



# 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, February 10, 2011**

## **AGENDA**

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**CALL TO ORDER 7:30 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of January 27, 2011

Annex A  
Pages 1-13

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

### **PETITIONS AND DELEGATIONS**

### **COMMUNICATIONS**

### **REPORTS**

3. Administrators Report Annex B  
pp 14-15
4. Directors Reports Verbal
5. Corporate and Administrative Services Committee (R1 Budget)  
recommendations of January 17, 2011 Annex C  
pp 16-22
6. Corporate and Administrative Services Committee (R1 Budget)  
recommendations of January 18, 2011 Annex D  
pp 23-33
7. Corporate and Administrative Services Committee (R1 Budget)  
recommendations of January 19, 2011 Annex E  
pp 34-44
8. Corporate and Administrative Services Committee (R1 Budget)  
recommendations of January 20, 2011 Annex F  
pp 45-52
9. Corporate and Administrative Services Committee (R1 Budget)  
recommendations of January 21, 2011 Annex G  
pp 53-59

- |     |   |                     |
|-----|---|---------------------|
| 10. | Special Infrastructure Services Committee recommendations of January 24, 2011               | Annex H<br>pp 60-63 |
| 11. | Special Corporate and Administrative Services Committee recommendations of January 24, 2011 | Annex I<br>pp 64-66 |
| 12. | Corporate and Administrative Services Committee recommendations of January 27, 2011         | Annex J<br>pp 67-73 |
| 13. | Infrastructure Services Committee recommendations of February 3, 2011                       | Annex K<br>pp 74-77 |
| 14. | Manager, Legislative Services – 2011 AVICC Resolutions                                      | Annex L<br>pp 78-80 |
| 15. | Manager, Legislative Services –September 2011 Meeting Conflict                              | Annex M<br>pp 81-83 |

**MOTIONS**

16. That Rob Bone be appointed to the Area E Advisory Planning Commission for a two year term.
17. That Catherine Gage, Elise Rudland, Alda Grames, Brian Lucas and Ron Kernohan be appointed to the Area B Advisory Planning Commission for a two year term.
18. That Michael Ross be appointed to the Area A Advisory Planning Commission for a two year term.

**BYLAWS**

- |     |  |                     |
|-----|--|---------------------|
| 19. | “Roberts Creek Fire Protection Service Amendment Bylaw No. 1014.3, 2010” – <b><i>adoption</i></b><br><b>(Voting – All Directors – 1 vote each)</b>   | Annex N<br>pp 84-85 |
| 20. | “Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.5, 2010” – <b><i>adoption</i></b><br><b>(Voting – All Directors – 1 vote each)</b>   | Annex O<br>pp 86-87 |
| 21. | “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011”<br>– <b><i>receipt of report</i></b><br>– <b><i>first, second, third, adoption</i></b><br><b>(Voting – All Directors – 1 vote each)</b> | Annex P<br>pp 88-93 |

**NEW BUSINESS****IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (c), (e), (j) and (k) of the *Community Charter* as “personal information about an identifiable individual ...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “information that is prohibited, or information that if it were presented in a document ...”, and “negotiations and related discussions respecting the proposed provision of a municipal service ...” are to be discussed.

**ADJOURNMENT**



**SUNSHINE COAST REGIONAL DISTRICT**

**January 27, 2011**

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

<b>PRESENT:</b>	Chair	D. Shugar
	Directors	L. Turnbull B. Janyk K. Thirkell L. Lewis J. Louie B. Wilbee (Alt.)
<b>ALSO PRESENT:</b>	Mgr, Legislative Services	A. Legault
	GM, Community Services	P. Fenwick
	GM, Infrastructure Services	B. Shoji
	Recording Secretary	S. Williams
	Media	0
	Public	3

**CALL TO ORDER 7:32 p.m.**

**AGENDA It was moved and seconded**

025/11 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

026/11 THAT the Regular Board minutes of January 13, 2011 be adopted as presented.

**CARRIED**

## REPORTS

### Director's Reports

*Directors provided a verbal report of their activities.*

Planning

**It was moved and seconded**

027/11

THAT the Planning and Development Committee recommendation Nos. 1-3, 6-7, 9-10 and 12-14 of January 13, 2011 be received, adopted and acted upon as amended as follows:

**Recommendation No. 1**      *Communications*

THAT the following items of communication be received:

- Hana and Miro Hejzlar, dated December 18, 2010, regarding Mental Health facilities for the Sunshine Coast;
- Additional correspondence (emails) regarding Cottage Farm;
- Jef Keighley, Co-Chair, Sunshine Coast Council of Senior Citizen Organizations, dated December 19, 2010, regarding Protection of Mount Elphinstone's remaining old growth forests;
- Honourable Steve Thomson, Ministry of Natural Resource Operations, dated December 23, 2010, regarding expanding or changing land designated as Community Forest in the Chapman and Gray watersheds;
- Honourable Steve Thomson, Ministry of Natural Resource Operations, dated December 23, 2010, regarding a new Community Forest Agreement to be operated by the SCRDR.

**Recommendation No. 2**      *Cottage Farm*

THAT SCRDR staff enquire of Cottage Farm regarding their intention to proceed with an Agricultural Land Reserve application.

**Recommendation No. 3**      *Mount Elphinstone's Old Growth Forests*

THAT staff send a letter to Brian Hawryls, District Manager, Sunshine Coast Forest District requesting detailed information on old growth areas in the SCRDR portion of the Forest District, including how much is within and without Old Growth Management Areas, as well as the condition of the old growth;

AND THAT an invitation be extended to staff from the the Powell River office of the Ministry of Forests and Range to discuss the above noted old growth area information with the SCRDR in a public meeting along with the Sechelt Indian Band, Town of Gibsons, and District of Sechelt;

027/11 Cont.

AND THAT the meeting be advertised well in advance.

**Recommendation No. 6**      *Regional Affordable Housing Committee  
Draft Terms of Reference*

THAT the report titled “Regional Affordable Housing Committee Draft Terms of Reference” dated January 5, 2011 be received;

AND THAT staff investigate whether the *Local Government Act* or other legislation allows local and/or regional governments to bank land for the purpose of affordable housing;

*AND THAT staff inform the Affordable Housing Technical Advisory Group (TAG) that there is agreement in principle and that the Board will review the Draft Terms of Reference further;*

AND THAT the Draft Terms of Reference be referred to the Town of Gibsons, the District of Sechelt and the Sechelt Indian Government District for comment;

AND THAT staff provide a report outlining the comments received and TAG comments on the Draft Terms of Reference, Memorandum of Understanding, and Vision Statement prior to the SCRD, Town of Gibsons, District of Sechelt and Sechelt Indian Government District considering approval;

AND THAT staff determine the regional and rural budget estimates for the funding of the Regional Affordable Housing Committee and provide the estimates to the Town of Gibsons, the District of Sechelt and the Sechelt Indian Government District;

AND FURTHER THAT the Regional Affordable Housing Committee be reviewed in one year's time.

**Recommendation No. 7**      *Planning and Development Division  
Monthly Report*

THAT the report titled “Planning and Development Division Monthly Report for December 2010” be received;

AND THAT the staff comments regarding Crown Lease Application file 2410530 be forwarded to the SCRD Electoral Area Directors.

**Recommendation No. 9**      *Agricultural Advisory Committee Minutes*

THAT the Agricultural Advisory Committee meeting minutes of December 7, 2010 be received.

027/11 Cont.

**Recommendation No. 10**    *Garbage Collection Contract Extension*

THAT staff be directed to extend the residential garbage collection contract with Direct Disposal Corporation for one year to February 28, 2012;

AND THAT prior to the following year's contract negotiations, staff review the costs of delivering garbage collection services to modular homes.

**Recommendation No. 12**    *Bill 27 - Greening of Local Government*

THAT the report titled "Bill 27 - Greening of Local Government - Update" dated December 22, 2010 be received.

**Recommendation No. 13**    *Draft Statement of Significance - Granthams Landing Wharf*

THAT the report titled "Draft Statement of Significance - Granthams Landing Wharf" dated January 5, 2011 be received;

AND THAT the draft Statement of Significance be forwarded to the Board for adoption, for inclusion within the Sunshine Coast Community Heritage Register.

**Recommendation No. 14**    *OCP / Zoning Amendment Bylaw Nos. 600.1 / 310.129 (Garrett)*

THAT the report titled "OCP / Zoning Amendment Bylaw Nos. 600.1 / 310.129 (Garrett Construction Ltd.)" dated January 5, 2011, including the report of the public hearing, be received;

AND THAT Bylaw No. 600.1 be forwarded to the Board for Third Reading;

AND THAT Bylaw No. 310.129 be forwarded to the Board for Third Reading;

AND FURTHER THAT following its Third Reading, Bylaw No. 310.129 be forwarded to the Ministry of Transportation and Infrastructure for approval under Section 52 of the *Transportation Act*, prior to Bylaw Nos. 600.1 and 310.129 being forwarded to the Board for Final Adoption.

**CARRIED**

Affordable Housing **It was moved and seconded**

028/11 THAT the report titled “Regional Affordable Housing Committee Draft Terms of Reference” dated January 5, 2011 be palced on the Agenda for the February 10, 2011 Planning and Development Committee meeting.

**CARRIED**

Community **It was moved and seconded**

029/11 THAT the Community Services Committee recommendation Nos. 1-27 of January 20, 2011 be received, adopted and acted upon as amended as follows:

**Recommendation No. 1** *Bicycle Parking*

THAT the issue of bicycle parking at SCR D facilities, possibly using gas tax funding, be referred to Parks and Recreation staff to develop a plan to be brought back to a future meeting.

**Recommendation No. 2** *Recreation Program Delivery Area A*

THAT the correspondence from the Managing Director, Pender Harbour Community School Society regarding Recreation Program Delivery for Area A be received;

AND THAT a report with full 2010 financial information, budget for 2011 and first quarter of 2012 be forwarded to Round 2 of Budget.

**Recommendation No. 3** *2010 Community School Connections*

THAT the correspondence from UBCM to School District No. 46 regarding 2010 School Community Connections - Supporting Neighbourhood Learning Centres Round 2 submission for heritage centre at Madeira Park Elementary School be received.

**Recommendation No. 4** *Dakota Ridge*

THAT the correspondence from Miroslav E. Vydra regarding Dakota Ridge be received.

**Recommendation No. 5** *Dakota Ridge Road*

THAT staff look into the areas of the Dakota Ridge Road that have pot holes adjacent to areas recently logged by BC Timber sales and that BC Timber Sales be contacted on this issue.



029/11 cont.

**Recommendation No. 6**     *Victim Services*

THAT the correspondence from the Ministry of Public Safety and Attorney General regarding Victim Services be received;

AND THAT a copy of the letter be forwarded to the Community Services Society and Victims Services.

**Recommendation No. 7**     *Community to Community Forum*

THAT the correspondence from UBCM regarding a Province-wide Community to Community Forum to be held Tuesday, March 1, 2011 be received;

AND THAT per diem and expenses be covered for any directors who wish to attend.

**Recommendation No. 8**     *Heritage Protocol Meeting Referral*

THAT the Province-wide Community to Community Forum to be held Tuesday, March 1, 2011 be added as an agenda item to the January 24th Heritage Protocol Meeting.

**Recommendation No. 9**     *ICET Media Coverage*

THAT the correspondence from Island Coastal Economic Trust regarding media coverage be received and referred to the Communications Officer.

**Recommendation No. 10**     *Parks & Recreation Monthly Report*

THAT the Parks and Recreation Division monthly report be received.

**Recommendation No. 11**     *Shirley Macey Field*

THAT the issue of drainage at Shirley Macey Park playing field be referred to staff to investigate.

**Recommendation No. 12**     *GACC Hours of Operation*

THAT the report from the Manager of Recreation Services regarding hours of operation for the Gibsons and Area Community Centre hours of operation be received;

AND THAT the hours of operation be adjusted effective April 1, 2011 to:

Monday to Friday	6:00 a.m. - 8:30 p.m.
Saturday/Sunday	9:00 a.m. - 5:00 p.m.

029/11 cont.

**Recommendation No. 13**    *Arena Board Advertising*

THAT the report from the Manager of Recreation Services regarding arena board advertising be received;

AND THAT staff be directed to pursue this opportunity for the Gibsons and Area Community Centre and Sechelt Arena if feasible, for 2011.

