)	1" Connection	\$ 1,800.00
(3)	Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 422**

Schedule “E” continued

6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.