**Recommendation No. 14**    *Referral from Budget*

THAT the referral from the January 19, 2010 Budget meeting regarding Decision Package No. 15, \$140,000 for Board/Glass Replacement for the Sechelt Arena be received and referred to Round 2 of Budget discussions.

**Recommendation No. 15**    *Recreation Programs*

THAT the report from the Manager of Recreation Services regarding Recreation Programs outside of SCR D facilities be received;

AND THAT these programs be funded in 2011;

AND FURTHER THAT staff prepare a report for Round 2 Budget discussions on options for funding these programs.

**Recommendation No. 16**    *School District No. 46*

THAT the report from the Chief Administrative Officer regarding the notes of the October 26, 2010 meeting with School District No. 46 be received.

**Recommendation No. 17**    *Community Garden*

THAT discussion on the Community Garden Project be referred to the February Community Services Committee with information to be provided from each Director regarding their interest in participating.

**Recommendation No. 18**    *Building Division Monthly Report*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Building Division Statistics to December 21, 2010 be received.

**Recommendation No. 19**    *Proposed Campfire Regulations*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding proposed campfire regulations be received;

029/11 cont.

AND THAT staff work with Fire Chiefs to (1) define the term “competent person”, (2) define a reduced “set back” taking into consideration housing densities, and (3) clearer interpretation of “section 5.11b”.

**Recommendation No. 20**    *Bylaw Enforcement Notification (BEN)*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Carry Forward request for BEN funding in the amount of \$6,000 be received;

AND THAT the 2011 Provisional Budget include \$6,000 in funding previously approved for BEN;

AND FURTHER THAT staff be authorized to proceed, when BEN is approved, to expend these funds towards implementation of the system.

**Recommendation No. 21**    *Halfmoon Bay Smoke Control Survey*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Halfmoon Bay Smoke Control Survey results be received.

**Recommendation No. 22**    *Policing Committee Minutes*

THAT the Sunshine Coast Policing Committee meeting minutes of January 10, 2011 be received and Recommendation No. 5 contained therein be adopted and acted upon as follows:

**Recommendation No. 5**-*Restorative Justice Program Funding*

THAT a letter regarding Restorative Justice funding be forwarded to the Attorney General of BC with a copy to David Merner, Executive Director, Dispute Resolution Office.

**Recommendation No. 23**    *Carry Forward - 210 Training Buildings*

THAT the report from the General Manager Community Services regarding Carry Forward Project – 210 Training Buildings be received;

AND THAT \$25,000 plus appropriate HST be included in the 2011 Provisional Budget under Buildings, Line Item 01-6-210-471 to be funded by appropriated surplus;

AND FURTHER THAT staff be authorized to proceed with the Training Building project.

029/11 cont.

**Recommendation No. 24** *Halfmoon Bay Volunteer Fire Department*

THAT the Halfmoon Bay Volunteer Fire Department 2010 Annual Report be received.

**Recommendation No. 25** *Best Coast Initiatives*

THAT the report from Michael McLaughlin regarding Best Coast Initiatives Projects and Budget for 2011 be received;

AND THAT the project priority for 2011 is Ocean Access at Hillside Industrial Park.

**Recommendation No. 26** *Hillside*

THAT Best Coast Initiatives provide more expenditure detail on costs to all potential participants for the next stages for the Intelligence Services Cluster project, and investment attraction - general and China.

**Recommendation No. 27** *Hillside Development Group Notes*

THAT the Hillside Development Group notes of December 16, 2010 be received.

**CARRIED**

Corporate

**It was moved and seconded**

030/11

THAT the Corporate and Administrative Services Committee recommendation Nos. 7, 9 and 12 of January 27, 2011 be received, adopted and acted upon as amended as follows:

**Recommendation No. 7** *Insurance Premiums*

THAT the Purchasing Officer and Risk Manager’s report regarding insurance invoices over \$100,000 be received;

AND THAT staff be authorized to proceed with payment of the following 2011 invoices:

- \$111,530 Municipal Insurance Association; and
- \$145,214 Aon Reed Stenhouse

**Recommendation No. 9** *Special Community Services*

THAT the Manager of Parks Services’ report regarding a *Special Community Services Meeting* be received;

030/11 cont.

AND THAT a Special Community Services Committee meeting regarding Parks and Recreation topics identified by Directors be scheduled for Friday, February 4<sup>th</sup>, 2011 at 1:30 p.m.

**Recommendation No. 12** *Welcome Beach Community Association*

THAT the Administrative Assistant’s report regarding the grant-in-aid request from Welcome Beach Community Association be received;

AND THAT a grant for \$4,500 be provided for repairs and maintenance to the Welcome Beach Community Hall from Grants-in-Aid Area B;

AND THAT staff be authorized to issue a cheque for \$4,500 prior to the adoption of the 2011 – 2015 Financial Plan;

AND FURTHER THAT staff include a letter requesting the Association prepare a Business Plan for the future sustainable maintenance of the building.

**CARRIED**

**MOTIONS**

APC Appointments **It was moved and seconded**

031/11

THAT the following Advisory Planning Commission appointments be made:

**Area A APC**

Geoff Craig  
Les Falk  
Jim Hall  
Janet Dickin

**Area D APC**

Heather Conn  
Sue Gordon  
Marion Jolicoeur  
Barry Morrow  
Tzaddi Gordon

**Area F APC**

Fred Gazely  
Wayne Taylor  
Laura Houle  
Bruce Wallis  
Ken Worsnop

AND THAT all appointments be for a two year term

AND FURTHER THAT a letter of thanks be sent to those members whose terms have expired and are not returning.

**CARRIED**

Heritage Register **It was moved and seconded**

032/11

THAT the Sunshine Coast Community Heritage Register Statement of Significance – Granthams Landing be adopted.

**CARRIED**

Heritage Register      **It was moved and seconded**

033/11                      THAT Planning staff contact the Roberts Creek Community Association to clarify the process to get the Community Hall included on the Heritage Register.

**CARRIED**

**BYLAWS**

Bylaw 1080                **It was moved and seconded**

034/11                      THAT "Painted Boat Community Sewage Treatment System Service Establishing Bylaw No. 1080, 2011" be read a first time.

**CARRIED**

Bylaw 1080                **It was moved and seconded**

035/11                      THAT "Painted Boat Community Sewage Treatment System Service Establishing Bylaw No. 1080, 2011" be read a second time.

**CARRIED**

Bylaw 1080                **It was moved and seconded**

036/11                      THAT "Painted Boat Community Sewage Treatment System Service Establishing Bylaw No. 1080, 2011" be read a third time.

**CARRIED**

Bylaw 635                 **It was moved and seconded**

037/11                      THAT the report regarding Town of Gibsons borrowing be received;  
  
AND THAT the Board consents to the borrowing over a twenty year term.

**CARRIED**

Bylaw 635                 **It was moved and seconded**

038/11                      THAT "Sunshine Coast Regional District Security Issuing Bylaw No. 635, 2011" be read a first time.

**CARRIED**

Bylaw 635                 **It was moved and seconded**

039/11                      THAT "Sunshine Coast Regional District Security Issuing Bylaw No. 635, 2011" be read a second time.

**CARRIED**

Bylaw 635                   **It was moved and seconded**

040/11                    THAT “Sunshine Coast Regional District Security Issuing Bylaw No. 635, 2011” be read a third time.

**CARRIED**

Bylaw 635                   **It was moved and seconded**

041/11                    THAT “Sunshine Coast Regional District Security Issuing Bylaw No. 635, 2011” be adopted.

**CARRIED**

Bylaw 600.1               **It was moved and seconded**

042/11                    THAT “Elphinstone Official Community Plan Amendment Bylaw No. 600.1, 2009” be read a third time.

**CARRIED**

Bylaw 310.129           **It was moved and seconded**

043/11                    THAT "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.129, 2009" be read a third time.

**CARRIED**

Bylaw 1074.5             **It was moved and seconded**

044/11                    THAT “South Pender Harbour Water Service Amendment Bylaw No. 1075.5, 2011” be read a first time.

**CARRIED**

Bylaw 1074.5             **It was moved and seconded**

045/11                    THAT “South Pender Harbour Water Service Amendment Bylaw No. 1075.5, 2011” be read a second time.

**CARRIED**

Bylaw 1074.5             **It was moved and seconded**

046/11                    THAT “South Pender Harbour Water Service Amendment Bylaw No. 1075.5, 2011” be read a third time.

**CARRIED**

Bylaw 1074.5            **It was moved and seconded**

047/11                    THAT “South Pender Harbour Water Service Amendment Bylaw No. 1075.5, 2011” be adopted.

**CARRIED**

*The Board moved In Camera a 8:21 p.m.*

**IN CAMERA            It was moved and seconded**

048/11                    THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (k) and (2)b of the *Community Charter* as “personal information about an identifiable individual ....”, negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the ...;”are to be discussed.

**CARRIED**

*The Board moved out of In Camera at 8:25 p.m.*

Appointment            **It was moved and seconded**

049/11                    THAT Andre Boel be appointed to the Board of Variance for a three year term.

**CARRIED**

**ADJOURNMENT        It was moved and seconded**

050/11                    THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:27 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair



## SCRD STAFF REPORT

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**DATE:** February 4, 2011  
**TO:** Regular Board – February 10, 2011  
**FROM:** John France – Chief Administrative Officer  
**RE:** **CHIEF ADMINISTRATOR’S REPORT**

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### RECOMMENDATION

**“That the Board receives this report for information”**

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TOPIC	COMMENTS
Langdale Dock	Report to Committee January CAS. Staff to meet with Dir. Lee on suggested changes.
TOG GACC Lease	Awaiting comments back from Town of Gibsons
TOG Water Agreement	Approved ISC February
SIB Water	Waiting comments back from SIB- meeting will be scheduled for March
Strategic Plan	Revisions made, was sent to three local governments for comment this week, posted for comment on website by next week, and included in weekly ad. No public response, ToG responded and no comment from Sechelt and SIGD.
Purchasing Policy	Adopted as amended.
Strategic Plan Priorities	Have met with managers to discuss plan and objectives. Progress update to come in November CAS or early December. Strategic Planning Targets meeting held January 10/11. Next update on Strategic Plan set for April.
Director Remuneration	Report received at CAS committee on Oct 28/10, Special CAS meeting completed and direction given. Bylaw will be sent to Board meeting February 10th.
Joint Watershed Management Agreement	JWMAC on January 24/11 – agreement signed.
Chekwelp	In process of putting together concepts around the service agreement and the service agreement itself. Will be meeting with Squamish Staff in February or early March.
Budget	Considerable time put into decision packages and first draft of Budget. Preparing for Round 2.

Finance	Working with Finance staff/Jackie to ensure major issues are being addressed.
CAO Conference	Attended CAO conference. Report to CAS in February on “Local Prosperity” report – generating new local government revenues.

I intend on keeping this report short however it will be developed further over time. I would appreciate feedback on the report and whether there are other items you wish to have an update on.

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

**2011 – 2015 Financial Plan**

**January 17, 2011**

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

<b>PRESENT:</b>	Chair	B. Janyk
	Directors	L. Turnbull B. Wilbee (Alternate) K. Thirkell G. Nohr D. Shugar L. Lewis J. Louie

<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. France
	Acting Treasurer	J. Day
	GM Infrastructure Services	B. Shoji
	GM Community Services	P. Fenwick (Partial)
	Manager, Legislative Services	A. Legault (Partial)
	Manager, Transportation & Facilities	B. Sagman (Partial)
	Manager, Ports	C. Bowles (Partial)
	Manager, Human Resources	R. Brown (Partial)
	Manager, Sustainability	D. Whyte (Partial)
	Accounting Technician III	T. Perreault
	Accounting Technician III	R. Burgraff
	Recording Secretary	J. Fraser
	Media	0
	Public	4

<b>CALL TO ORDER</b>	9:35 a.m.
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**AGENDA** The agenda was adopted as amended:

Reports:

Item No. 7 – Regional Solid Waste [350 - 353]2011 R1 Decision Package (Insert Pages 1 – 4 following the report.)

**PROCESS INTRODUCTION** Chief Administrative Officer

**HUMAN RESOURCES PLAN** Manager, Human Resources

**REPORTS**

**Recommendation No. 1** *Corporate Strategic Plan & Financial Sustainability Policy*

The Corporate and Administrative Services Committee recommended that, for Round 2 budget discussions, staff include information on the relationship between each of the decision packages to the Corporate Strategic Plan and the Financial Sustainability Policy.

**Recommendation No. 2** *Planning Summer Student*

The Corporate and Administrative Services Committee recommended that the Manager of Planning and Development consider possible initiatives of hiring a summer student with particular respect to ongoing rural official community plans and how this would impact on the budget.

**Recommendation No. 3** *Reports*

The Corporate and Administrative Services Committee recommended that the following reports be received for information:

- Manager, Transportation & Facilities – Transit [310] 2011 R1 Decision Package;
- Manager, Transportation & Facilities – Maintenance Facility [312] 2011 R1 Decision Package;
- Manager, Transportation & Facilities – Building Maintenance Services [313] 2011 R1 Decision Package;
- Manager, Transportation & Facilities – Ports [345] 2011 R1 Decision Package;
- Manager, Transportation & Facilities – Regional Street Lighting [320] 2011 R1 Decision Package;
- Manager, Sustainable Services [350 – 353] Regional Solid Waste 2011 R1 Decision Package;
- Manager, Utility Services – North Pender Water Service [365] Decision Package;
- Manager, Utility Services – South Pender Water Service [366] Decision Package;
- Manager, Utility Services – Regional Water Service [370]Decision Package; and
- Engineering Technician II – Waste Water Treatment Facilities [381-393]Decision Package

AND THAT discussions contained in each be deferred to the appropriate function.

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**BUDGETS****Infrastructure Services (Transportation)****Recommendation No. 4**      *Function 310 Public Transit*

The Corporate and Administrative Services Committee recommended that the Chair write to BC Transit notifying them that the communities in the Sunshine Coast Regional District support expanding the transit system to increase ridership;

AND THAT staff report back to Round 2 with an analysis of options other than taxation to increase this budget, including how to absorb the deficit;

AND THAT the following decision packages found in the “Public Transit [310] 2011 R1 Decision Package” report be referred to Round 2 for further discussion:

- Decision Package 2 - \$5,000 for Bus Shelter Construction, with suggestions on how this could be accomplished without increases to staffing and taxation; and
- Decision Package 3 - \$10,000 for a marketing strategy, with more specific information on the marketing plan, how it could be reduced from \$10,000 and how this could be achieved in collaboration with the Communications Officer

AND THAT Vehicle Insurance, Line Item 01-2-310-461 be increased by \$5,500 and included as a base budget increase going forward;

AND FURTHER THAT the budget for Public Transit [310] be referred to the second round of budget meetings as amended.

**Recommendation No. 5**      *Function 312 Maintenance Facility*

The Corporate and Administrative Services Committee recommended that, with respect to Decision Package 1 in the “Function 312 Fleet Services 2011 R1 Budget Decision Package” report, \$5,800 to integrate the fuel management system with the Cartograph maintenance management software, staff report back to Round 2 with a decision package on how this cost could be offset;

AND THAT the budget for Maintenance Facility [312] be referred to the second round of budget meetings as presented.

**Recommendation No. 6**      *Function 345 Ports*

The Corporate and Administrative Services Committee recommended that staff report back to Round 2 on a revised work plan from the “Function 345 Ports 2011 R1 Budget Decision Package” report and how the consultation process could be included within the existing 2011 budget;

AND THAT the budget for Ports [345] be referred to the second round of budget meetings as presented.

*The Committee recessed at 12:20 p.m. and reconvened at 12:55 p.m.*

## **IN CAMERA**

*The Committee went In Camera at 12:55 p.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) of the *Community Charter* – “labour relations or other employee relations”.

*The Committee came out of In Camera at 1:15 p.m.*

### **Recommendation No. 7**      *Function 313 Building Maintenance Services*

The Corporate and Administrative Services Committee recommended that staff report to Round 3 budget discussions on the breakdown of revenues for 2008 and 2009, including the work done in the corresponding function;

AND THAT the budget for Building Maintenance Services [313] be referred to the third round of budget meetings, as presented.

### **Infrastructure Services (Street Lighting)**

### **Recommendation No. 8**      *Function 320 Regional Street Lighting*

The Corporate and Administrative Services Committee recommended that Decision Package 1, \$5,250 Inventory of Street Lights within the Regional District, in the “Function 320 Regional Street Lighting 2011 R1 Budget Decision Package” report be included in 2011 budget;

AND THAT, upon completion of the inventory, staff report back with more detailed information as to how the program would proceed;

AND THAT the Chair write a letter to the Ministry of Transportation and Infrastructure and BC Hydro to request their collaboration on retrofitting the lights within the Regional District to the new full cut-off lighting system, with a copy sent to the District of Sechelt, Town of Gibsons and the Sechelt Indian Government District;

AND FURTHER THAT the budget for Regional Street Lighting [320] be referred to the second round of budget meetings as amended.

### **Recommendation No. 9**      *Functions 322- 342 Street Lighting*

The Corporate and Administrative Services Committee recommended that the following street light budgets be referred to the third round of budget meetings as presented:

- Langdale Street Lighting [322]
- Granthams Street Lighting [324]
- Veterans Street Lighting [326]
- Spruce Street Lighting [328]
- Woodcreek Street Lighting [330]

- Fircrest Street Lighting [332]
- Hydaway Street Lighting [334]
- Sunnyside Street Lighting [336]
- Burns Road Street Lighting [340]
- Stewart Road Street Lighting [342].

## **IN CAMERA**

*The Committee went In Camera at 2:25 p.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90(1)(k) of the *Community Charter* – “negotiations and related discussions 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 came out of In Camera at 2:55 p.m.*

## **Infrastructure Services (Environmental Services)**

### **Recommendation 10**      *Solid Waste / Recycling*

The Corporate and Administrative Services Committee recommended that staff meet with municipal staff on possible collaborative strategies for the solid waste and recycling functions and report back on what a coordinated plan might look like.

### **Recommendation 11**      *Function 352 Sechelt Landfill*

The Corporate and Administrative Services Committee recommended that Decision Package 5, \$35,000 Environmental Monitoring Program Improvements, in the “Regional Solid Waste [Functions 350-353] 2011 R1 Decision Package” report be included in the 2011 budget and funded from Prior Year Surplus;

AND THAT staff be authorized to act upon the project prior to the adoption of the 2011 – 2015 Financial Plan;

AND FURTHER THAT the budget for Sechelt Landfill [352] be referred to the second round of budget meetings as amended.

### **Recommendation No. 12**      *Function 350 – 353 Regional Solid Waste*

The Corporate and Administrative Services Committee recommended that the following decision packages in the “Regional Solid Waste [Functions 350-353] 2011 R1 Decision Package” report be referred to the Round 2 budget discussions for further consideration:

- Amended Package 1 - \$100,000 toward implementing select components of the Solid Waste Management Plan;

- Package 2 - \$3,000 for Pender Harbour Landfill Vehicle Replacement from Prior Year Surplus;
- Package 3 - \$4,000 increase to Training, Line Item 01-2-350-235, partly funded from savings from the discontinuance of the Sunshine Coast Reuses website;
- Package 4 - \$3,500 Landfill Office Supplies and Building Maintenance, funded from tipping fees; and
- Package 7 - \$20,000 for the Solid Waste Services Benchmarking Program

AND THAT Decision Package 6 - \$180,000 for the purchase of a new recycling vehicle be referred to Round 3 budget discussions;

AND FURTHER THAT the budgets for the following functions be referred to the second round of budget meetings as amended:

- [350] Regional Solid Waste
- [351] Pender Harbour Landfill
- [353] Regional Recycling.

**Recommendation No. 13**     *Function 354 – Landfill Closure*

The Corporate and Administrative Services Committee recommended that approval be given to reallocate budget and costs associated with actual landfill closure projects (funded from landfill closure liability reserve) for Pender Harbour Landfill Function 351 and Sechelt Landfill Function 352 (funded from landfill closure liability reserve) to Landfill Closure, Function 354;

AND THAT the budget for Landfill Closure [354] be referred to the third round of budget meetings as amended.

**Recommendation No. 14**     *Function 355 – Refuse Collection*

The Corporate and Administrative Services Committee recommended that staff provide decision packages to increase funding for the coupon program to match expected costs, as well as to revisit options for user fees;

AND THAT the budget for Refuse Collection [355] be referred to the second round of budget discussions, as presented.

*Director Lewis left the meeting at 4:00 p.m.*

*The Committee recessed at 4:00 p.m. and reconvened at 4:07 p.m.*

*Director Janyk left the meeting at 4:18 p.m.*

*Director Thirkell assumed the Chair at 4:18 p.m.*

*Director Louie left the meeting at 4:25 p.m.*



**Recommendation No. 16**    *Referrals*

The Corporate and Administrative Services Committee recommended that the following budgets be referred to the January 18, 2011 Corporate and Administrative Services Committee meeting:

- [365] North Pender Harbour Water Services
- [366] South Pender Harbour Water Services
- [370] Regional Water Service
- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant
- [381] Greaves Road Waste Water Plant
- [382] Woodcreek Park Waste Water Plant
- [383] Sunnyside Waste Water Plant
- [384] Jolly Roger Waste Water Plant
- [385] Secret Cove Waste Water Plant
- [386] Lee Bay Waste Water Plant
- [387] Square Bay Waste Water Plant
- [388] Langdale Waste Water Plant
- [389] Canoe Road Waste Water Plant
- [390] Merrill Crescent Waste Water Plant
- [391] Curran Road Waste Water Plant
- [392] Roberts Creek Cohousing Waste Water Plant
- [393] Lilly's Lake Waste Water Plant.

**ADJOURNED            4:30 P.M.**

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

**2011 – 2015 Financial Plan**

**January 18, 2011**

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

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**PRESENT:**

Chair	B. Janyk
Directors	L. Turnbull G. Nohr B. Wilbee (Alternate) K. Thirkell D. Shugar L. Lewis J. Louie

**ALSO PRESENT:**

Chief Administrative Officer	J. France
Acting Treasurer	J. Day
Manager, Legislative Services	A. Legault
GM Community Services	P. Fenwick (Partial)
GM Infrastructure Services	B. Shoji (Partial)
Manager, Information Technology/ Geographical Information Services	S. Heppner (Partial)
Manager, Human Resources	R. Brown (Partial)
Human Resources Officer	T. Forrest (Partial)
Accounts Technician III	T. Perreault
Recording Secretary	J. Fraser
Media	0
Public	11

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**CALL TO ORDER**            9:35 a.m.

**AGENDA**

The agenda was adopted as amended, as follows:

**Reports:**

Item No. 17 – Grants-in-Aid 2011 Balances (*delete report*)

Item No. 19 – Corporate Sustainability [135] 2011 R1 Decision Package (*delete pages 10 - 13 of the report*).

**DELEGATIONS**

*Roger Swickis, Chair of the Gibsons and District Public Library addressed the Committee regarding their 2011 budget submission. Director Turnbull requested that the Library resend their budget, including 2010 actual budget numbers and 2010 operating surplus for the Round 2 budget discussions.*

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

**Recommendation 1**

*Function 640 Gibsons & District Public Library*

The Corporate and Administrative Services Committee recommended that the budget for Gibsons & District Public Library [640] be referred to the second round of budget meetings as presented.

*Helen Prosser, Chief Librarian and Dan Fivehouse, Chair of the Sechelt and Area Public Library addressed the Committee regarding their 2011 budget submission. They provided a revised 2011 budget which included Line 51 – Operational Reserve. Although it is at zero in 2011, it is to indicate they did not budget an additional \$15,000 for the additional pay period in 2011. Director Shugar requested that the library resend their budget, including 2010 actual numbers for the Round 2 budget discussions.*

*The Chair thanked Ms. Prosser and Mr. Fivehouse for their presentation.*

**Recommendation 2**

*Sechelt & Area Public Library*

The Corporate and Administrative Services Committee recommended that if, at the 2011 year-end, the Sechelt and Area Public Library has an operating surplus, they be entitled to retain it but scrutinized by the Board at the following year's budget discussions.

**Recommendation 3**

*Surpluses*

The Corporate and Administrative Services Committee recommended that staff provide information to the Gibsons and District Public Library and the Sechelt and Area Public Library on the SCRD policy on surpluses.

**Recommendation 4**      *Function 646 - Roberts Creek Library Service*

The Corporate and Administrative Services Committee recommended that the grant to the Roberts Creek Reading Room be increased by \$500 in the 2011 budget as a contingency amount for a total of \$11,000;

AND THAT the Reading Room report on this contingency amount on an annual basis;

AND FURTHER THAT the budget for Roberts Creek Library Service [646] be referred to the second round of budget meetings as amended.

*Lorraine Goddard, Treasurer of the Sunshine Coast Museum and Archives Society, did not appear as a delegation.*

*Celia Robben, President of Sunshine Coast Tourism addressed the Committee with an update on what the organization worked on in 2010 and what it is currently working on.*

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

**Recommendation 5**      *Sunshine Coast Tourism*

The Corporate and Administrative Services Committee recommended that staff report back for round 2 budget discussions on how the 2010 funding to Sunshine Coast Tourism was allocated between areas through the economic development functions.

**Recommendation 6**      *Sunshine Coast Tourism Financial Information*

The Corporate and Administrative Services Committee recommended that staff contact Sunshine Coast Tourism to provide the following information:

- financial statements for the last fiscal year;
- current year budget 2011;
- expectations of the 2% hotel tax; and
- reporting on the 2010 Regional District grant received.

*The Committee recessed at 11:32 a.m. and reconvened at 11:47 a.m.*

**Recommendation No. 7**      *Function 645 Halfmoon Bay Library Service*

The Corporate and Administrative Services Committee recommended that the budget for Halfmoon Bay Library Service [645] be referred to the second round of budget meetings as presented.

**Recommendation No. 8**

The Corporate and Administrative Services Committee recommended that \$17,600 for Sunshine Coast Tourism be included in the 2011 budget, allocated based on population, as follows:

- Area A - \$4,964, Line Item 01-2-531-214;
- Area B - \$3,504, Line Item 01-2-532-214;

- Area D - \$3,018, Line Item 01-2-533-214;
- Area E - \$2,163, Line Item 01-2-534-214; and
- Area F - \$3,951, Line Item 01-2-535 -214

AND THAT the budgets for the following functions be referred to the second round of budget meetings as amended:

- [531] Economic Development Area A;
- [532] Economic Development Area B;
- [533] Economic Development Area D;
- [534] Economic Development Area E; and
- [535] Economic Development Area F.

## COMMUNICATIONS

### **Recommendation No. 9**     *Communications*

The Corporate and Administrative Services Committee recommended that the following communications regarding 2011 funding be received for information:

- Skookumchuk Heritage Society
- Gibsons Chamber of Commerce
- Pender Harbour & Egmont Chamber of Commerce
- Pender Harbour Community School Society
- Lower Mainland Treaty Advisory Committee
- Federation of Municipalities; and
- Pender Harbour Health Centre

AND THAT discussions contained in each be deferred to the appropriate function.

### **Recommendation No. 10**     *Function 648 Museum Service*

The Corporate and Administrative Services Committee recommended that the budget for Museum Service [648] be referred to the second round of budget meetings as presented.

## REPORTS

### **Recommendation No. 11**     *Reports*

The Corporate and Administrative Services Committee recommended that the following reports be received for information:

- General Manager, Community Services – Hillside Development Project [540] 2011 R1 Decision Package;
- Manager, Legislative Services – Legislative Services [111] 2011 R1 Decision Package;

- Manager, Legislative Services – Administrative Services [112] Decision Package;
- Manager, Financial Services – Financial Services [113] 2011 R1 Decision Package;
- Acting Treasurer – General Offices, Building Maintenance [114] 2011 R1 Decision Package;
- Manager, Human Resources – Human Resources [115] 2011 R1 Decision Package;
- Manager, Information Technology/Geographical Information Services – Information Technology [117] 2011 Base Budget;
- Manager, Information Technology/Geographical Information Services – Information Technology [117] 2011 R1 Decision Package;
- Manager, Information Technology/Geographical Information Services – Property Information and Mapping Services [506] 2011 R1 Decision Package;
- Manager, Information Technology & Geographical Information Services – House Numbering [510] 2011 R1 Decision Package;
- Acting Treasurer – Regional Hospital District [118] 2011 R1 Decision;
- Manager, Legislative Services – Elections Electoral Areas [131] 2011 R1 Decision Package; and
- Manager, Sustainability Services and Community Energy Manager – Corporate Sustainability [135] 2011 R1 Decision Package

AND THAT discussions contained in each be deferred to the appropriate function.

## **BUDGETS**

### **Recommendation No. 12**     *Function 540 Hillside Development*

The Corporate and Administrative Services Committee recommended that a “China Investment Attraction Strategy” be included as part of a future economic development workshop;

AND THAT the Chair write a letter to the Shanghai delegation that previously visited the area as a guest of the Sunshine Coast Credit Union, thanking them for their visit, introducing them to the Hillside Development project and explaining what it could offer them as the area contains the largest log booming area in the world;

AND THAT the letter include promotional material of the project, along with material from Sechelt Community Projects Inc. regarding the Community Forest;

AND THAT this letter be copied to the Ministry of International Trade, Industry Canada, Chinese Consulate in Vancouver, John Weston, Member of Parliament for West Vancouver-Sunshine Coast-Sea to Sky Country and Nicholas Simons, Member of Legislative Assembly for Powell River-Sunshine Coast;

AND THAT Decision Package 1, \$30,000 for a water feasibility study, found in the “Hillside Industrial Park [540] 2011 R1 Decision Package” report be referred to 2012 budget discussions;

AND THAT Decision Package 2, \$10,000 for professional fees towards negotiating water access, be referred to the second round of budget discussions for further discussion;

AND FURTHER THAT the budget for Hillside Development Project [540] be referred to the second round of budget meetings as presented.

**Recommendation No. 13**     *Hillside Development Financial Information*

The Corporate and Administrative Services Committee recommended that, for Round 2 budget discussions, staff provide a status report on the accumulated deficit for Hillside Development and the revenue for lot sales based on inventory.

*The Committee recessed at 12:45 p.m. and reconvened at 1:22 p.m.*

**Recommendation No. 14**     *Function 111 Legislative Services*

The Corporate and Administrative Services Committee recommended that the following correspondence be received for information:

- Lower Mainland Treaty Advisory Committee; and
- Federation of Canadian Municipalities

AND THAT the 2011 budget be amended by increasing Dues & Subscriptions, Line Item 01-2-111-338, by \$84 to reflect the 2011 increase for the Federation of Canadian Municipalities membership;

AND THAT, with respect to the “Function 111 Legislative Services 2011 R1 Decision Package” report, Package 1, \$15,000 for laptop computers for Directors, be referred to 2012 budget discussions for consideration;

AND THAT staff report back with the previous three years’ actual constituency expenses for all directors, along with the SCRD Constituency Expenses Policy to the January 24, 2011 Special Corporate and Administrative Services Committee meeting;

AND FURTHER THAT the budget for Legislative Services [111] be referred to the second round of budget meetings as amended.

**Recommendation No. 15**     *Function 112 Administrative Services*

The Corporate and Administrative Services Committee recommended that, with respect to the “Function 112 Administrative Services 2011 R1 Budget Decision Package” report, the 2010 surplus be included in the 2011 budget as follows:

- Package 1 - \$20,000 for the Squamish Nation Service Agreement; and
- Package 2 - \$10,000 to redesign the electronic directory

AND THAT the remaining surplus be transferred to reserves for the future purchase of mobile shelving;

AND FURTHER THAT the budget for Administrative Services [112] be referred to the second round of budget meetings as amended.

**Recommendation No. 16**     *Function 113 Finance Services*

The Corporate and Administrative Services Committee recommended that the 2010 surplus be included in the 2011 budget to fund the following:

- \$10,000 for the recruitment of Treasurer;
- \$28,000 to offset Support Services in 2011; and
- Remaining surplus of approximately \$20,000 be transferred to operating reserves

AND THAT the budget for Finance Services [113] be referred to the second round of budget meetings as amended.

**Recommendation No. 17**     *Function 114 General Offices, Building Maintenance*

The Corporate and Administrative Services Committee recommended that \$25,000 be transferred to a maintenance reserve, including the 2010 surplus;

AND THAT staff report back to a future Corporate and Administrative Services meeting on a listing of maintenance items required as the Field Road building ages, including costs, and how that could be incorporated with the Corporate Energy and Emissions Plan;

AND THAT, staff report back to Round 2 budget discussions on the recommendations being made to SCRD buildings with respect to energy issues;

AND FURTHER THAT the budget for General Offices, Building Maintenance [114] be referred to the second round of budget meetings as amended.

**Recommendation No. 18**     *Function 115 Human Resources*

The Corporate and Administrative Services Committee recommended that, with respect to the “Function 115 Human Resources 2011 R1 Budget Decision Package” report, the 2010 surplus be included in the 2011 budget for the following:



- \$25,000 Other Professional Fees, Line Item 01-2-115-387, to review and update the SCRD Core Health and Safety Program;
- \$30,000 transfer to reserves for the following:
  - \$10,000 negotiation fees;
  - \$10,000 legal expenses; and
  - \$10,000 Human Resources Information Systems software

AND THAT the budget for Human Resources [115] be referred to the second round of budget meetings as amended.

**Recommendation No. 19**     *Function 117 – Information Technology*

The Corporate and Administrative Services Committee recommended that the following adjustments be made to the 2011 base budget for Information Technology, Function 117:

- Office Equipment and Computer Hardware, Line Item 01-6-117-476, increase to \$70,000; and
- Telephone & Alarm Lines, Line Item 01-2-117-314, reduce to 58,797

AND THAT the following be included in the 2011 budget and funded from 2010 surplus:

- \$50,000 to Computer Software, Line Item 01-6-117-473 for the telephone system upgrade;
- \$20,000 to Computer Equipment Operating, Line Item 01-2-117-451 for the dismantling of the wireless interchange; and
- Any remaining surplus be transferred into an equipment reserve fund

AND THAT staff be authorized to act on the telephone upgrade project prior to the adoption of the 2011 – 2015 Financial Plan;

AND FURTHER THAT the budget for Information Technology [117] be referred to the second round of budget meetings as amended.

**Recommendation No. 20**     *Function 506 – Property Information Mapping Services*

The Corporate and Administrative Services Committee recommended that the following adjustments be made to the 2011 base budget:

- Training, Line Item 01-2-506-235, increase by \$2,000; and
- Computer Software/Renewals, Line Item 01-2-506-345 increase by \$7,500 for geocortex software

AND THAT Digital Data Library, Line Item 01-2-506-347 be increased by \$10,000 to complete Area A contours and funded partly from any remaining 2010 surplus and recovered through support services;

AND THAT, Decision Package 1, \$15,000 for a summer student referred to in the Property Information Management Services [506] 2011 R1 Decision Package” report, be referred to Round 2 for further consideration;

AND FURTHER THAT the budget for Property Information Mapping Services [506] be included in Round 2 budget as amended.

**Recommendation No. 21**     *Function 510 – House Numbering*

The Corporate and Administrative Services Committee recommended that the 2010 surplus be transferred to a rate stabilization fund;

AND THAT the budget for House Numbering [510] be referred to the third round of budget meetings as amended.

**Recommendation No. 22**     *Function 118 – Regional Hospital District Administration*

The Corporate and Administrative Services Committee recommended that the budget for Regional Hospital District Administration [118] be referred to the second round of budget meetings as presented, along with the “Function 118 Regional Hospital District 2011 R1 Budget Decision Package” report.

**Recommendation No. 23**     *Function 130 – UBCM/AVICC Electoral Area Services*

The Corporate and Administrative Services Committee recommended that the budget for UBCM/AVICC Electoral Area Services [130] be referred to the second round of budget meetings as presented.

**Recommendation No. 24**     *Function 131 – Elections Electoral Area Services*

The Corporate and Administrative Services Committee recommended that 2011 budget be amended to increase Contracts Operating, Line Item 01-2-131-262 by \$3,300 to reflect an increase for election officials’ honorariums;

AND THAT any 2010 surplus be used to reduce taxation;

AND FURTHER THAT the budget for Elections Electoral Area Services [131] be referred to the second round of budget meetings as amended.

**Recommendation No. 25**     *Function 140 – Member Municipality Debt*

The Corporate and Administrative Services Committee recommended that the budget for Member Municipality Debt [140] be referred to the second round of budget meetings as presented.

**Recommendation No. 26**    *Referrals*

The Corporate and Administrative Services Committee recommended that the following budgets be referred to the January 20, 2011 Corporate and Administrative Services Committee meeting:

Water and Sewer:

- [365] North Pender Harbour Water Services
- [366] South Pender Harbour Water Services
- [370] Regional Water Service
- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant
- [381] Greaves Road Waste Water Plant
- [382] Woodcreek Park Waste Water Plant
- [383] Sunnyside Waste Water Plant
- [384] Jolly Roger Waste Water Plant
- [385] Secret Cove Waste Water Plant
- [386] Lee Bay Waste Water Plant
- [387] Square Bay Waste Water Plant
- [388] Langdale Waste Water Plant
- [389] Canoe Road Waste Water Plant
- [390] Merrill Crescent Waste Water Plant
- [391] Curran Road Waste Water Plant
- [392] Roberts Creek Cohousing Waste Water Plant
- [393] Lilly's Lake Waste Water Plant

General Government:

- [121] Grants-in-Aid (Area A Only)
- [122] Grants-in-Aid (Area B Only)
- [123] Grants-in-Aid (Areas E and F Only)
- [125] Grants-in-Aid (Community Schools)
- [126] Greater Gibsons Community Participation
- [127] Grants-in-Aid (Area D Only)
- [128] Grants-in-Aid (Area E Only)
- [129] Grants-in-Aid (Area F Only)
- [150] Regional Feasibility
- [151] Area A Feasibility
- [155] Area F Feasibility

Health Services:

- [410] Pender Harbour Health Care Centre.

**ADJOURNMENT**

**4:30 P.M.**

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

**2011 – 2015 Financial Plan**

**January 19, 2011**

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

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**PRESENT:**

Chair	B. Janyk
Directors	K. Thirkell G. Nohr L. Turnbull D. Shugar B. Wilbee (Alternate) L. Lewis J. Louie

**ALSO PRESENT:**

Chief Administrative Officer	J. France
Acting Treasurer	J. Day
GM Community Services	P. Fenwick
GM Infrastructure Services	B. Shoji (Partial)
Chief, Gibsons Fire Department	B. Stevens (Partial)
Firehall Asst't, Roberts Creek VFD	B. Searle (Partial)
Firehall Asst't/Insp., Halfmoon Bay	G. Phelps (Partial)
Egmont Fire Department	K. Helliari (Partial)
Manager, PH Aquatic & Fitness	D. Cole (Partial)
Emergency Program Coordinator	B. Elsner (Partial)
Chief Building Inspector	P. Longhi (Partial)
Manager, Recreation Services	B. Bauman (Partial)
Manager, Parks Services	C. McDowell (Partial)
Accounts Technician	T. Perreault
Recording Secretary	J. Fraser
Media	0
Public	9

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**CALL TO ORDER**            9:35 a.m.

**AGENDA**

The agenda was adopted as amended, as follows:

**Reports:**

Item 4: General Manager, Community Services – Halfmoon Bay Volunteer Fire Department [216] 2011 R1 Decision Package  
(*Replacement report*)

**REPORTS****Recommendation No. 1**     *Reports*

The Corporate and Administrative Services Committee recommended that the following reports be received for information:

- General Manager, Community Services – Gibsons & District Volunteer Fire Department [210] 2011 R1 Decision Package;
- General Manager, Community Services – Roberts Creek Volunteer Fire Department [212] 2011 R1 Decision Package;
- General Manager, Community Services – Halfmoon Bay Volunteer Fire Department [216] 2011 R1 Decision Package;
- General Manager, Community Services – Egmont Volunteer Fire Department [218] 2011 R1 Decision Package;
- Manager, Recreation Services – Community Recreation Facilities [616-621] 2011 R1 Decision Package;
- Manager, Pender Harbour Aquatic & Fitness Centre – Pender Harbour Aquatic and Fitness Centre [625] 2011 R1 Decision Package;
- Manager, Parks Services – Cemetery [400] 2011 R1 Decision Package;
- Manager, Parks Services – Joint Use [630] 2011 R1 Decision Package;
- Manager, Parks Services – Community Parks [650] 2011 R1 Decision Package;
- Manager, Parks Services and General Manager, Community Services – Cost Distribution of Parks and Recreation Master Plan;
- Manager, Parks Services – Dakota Ridge Recreation [680] 2011 R1 Decision Package;
- Chief Building Inspection and Bylaw Manager – Building Inspection [520] 2011 R1 Decision Package;
- Chief Building Inspection and Bylaw Manager – Bylaw Enforcement [200] 2011 R1 Decision Package;
- Chief Building Inspection and Bylaw Manager – Animal Control [290] 2011 R1 Decision Package;
- General Manager, Community Services – Emergency Telephone 911 [220] 2011 R1 Decision Package;
- General Manager, Community Services – Sunshine Coast Emergency Planning [222] 2011 R1 Decision Package;
- Manager, Planning and Development – Regional Planning [500] 2011 R1 Decision Package; and
- Manager, Planning and Development – Rural Planning [504] 2011 R1 Decision Package

AND THAT discussions contained in each be deferred to the appropriate function.

## **BUDGETS**

### **Protective Services**

#### **Recommendation No. 2**      *Function 210 Gibsons & District Fire Protection*

The Corporate and Administrative Services Committee recommended that the following decision packages referred to in the ‘Gibsons & District Volunteer Fire Department [210] 2011 R1 Budget Decision Package’ report be included in the 2011 budget:

- Package 1 - \$20,000 contribution to capital reserves for future truck and building purchases;
- Package 2 - \$77,000 from 2010 surplus toward the truck purchase planned in 2011; and
- Package 3 - \$80,000 transfer to capital reserves from remaining 2010 surplus

AND THAT an annual capital reserve contribution of \$50,000 be included in Years 2012 to 2015;

AND FURTHER THAT the budget for Gibsons & District Fire Protection [210] be referred to the second round of budget meetings as amended.

#### **Recommendation No. 3**      *Function 218 Egmont Fire Protection*

The Corporate and Administrative Services Committee recommended that the 2010 surplus be transferred to capital reserves;

AND THAT the budget for Egmont Fire Protection [218] be referred to the second round of budget meetings as amended.

#### **Recommendation No. 4**      *Function 212 Roberts Creek Fire Protection*

The Corporate and Administrative Services Committee recommended that capital reserves be reduced to \$35,000 for 2011 only;

AND THAT the 2010 surplus be transferred to capital reserves;

AND FURTHER THAT the budget for Roberts Creek Fire Protection [212] be referred to the second round of budget meetings as amended.

#### **Recommendation No. 5**      *Function 216 – Halfmoon Bay Fire Protection*

The Corporate and Administrative Services Committee recommended that the 2010 surplus be included in the 2011 budget toward the approved purchase of the mini-pumper truck;

AND THAT the budget for Halfmoon Bay Fire Protection [216] be referred to the second round of budget meetings as amended.

*The Committee recessed at 10:30 a.m. and reconvened at 10:40 a.m.*

**Recommendation No. 6**      *Function 615 - Community Recreation*  
*Function 616 – Gibsons Aquatic Centre*  
*Function 617 – Gibsons and Area Community Centre*  
*Function 620 – Sechelt Arena*  
*Function 621 – Sechelt Aquatic Centre*

The Corporate and Administrative Services Committee recommended that the following decision packages referred to in the “Functions 616 – 621 Recreational Facilities 2011 R1 Budget Decision Package” report be included in the 2011 budget:

- Package 1 - \$675,000 for the Energy Project at the Sechelt Aquatic Centre;
- Package 2 - \$140,000 from capital reserves for the roof replacement of the Gibsons Aquatic Centre;
- Package 7 - \$75,000 for the condenser replacement at the Sechelt Arena;
- Package 9 - \$20,000 for Safety Procedures/Confined Space Rescue allocated as follows:
  - \$5,000 Other Professional Fees, Line Item 01-2-616-387 (Gibsons Aquatic Centre)
  - \$5,000 Other Professional Fees, Line Item 01-2-617-387 (Gibsons & Area Community Centre)
  - \$5,000 Other Professional Fees, Line Item 01-2-620-387 (Sechelt Arena)
  - \$5,000 Other Professional Fees, Line Item 01-2-621-387 (Sechelt Aquatic Centre)
- Package 11 - \$20,000 for Pool Safety Plans allocated as follows:
  - \$6,667 Other Professional Fees, Line Item 01-2-616-387 (Gibsons Aquatic Centre)
  - \$6,667 Other Professional Fees, Line Item 01-2-621-387 (Sechelt Aquatic Centre)
  - \$6,666 Other Professional Fees, Line Item 01-2-625-387 (Pender Fitness and Aquatic Centre)
- Package 12 - \$85,000 for Hot Water Boilers/Heat Exchangers for Gibsons Aquatic Centre;
- Package 17 - \$25,000 for Facility Energy Audit allocated as follows:
  - \$8,334 Other Professional Fees, Line Item 01-2-616-387 (Gibsons Aquatic Centre);
  - \$8,333 Other Professional Fees, Line Item 01-2-617-387 (Gibsons and Area Community Centre); and
  - \$8,333 Other Professional Fees, Line Item 01-2-620-387 (Sechelt Arena)



AND THAT the above decision packages be funded first from any grant funding, followed by 2010 surplus, capital reserves and taxation;

AND THAT staff report back at the second round of budget discussions on what the budget numbers would look like if grants were not approved for Decision Package 1, Energy Project at the Sechelt Aquatic Centre;

*The committee recessed at 11:40 a.m.*

*Director Janyk left the meeting at 11:40 a.m.*

*Alternate Director Johnson arrived at 11:40 a.m.*

*The Committee reconvened at 12:35 p.m. and Director Nohr assumed the Chair.*

**Recommendation No. 7**      *Function 615 - Community Recreation*  
*Function 616 – Gibsons Aquatic Centre*  
*Function 617 – Gibsons and Area Community Centre*  
*Function 620 – Sechelt Arena*  
*Function 621 – Sechelt Aquatic Centre*

The Corporate and Administrative Services Committee recommended that, with respect to the “Functions 616-621 Recreational Facilities 2011 R1 Budget Decision Package” report, the following decision packages be referred to the second round of budgets for further consideration:

- Package 3 - \$40,000 for a Division Service Review for Functions 616, 617, 620 and 621;
- Package 4 - \$52,000 for a Parks and Recreation Master Plan, funded amongst Functions 616, 617, 620 and 621 in 2011 and a \$14,000 contribution in 2012;
- Package 6 - \$120,000 for Acoustics Improvement in Gibsons and Area Community Centre, with additional information on the additional baffling of the childminding room;
- Package 8 - \$110,000 for Disabled Accessibility at the Sechelt Aquatic Centre;
- Package 10 – (\$5,000) for the Childminding Cancellation, with additional information on how this service could be enhanced to make it viable;
- Package 13 - \$75,000 for Electrical Service/Lighting in Sechelt Arena, with information on how this could be potentially funded through grants;
- Package 14: Cut-off Lighting for the recreation facilities, with information on how this could be funded through potential grants;
- Package 15 - \$140,000 for Board/Glass Replacement in the Sechelt Arena, with information on how this could be funded from potential advertising; and
- Package 16 - \$25,000 for Emergency Exit Doors in Sechelt Arena

AND THAT, with respect to the acoustics improvement project in the Gibsons and Area Community Centre, staff invite a sound contractor to provide Directors with a demonstration on acoustic improvements;

AND THAT Package 15 regarding the board/glass replacement in the Sechelt Arena be referred to the January 20<sup>th</sup>, 2011 Community Services Committee meeting;

AND THAT the following decision packages be referred to 2012 budget discussions:

- Package 5 - Security Measures in the Gibsons and Area Community Centre and the Sechelt Aquatic Centre, with additional options on possible security measures
- Package 13 - \$75,000 for Electrical Service/Lighting in Sechelt Arena; and

AND FURTHER THAT the following budgets be referred to the second round of budget meetings, as amended:

- [615] Recreation Facilities;
- [616] Gibsons Aquatic Centre;
- [617] Gibsons and Area Aquatic Centre;
- [620] Sechelt Arena; and
- [621] Sechelt Aquatic Centre.

**Recommendation No. 8**      *Function 625 Pender Harbour Aquatic and Fitness Centre*

The Corporate and Administrative Services Committee recommended that, with respect to the “Pender Harbour Aquatic and Fitness Centre [615] 2011 R1 Decision Package” report, Package 1, \$10,500 be included in the 2011 budget for the trial extended opening of the Aquatic Centre;

AND THAT the following also be included in the 2011 budget:

- \$6,823 from Appropriated Surplus to offset Parcel Tax – Land Charge, Line Item 01-1-625-003; and
- Remaining Appropriated Capital Surplus transferred to capital reserves

AND FURTHER THAT the budget for Pender Harbour Aquatic and Fitness Centre [625] be referred to the third round of budget meetings as amended.

**Recommendation No. 9**      *Function 400 Cemetery*

The Corporate and Administrative Services Committee recommended that the 2011 budget be amended to increase Other Professional Fees, Line Item 01-2-400-387 for a Cemetery Development Plan, to be funded with a blend of the 2010 surplus and taxation;

AND THAT the budget for Cemetery [400] be referred to the third round of budget meetings as amended.

**Recommendation No. 10**     *Function 630 Schools Facilities Joint-Use*

The Corporate and Administrative Services Committee recommended that Joint Use [630] be referred to the second round of budget meetings as presented, along with the “Function 630 Joint Use 2011 R1 Budget Decision Package” report.

**Recommendation No. 11**     *Function 650 Community Parks*

The Corporate and Administrative Services Committee recommended that, with respect to the “Function 650 Parks 2011 R1 Budget Decision Package” report, the following decision packages be included in the 2011 budget:

- Package 2 - Increase Maintenance and incorporate as base budget items:
  - \$ 1,100 Water, Line Item 01-2-650-430;
  - \$ 1,500 Janitorial Supplies, Line Item 01-2-650-412;
  - \$ 2,300 Building Repairs and Maintenance, Line Item 01-2-650-403;
  - \$11,500 Sports Field Maintenance, Line Item 01-2-650-416; and
  - \$ 8,600 Contracts Operating, Line Item 01-2-650-262
  
- Amended Package 7 - \$5,000 Covenant Costs for Cliff Gilker Park:
  - \$1,500 Legal Fees, Line Item 01-2-650-381
  - \$1,500 Other Professional Fees, Line Item 01-2-650-387
  - \$2,000 Contracts Operating, Line Item 01-2-650-262

AND THAT staff review the 2010 maintenance expenses and report back to the second round of budget meetings with a breakdown of which areas the expenses were incurred in, as well as expected maintenance priorities for 2011;

AND THAT the following decision packages be referred to the second round of budget discussions:

- Package 1 - \$30,000 Parks and Recreation Master Plan update;
- Package 3 - \$5,000 Suncoaster Trail Project Maintenance as an increase to the base budget;
- Package 4 - \$7,500 for the Dan Bosch Park swimmer safety improvements and enhanced parking and Klein Lake Campground improvements;
- Package 5 - \$7,000 for Tot Lot Safety Improvements, with more specific information on what repairs are required;
- Package 6 - \$1,200 Roberts Creek Estuary Park Professional Assessment, with more research on the cost of a professional assessment;
- Amended Package 7: \$10,000 Cliff Gilker Trail restoration program;
- Package 8 - \$4,500 Chaster House Access ramp, with information on replacing the former canopy on the patio;

- Package 9 - Sprockids Park Signage and Maintenance \$3,000, with a report on utility of increasing the sign budget in Parks;
- Package 12 - \$1,000 Glass Sponge Reed Signage, with more logistical information on the project, as well as potential collaboration with the municipalities;
- Package 13 - \$14,300 Porta-pottie Funding, with the potential removal of the following portable toilets:
  - 2 year-round toilets at Madeira Government Dock
  - 1 seasonal toilet at Garden Bay Lake
  - 2 toilets at Laverns (1 year-round and 1 seasonal)

With staff providing the following information:

- Report on whether the one seasonal portable toilet at Garden Bay Lake could be funded from Function 365, North Pender Harbour Water;
- Report on whether the Harbour Authority would be interested in taking over the two year-round portable toilets at the Madeira Government Dock, with a possible one-year transition grant paid through Area A Grants-in-Aid;
- Report on whether the Madeira Park/Garden Bay community would be willing to take over the two portable toilets (one year-round and one seasonal) at Laverns, with a possible one-year transition grant paid through Area A Grants-in-Aid

AND THAT Package 14 - \$45,000 Coast-wide, SCRD-Led Trail Strategy and Package 11 - \$400,000 Extension of Suncoaster Trail, be referred to a meeting scheduled for the Parks and Recreation Master Plan discussions;

AND THAT staff continue to work with the dog users of the Shirley Macey Park to ensure the agreed-upon signage is erected and more dog bag dispensers are installed in the park;

AND THAT the following reports be referred to the second round of budget meetings:

- “Presentation of Draft Parks Service Levels” report presented at the November 18, 2010 Community Services Committee meeting, consisting of the survey conducted by Carolyn Mortensen; and
- “Parks Acquisition” report presented at the November 25, 2010 Corporate and Administrative Services Committee meeting;

AND FURTHER THAT the budget for Community Parks [650] be referred to the second round of budget discussions as amended.

*The Committee recessed at 3:13 p.m. and reconvened at 3:22 p.m.*

**Recommendation No. 12**     *Special Meeting*

The Corporate and Administrative Services Committee recommended that staff schedule a Special Community Services Committee meeting before Round 2 budget meetings to discuss the Park & Recreation Master Plan, work done in Regional District Parks in 2010 and the proposed work plan for 2011.

**Recommendation No. 13**     *Function 650 Community Parks*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services' report regarding Parks Staff Allocation be received for information;

AND THAT staff report back on the possibility of fusing the Cycle/Walking Paths, Function 665 with Parks, Function 650, except for those paths on the Ministry of Transportation and Infrastructure's right-of-way and maintained by them.

**Recommendation No. 14**     *Function 665 Bicycle & Walking Paths*

The Corporate and Administrative Services Committee recommended that the following be included in the 2011 budget from Gas Tax funds:

- Package 1 - \$115,000 Area B Redroofs South from Coopers Green;
- Package 2 - \$148,000 Area D Planning and Construction of Lower Road; and
- Package 3 - \$20,000 Area F Marine Drive Two-way Design

AND THAT Package 4, \$5,000 for the Parks and Recreation Master Plan be referred to the second round of budget discussions;

AND FURTHER THAT the budget for Bicycle & Walking Paths [665] be referred to the second round of budget meetings are amended.

*Director Louie left the meeting at 4:30 p.m.*

**Recommendation No. 15**     *Function 680 – Dakota Ridge Recreation*

The Corporate and Administrative Services Committee recommended that the budget for Dakota Ridge Recreation [680] be referred to the second round of budget meetings are presented, as well as the "Function 680 Dakota Ridge 2011 R1 Budget Decision Package" report.

*Director Thirkell opposed.*

**Recommendation No. 16**    *Community Plan Concerning Youth*

The Corporate and Administrative Services Committee recommended that the community plan entitled “Attracting, Retaining and Engaging Young Adults on the Sunshine Coast” prepared by the Attracting, Retaining and Engaging Task Force be referred to the second round of budget discussions;

AND THAT a copy of the plan be referred to the Parks and Recreation Advisory Committee.

**Recommendation No. 17**    *Referrals*

The Corporate and Administrative Services Committee recommended that the following budgets be referred to the January 20, 2011 Corporate and Administrative Services Committee meeting:

Water and Sewer:

- [365] North Pender Harbour Water Services
- [366] South Pender Harbour Water Services
- [370] Regional Water Service
- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant
- [381] Greaves Road Waste Water Plant
- [382] Woodcreek Park Waste Water Plant
- [383] Sunnyside Waste Water Plant
- [384] Jolly Roger Waste Water Plant
- [385] Secret Cove Waste Water Plant
- [386] Lee Bay Waste Water Plant
- [387] Square Bay Waste Water Plant
- [388] Langdale Waste Water Plant
- [389] Canoe Road Waste Water Plant
- [390] Merrill Crescent Waste Water Plant
- [391] Curran Road Waste Water Plant
- [392] Roberts Creek Cohousing Waste Water Plant
- [393] Lilly’s Lake Waste Water Plant

General Government:

- [121] Grants-in-Aid (Area A Only)
- [122] Grants-in-Aid (Area B Only)
- [123] Grants-in-Aid (Areas E and F Only)

- [125] Grants-in-Aid (Community Schools)
- [126] Greater Gibsons Community Participation
- [127] Grants-in-Aid (Area D Only)
- [128] Grants-in-Aid (Area E Only)
- [129] Grants-in-Aid (Area F Only)
- [150] Regional Feasibility
- [151] Area A Feasibility
- [155] Area F Feasibility

Health Services:

- [410] Pender Harbour Health Care Centre.

**ADJOURNMENT**

**4:43 P.M.**

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

**2011 – 2015 Financial Plan**

**January 20, 2011**

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

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**PRESENT:**

Chair	G. Nohr
Directors	L. Johnson (Alternate) B. Wilbee (Alternate) L. Turnbull D. Shugar L. Lewis K. Thirkell

**ALSO PRESENT:**

Chief Administrative Officer	J. France
GM Community Services	P. Fenwick (Partial)
GM Infrastructure Services	B. Shoji (Partial)
Manager, Legislative Services	A. Legault
Acting Treasurer	J. Day
Emergency Program Coordinator	B. Elsner (Partial)
Chief Building Inspector	P. Longhi (Partial)
Accounts Technician	T. Perreault
Recording Secretary	J. Fraser
Media	0
Public	8

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**CALL TO ORDER** 9:50 a.m.

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



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**BUDGETS****Protective Services****Recommendation No. 1**      *Function 520 Building Inspection*

The Corporate and Administrative Services Committee recommended that, with respect to the “Function 520 Building Division 2011 R1 Budget Decision Package” report received at the January 19, 2011 Corporate and Administrative Services Committee meeting, the following be incorporated into the 2011 budget from the 2010 surplus:

- Package 2 - \$30,000 Vehicle Replacement reserve;
- Package 3 - \$79,000 Transfer to Rate Stabilization fund; and
- Amended Package 4 - \$10,000 and any remaining surplus into the vehicle replacement reserve

AND THAT Package 1 –Taxation Increase to \$100,000 to establish a rate stabilization reserve, be referred to the second round of budget discussions;

AND FURTHER THAT the budget for Building Inspection [520] be referred to the second round of budget meetings as amended.

**Recommendation No. 2**      *Function 200 Bylaw Inspection*

The Corporate and Administrative Services Committee recommended that, with respect to the “Function 200 Bylaw Enforcement 2011 R1 Budget Decision Package” report, the 2010 budget be amended to include the 2010 surplus of \$6,000 as a transfer to the vehicle replacement reserve;

AND THAT Package 2 – \$5,000 Annual Contribution to Vehicle Replacement Reserve for the Years 2012 to 2017, be referred to the second round of budget discussions;

AND FURTHER THAT the budget for Bylaw Inspection [200] be referred to the second round of budget meetings as amended.

**Recommendation No. 3**      *Function 290 Animal Control*

The Corporate and Administrative Services Committee recommended that the budget for Animal Control [290] be referred to the second round of budget meetings as presented, along with the “Function 290 Animal Control 2011 R1 Budget Decision Package” report;

AND THAT staff report back to Round 2 on the Islands’ contribution and the industrial area’s contribution to this function, as well as the possibility of doing a service review of this function.

*Alternate Director Johnson joined the meeting at 10:35 a.m.*

**Recommendation No. 4**      *Function 204 Halfmoon Bay Smoke Control*

The Corporate and Administrative Services Committee recommended that the 2011 budget be increased by \$2,200;

AND that the budget for Halfmoon Bay Smoke Control [204] be referred to the second round of budget meetings as amended.

**Recommendation No. 5**      *Function 206 Roberts Creek Smoke Control*

The Corporate and Administrative Services Committee recommended that Taxation, Line Item 01-1-206-015 be decreased to \$1,000 and offset through Salaries and Wages, Line Item 01-2-206-220;

AND THAT the 2010 surplus be transferred to a rate stabilization fund;

AND FURTHER THAT the budget for Roberts Creek Smoke Control [206] be referred to the second round of budget meetings as amended.

*Director Thirkell joined the meeting at 10:44 a.m.*

**Recommendation No. 6**      *Function 220 Emergency Telephone 911*

The Corporate and Administrative Services Committee recommended that the 2010 surplus be transferred to capital reserves;

AND THAT the following decision packages referred to in the “Emergency Telephone [911] 2011 R1 Decision Package” report received at the January 19, 2011 Corporate and Administrative Services Committee meeting be incorporated in the 2011 budget from Appropriated Surplus:

- Capital Package 2 - \$32,000 replacement of quantar base radios for Roberts Creek, Sechelt, Halfmoon Bay and the spare;
- Package 3 - \$18,000 replacement of quantar base radios for Gibsons and Pender Harbour;
- Package 4 - \$10,000 relocation of selected components from the Gibsons and District Volunteer Fire Department site to Mount Gardner; and
- Package 5 - \$12,000 structural assessments of towers

AND THAT Package 1 - \$25,000 annual contribution to capital reserves for the Years 2012 to 2015 be implemented in the 2011 – 2015 Financial Plan;

AND THAT Package 6 - \$164,000 replacement of one tower, be deferred pending the report on the structural assessments of the towers;

AND THAT staff contact UBCM for any past recommendations regarding funding assistance toward 9-1-1- Emergency Telephone Services;

AND THAT, if no resolution exists, the Chair write UBCM proposing provincial and/or federal funding toward 9-1-1- Emergency Telephone Services;

AND FURTHER THAT the Emergency Telephone 911 [220] budget be referred to the second round of budget meetings as amended.

**Recommendation No. 7**      *Reserves*

The Corporate and Administrative Services Committee recommended that Round 2 decision package reports include the current reserves for the function, along with a five or ten-year running table illustrating the annual contributions and expenditures, if applicable.

**Recommendation No. 8**      *Function 222 Emergency Planning*

The Corporate and Administrative Services Committee recommended that the following be included in the 2011 budget from the 2010 surplus;

- \$5,000 Transfer to reserves for a future portable water purification unit, and
- \$5,000 Increase to Training, Line Item 01-2-222-235 for a major training exercise

AND THAT the budget for Emergency Planning [222] be referred to the second round of budget meetings as amended.

**Recommendation No. 9**      *Function 500 Regional Planning*

The Corporate and Administrative Services Committee recommended that Decision Package 1, \$2,500 for a summer Transportation Planning Technician, referenced in the “Function 500 Regional Planning 2011 R1 Budget Decision Package” report received at the January 19, 2011 Corporate and Administrative Services Committee meeting be referred to Round 2;

AND THAT the budget for Regional Planning [500] be referred to the second round of budget meetings for consideration along with a discussion of what is considered rural and regional planning.

**Recommendation No. 10**      *Function 504 Rural Planning*

The Corporate and Administrative Services Committee recommended that the following be included in the 2010 budget and funded from the 2010 surplus:

- Package 1 - \$50,000 increase to Other Professional Fees, Line Item 01-2-504-387 to fund geotechnical studies for West Howe Sound and Elphinstone Official Community Plans (OCP), in addition to the planned expenditure for the Halfmoon Bay OCP (as referenced in the “Function 504 Rural Planning 2011 R1 Budget Decision Package” report); and
- \$4,000 transfer to capital reserves for vehicle replacement;

AND THAT Package 2 - \$5,000 for a summer Planning Technician position be referred to Round 2, for reconsideration of a bigger split toward Rural Planning [504] than Regional Planning [500], as well as the recommendation to transfer \$25,000 to a rate stabilization reserve;

AND FURTHER THAT the budget for Rural Planning [504] be referred to the second round of budget meetings as amended.

**Recommendation No. 11**     *Function 515 Heritage Conservation Service*

The Corporate and Administrative Services Committee recommended that the budget for Heritage Conservation Service [515] be referred to the second round of budget meetings as presented.

*The Committee recessed at 11:33 a.m. and reconvened at 11:41 a.m.*

**Infrastructure Services (Water & Sewer)**

**Recommendation No. 12**     *Function 365 – North Pender Harbour Water Services*

The Corporate and Administrative Services Committee recommended that the following decision packages referenced in the “North Pender Harbour Water Service [365] 2011 R1 Budget Decision Package” report received at the January 17, 2011 Corporate and Administrative Services Committee meeting be included in the 2011 budget and funded from Appropriated Surplus:

- Package 1 - \$35,000 Garden Bay Lake Control Structure;
- Package 2 - \$10,000 Panorama Drive Reservoir Demolition; and
- Package 3 - \$10,000 metering of new connections and on existing connections requiring repairs

AND THAT the 2010 surplus be transferred to capital reserves;

AND THAT a 10% increase to land charge and user fee rates be implemented for 2011;

AND FURTHER THAT the budget for North Pender Harbour Water Services [365] be referred to the third round of budget meetings as amended.

**Recommendation No. 13**     *Function 366 – South Pender Harbour Water Services*

The Corporate and Administrative Services Committee recommended that the following decision packages referenced in the “South Pender Harbour Water Service [366] 2011 R1 Budget Decision Package” report be included in the 2011 budget:

- Package 1 - \$4,790,000 South Pender Harbour Water Treatment Plant and universal metering, funded from a combination of federal and provincial grants and new debt; and

- Package 2 - \$10,000 Installation of water meters on new connections and on existing connections needing repairs, funded from operating reserves

AND THAT the 2010 surplus be transferred to a rate stabilization fund;

AND THAT a 15% increase in user fees and land charge rates be implemented for 2011;

AND FURTHER THAT the budget for South Pender Harbour Water Services [366] be referred to the third round of budget meetings as amended.

**Recommendation No. 14**     *Function 370 Regional Water Services*

The Corporate and Administrative Services Committee recommended that following decision packages referred to in the “Function 370 Regional Water Service Decision Package” report received at the January 17, 2011 Corporate and Administrative Services Committee meeting be included in the 2011 budget and funded from 2010 surplus:

- Package 1 - \$20,000 Safety Equipment;
- Package 2 - \$18,500 Mason Road Works Building Upgrades;
- Package 3 - \$20,000 Water Utility Performance Assessment; and
- Package 5 - \$30,000 Computerized Maintenance Management Implementation Plan

AND THAT staff be authorized to proceed with the Computerized Maintenance Management Implementation Plan prior to the adoption of the 2011 – 2015 Financial Plan;

AND THAT \$231,500 of the 2010 surplus be transferred to capital reserves;

AND THAT the following decision packages be referred to the second round of budget meetings for discussion:

- Package 4 - \$80,000 for two vehicle purchases, with more detailed information on reserves;
- Package 6 - \$20,000 increase to capital budget for Machinery and Equipment from a 0.4% rate increase to user fees and land charges (increase to base budget), with more detailed information on what was purchased in previous years and future plans for the funds

AND THAT staff contact the District of Sechelt Council, along with Tim Adams, offering a tour of the Regional District water treatment system;

AND THAT staff report back with a comparison of Regional District’s water standards with the Canadian water standards to a future Infrastructure Services Committee meeting;

AND THAT staff schedule a meeting with the Grantham Landing Improvement District regarding the following items:

- Possible asbestos in the Elphinstone water pipes and ultra-violet treatment;
- Ruffum Road – improved access; and
- Aquifer exploration in West Howe Sound

AND FURTHER THAT the budget for Regional Water Services [370] be referred to the second round of budget meetings as amended.

**Recommendation No. 15**    *Regional Water Services*

The Corporate and Administrative Services recommended that the following topics be referred to a future Infrastructure Services Committee meeting for discussion:

- Potential 2011 Water work plan for District of Sechelt;
- Replacement of water tank in Sandy Hook; and
- Aquifer exploration in the District of Sechelt.

*Directors Shugar opposed.*

**Recommendation No. 16**    *Referrals*

The Corporate and Administrative Services Committee recommended that the following budgets be referred to the January 21, 2011 Corporate and Administrative Services Committee meeting:

Water & Sewer:

- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant.
- [381] Greaves Road
- [382] Woodcreek Park
- [383] Sunnyside
- [384] Jolly Roger
- [385] Secret Cove
- [386] Lee Bay
- [387] Square Bay
- [388] Langdale
- [389] Canoe Road
- [390] Merrill Crescent
- [391] Curran Road

- [392] Roberts Creek Cohousing
- [393] Lilly's Lake

General Government:

- [121] Grants-in-Aid (Area A Only)
- [122] Grants-in-Aid (Area B Only)
- [123] Grants-in-Aid (Areas E and F Only)
- [125] Grants-in-Aid (Community Schools)
- [126] Greater Gibsons Community Participation
- [127] Grants-in-Aid (Area D Only)
- [128] Grants-in-Aid (Area E Only)
- [129] Grants-in-Aid (Area F Only)
- [150] Regional Feasibility
- [151] Area A Feasibility
- [155] Area F Feasibility

Health Services:

- [410] Pender Harbour Health Care Centre.

**ADJOURNMENT**

**12:50 P.M.**

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

**2011 – 2015 Financial Plan**

**January 21, 2011**

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

<b>PRESENT:</b>	Chair	G. Nohr
	Directors	L. Johnson (Alternate) B. Wilbee (Alternate) L. Turnbull D. Shugar L. Lewis K. Thirkell
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. France
	GM Infrastructure Services	B. Shoji (Partial)
	Acting Treasurer	J. Day
	Manager, Sustainability Services	D. Whyte (Partial)
	Community Energy Manager	J. Stroman (Partial)
	Accounts Technician III	T. Perreault
	Recording Secretary	J. Fraser
	Media	0
	Public	1

**CALL TO ORDER**            9:32 a.m.

**Recommendation No. 1**     *Function 371 – 379 Water Services*

The Corporate and Administrative Services Committee recommended that the following budgets be referred to the second round of budget meetings as presented:

- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections



- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant.

**Recommendation No. 2**      *Waste Water Plants, Functions 381-393*

The Corporate and Administrative Services Committee recommended that the following decision packages referred to in the “Waste Water Treatment Facilities [381 – 393] 2011 R1 Budget Decision Package” report received at the January 17, 2011 Corporate and Administrative Services meeting be included in the 2011 budget:

- Package 1 - \$1,000 Rock barrier at the Greaves Road Waste Water Treatment Facility, funded from operating reserves;
- Package 2 - \$52,000 Enhancements to the Woodcreek Waste Water Treatment Facility, funded from operating and capital reserves; and
- Package 3 - \$2,000 Settling Tank Improvements to Roberts Creek Waste Water Treatment Facility, funded from capital reserves

AND THAT the 2010 surplus be transferred to reserves;

AND THAT the question of whether or not a sewage development treatment area similar to the one at Roberts Creek Cohousing could be done in the downtown area of Roberts Creek be referred to the Manager of the Planning Department, with a report back to the Round 2;

AND THAT the budget for Lilly’s Lake [393] be referred to the second round of budget meetings as presented, along with a staff decision package report for repair costs incurred in this function at the end of 2010;

AND THAT the following budgets be referred to the third round of budget meetings as amended:

- [381] Greaves Road
- [382] Woodcreek Park

AND THAT the following budgets be referred to the third round of budget meetings as presented:

- [383] Sunnyside
- [384] Jolly Roger
- [385] Secret Cove
- [386] Lee Bay
- [387] Square Bay
- [388] Langdale
- [389] Canoe Road
- [390] Merrill Crescent
- [391] Curran Road
- [392] Roberts Creek Cohousing.

**Recommendation No. 3**     *Corporate Sustainability [135]*

The Corporate and Administrative Services Committee recommended that the decision packages referred to in the “Corporate Sustainability [135] 2011 R1 Decision Package” report, received at the January 18, 2011 Corporate and Administrative Services Committee meeting be included in the 2011 budget:

- Amended Package 2 - \$15,000 Sustainability Plan Engagement Process and Launch, with funding recovered from Support Services

AND THAT the following decision packages be referred to the second round of budget discussions:

- Amended Package 2 - \$10,000 Sustainability Plan Engagement Process and Launch, with information on how this process could work with a reduced budget and whether gas tax funds could be used for this project

AND FURTHER THAT the budget for Corporate Sustainability [135] be referred to the second round of budget meetings as amended.

*Director Thirkell opposed.*

**Recommendation No. 4**     *Sustainability Plan and Corporate Energy and Emissions Plan*

The Corporate and Administrative Services Committee recommended that staff report back prior to the second round of budget meetings, with clarification of the scope of work being done in the Regional District’s Sustainability Plan and the Community Energy and Emissions Plan, compared to the work being done by the municipalities and how these may be integrated and duplication avoided.

**Recommendation No. 5**     *Corporate Sustainability [135]*

The Corporate and Administrative Services Committee recommended that the following decision packages outlined in the “Corporate Sustainability [135] 2011 R1 Decision Package” report, received at the January 18, 2011 Corporate and Administrative Services Committee meeting be referred to the second round of budget discussions:

- Package 1 – \$28,600 Community Energy and Emissions Plan (CEEP), with more detailed information on how the incentive programs could work in collaboration with municipal counterparts
- Package 3 - \$6,600 for Corporate Energy and Emissions Plan, Support and Staff Education, with information on how this could potentially be integrated into the Human Resources training budget;
- Package 4 - \$2,000 for training, recovered from support services, with information on where this would be charged; and

- Package 5 - \$7,500 Summer Student, with information on whether the Integrated Transportation Planning grant could be used to fund this.

*The Committee recessed at 11:44 a.m. and reconvened at 1:07 p.m.*

*Directors Thirkell and Johnson left the meeting at 11:44 a.m.*

**Recommendation No. 6**     *Grant-in-Aid Area A [121]*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding Grant-in-aid Balances be received;

AND THAT \$45,952 of the 2010 surplus pertaining to the Pender Harbour bus be returned to the taxpayers of this function as the bus feasibility costs are now being funded under Area A Feasibility, Function 151;

AND THAT the remaining 2010 surplus be carried forward to 2011 as additional discretionary funding;

AND FURTHER THAT the budget for Grants-in-aid, Area A [121] be referred to the second round of budget discussions, as amended.

**Recommendation No. 7**     *Tetrahedron Outdoor Club*

The Corporate and Administrative Services Committee recommended that staff report back with information on where the Regional District stands with the Tetrahedron Outdoor Club.

**Recommendation No. 8**     *Grant-in-Aid Area B [122]*

The Corporate and Administrative Services Committee recommended that the 2011 budget be amended to increase Grants Unconditional, Line Item 01-2-121-212 to \$31,071;

AND FURTHER THAT the budget for Grants-in-aid, Area B [122] be referred to the third round of budget discussions, as amended.

**Recommendation No. 9**     *Grant-in-Aid Areas E & F*

The Corporate and Administrative Services Committee recommended that the budget for Grants-in-aid, Areas E and F [123] be referred to the third round of budget discussions, as presented.

**Recommendation No. 10**     *Grant-in-Aid Community Schools*

The Corporate and Administrative Services Committee recommended that the budget for Grants-in-aid, Community Schools [125] be referred to the second round of budget discussions, as presented.

**Recommendation No. 11**     *Greater Gibsons Community Participation*

The Corporate and Administrative Services Committee recommended that the budget for Greater Gibsons Community Participation [126] be referred to the third round of budget discussions, as presented.

**Recommendation No. 12**     *Grant-in-Aid Area D*

The Corporate and Administrative Services Committee recommended that the 2011 budget be amended to increase Grants Unconditional, Line Item 01-2-127-212 to \$26,695;

AND THAT the 2010 surplus be transferred to Grants Unconditional, Line Item 01-2-127-212 as additional discretionary funding;

AND FURTHER THAT the budget for Grants-in-aid, Area D [127] be referred to the second round of budget discussions, as amended.

**Recommendation No. 13**     *Grant-in-Aid Area E*

The Corporate and Administrative Services Committee recommended that the budget for Grants-in-aid, Area E [128] be referred to the second round of budget discussions as presented, along with the Memorandum of Understanding regarding the Community Youth Outreach Worker Funding between the Sunshine Coast Regional District, Town of Gibsons and the District of Sechelt.

**Recommendation No. 14**     *Grant-in-Aid Area F*

The Corporate and Administrative Services Committee recommended that 2011 budget be amended to increase Grants Unconditional, Line Item 01-2-129-212 to \$39,681;

AND FURTHER THAT the budget for Grants-in-aid, Area F [129] be referred to the second round of budget discussions, as amended.

**Recommendation 15**             *Jervis Inlet Resort & Spa Amenities Agreement*

The Corporate and Administrative Services Committee recommended that a grant-in-aid of \$2,500 be given to the Pender Harbour Lions Club from Electoral Area A to provide signage at the SCR D Lions Field in Pender Harbour;

AND THAT staff be directed to draft an agreement with the Pender Harbour Lions Club and release the grant once the Agreement is executed;

AND THAT the Chair and Corporate Officer be authorized to sign the Agreement with the Egmont Harbour Authority;

AND FURTHER THAT this grant be provided from the Jervis Inlet Resort and Spa Amenities Agreement funding.

**Recommendation No. 16**    *Regional Feasibility*

The Corporate and Administrative Services Committee recommended that the budget for Regional Feasibility [150] be referred to the third round of budget discussions, as presented.

**Recommendation No. 17**    *Function 151 Area A Feasibility*

The Corporate and Administrative Services Committee recommended that approval be given to recode costs associated with Pender Harbour Community bus within Function 119, Feasibility to a new function specific for Area A Feasibility, Function No. 151;

AND THAT the budget for Area A Feasibility [151] be referred to the third round of budget discussions, as amended.

**Recommendation No. 18**    *Function 155 Area F Feasibility*

The Corporate and Administrative Services Committee recommended that approval be given to recode Function 119, Feasibility Studies for Langdale Dock to Function 155, Area F Feasibility and amend the 2010 budget accordingly;

AND THAT the budget for Area F Feasibility [155] be referred to the second round of budget discussions, as presented.

**Recommendation No. 19**    *Function 410 Pender Harbour Health Care Clinic*

The Corporate and Administrative Services Committee recommended that Grants Unconditional, Line Item 01-2-410-212 be increased to \$101,745 in the 2011 budget;

AND THAT staff contact the Pender Harbour Health Care Clinic to provide more specific information on their proposed energy retrofits;

AND THAT \$20,000 be included in the budget for the emergency generator;

AND FURTHER THAT the budget for Pender Harbour Health Care Clinic [410] be referred to the second round of budget discussions, as amended.

**Recommendation No. 20**    *Round 2 Staff Reports*

The Corporate and Administrative Services Committee recommended that the decision packages provided for the second round of budget discussions include the following:

- Notation if the decision packages are mandatory;
- Decision packages shown in priority order; and
- The amount of a function's existing reserve and, where appropriate, a five or ten-year plan for contributions and expenditures.

**Recommendation No. 21**

The Corporate and Administrative Services Committee recommended that, in December of each year, managers report on what the function's work plan was, what it looks like now (items in progress and what still needs to be done) and whether the Board still wants to proceed with what is on the list.

**ADJOURNMENT                    2:30 P.M.**

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL INFRASTRUCTURE SERVICES COMMITTEE  
JANUARY 24, 2011**

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DRAFT RECOMMENDATIONS FROM THE MEETING OF THE INFRASTRUCTURE SERVICES COMMITTEE HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

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<b>PRESENT:</b>	Chair Directors	L. Turnbull (Acting) G. Nohr K. Thirkell B. Wilbee (Alt) D. Shugar L. Lewis B. Janyk
<b>ALSO PRESENT:</b>	GM, Infrastructure Services Chief Administrative Officer Recording Secretary Staff Media Public	B. Shoji J. France J. Bullock 1 1 2

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**CALL TO ORDER**      2:23p.m.

**AGENDA**              The Agenda was adopted as distributed.

**DELEGATIONS**

**COMMUNICATIONS**

**REPORTS**

**Recommendation No. 1** *Proposed Water Sustainability Act*

The Special Infrastructure Services Committee recommended that staff submit the following points of concern with regards to the Proposed Water Sustainability Act to the Ministry of Environment prior to their imposed deadline of January 30, 2011:

- 1. Goal 1. Objective One:** Environmental flows are considered in all water allocation decisions to protect stream health.

**Board comment:** Environmental flows should include all of the water in the watershed and the water cycle (surface flow, sub-surface flow, atmospheric etc.).

Atmospheric water does not appear anywhere in the proposal. The policies appear to only require new licenses, excluding new small-scale licenses, to consider environmental flows. New small scale licenses and existing licenses should have to follow in stream flow guidelines as well.

**Board comment:** Protecting stream health should be expanded to protecting watershed health, where the precautionary principle is the underlying principle in water allocation decisions and activity in watersheds. The precautionary principle should be highly emphasized in the WSA.

Although the proposal addresses precautionary measures for watershed management, staff found no direct mention of the “precautionary principle”. In terms of precautionary requirements, it appears they only apply to areas with known chronic water problems. Staff’s perspective is that in order to achieve a sustainable approach to water management, environmental measures must anticipate, prevent, and address environmental degradation in watersheds. If there are threats of irreversible damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation. It is suggested that the Precautionary principle be a fundamental element in the WSA so water problems are addressed before they become chronic.

- 2. Goal 1. Objective Two:** Watershed-based allocation plans include environmental flow needs and the water available for consumptive use.

**Board comment:** Environmental flow needs should encompass more than just surface flow.

**Board comment:** Source protection should be incorporated into this objective. Although source protection appears to be present in the proposed Act, source protection should be more clear and consistent.

- 3. Goal 2. Objectives One and Two:** Governance roles and accountabilities are clarified in relation to the allocation of water and the protection of stream health; and Governance arrangements are flexible and responsive to future needs and values.

**Board comment:** Local governments need control over managing the watersheds. The new governance arrangement should recognize that Local Governments, as the purveyors of drinking water to their communities, are responsible for the provision of safe drinking water yet they have no control over land use on crown land within their drinking watersheds.

Although a door remains open to delegating some responsibilities to local or regional agencies”, it appears that these responsibilities will be more on the development of management plans through collaboration rather than delegating land use control. Other



branches of government are asked to consider water in land-use decisions and PWO's are in place to guide statutory decision makers, yet there appears to be no overriding priority for fresh water resource decisions in this proposed Act. We continue to maintain that Local Governments are responsible for making these types of decisions and should be given control.

4. **Goal 2.** Options for new Governance Arrangements:

**Board comment:** The SCRD strongly supports the option of a Delegated Governance arrangement. Delegating governance arrangements for watershed management and functions to a local watershed agency would enable a localized watershed management approach. This arrangement would allow local governments to develop management strategies that are unique to their areas while meeting standards and guidelines set out by the Province.

As previously mentioned this proposed Act will enable a range of governance approaches; however, ultimate accountability will remain with the Province. We would like to repeat the above statement.

5. **Goal 3. Objective Four:** Water users conserve water during drought or when stream health is threatened.

**Board comment:** Water users should always be encouraged to conserve water. Water conservation strategies should be proactive as oppose to reactive.

It does not appear that water conservation efforts are continuously encouraged as the above policy is entitled "Regulate During Scarcity". Ongoing water conservation efforts appear to remain in the hands of local governments. We would like to see the Province continuously encourage conservation by using education, Provincial incentive programs and enforcement of local bylaws in this area for repeat offenders.

We would also like to see some changes to the building codes that allow for use of grey water and rainwater harvesting.

6. **Goal 4. Objective One:** Groundwater extraction and use is regulated in priority (critical) areas and for large withdrawals.

**Board comment:** Groundwater extraction should also be monitored in addition to being regulated.

These requirements do not apply to domestic license holders and small private domestic well owners unless they are in potential problem areas. We would like to see an exploration of how domestic well owners can be accommodated.

Local governments should have the authority to regulate the number of new wells drilled in all areas, not just priority areas (precautionary principle).

Cumulative impacts from all groundwater wells should be considered in the WSA. It is suggested to map all of the aquifers that supply drinking water in order to prevent non-problem areas from becoming problem areas as a result of new small wells being drilled without regulation or monitoring. Also, those applying for water licenses should have to clearly define the need of that license and higher priority should be placed on applications in areas with no alternative water supply.

**Board comment:** The SCRD is encouraging that a holistic approach to managing our water resources be considered in this modernization process through the development of a single Water Act. Ideally, a single Water Act will promote consistency in watershed management and recognize the various uses, sources, and impacts relating to water resource management. In addition to one Act for governing fresh water resources, the SCRD is also encouraging that the Province recognizes the one Water Act as the overriding priority in the hierarchy of Provincial Acts.

*It would appear that the Proposed Act does follow a more holistic approach than before. However, recognizing the proposed Act as the overriding priority for water resources in the hierarchy of Provincial Acts is not discussed in the policy proposal. Also the need to acquire licenses should be clearly defined. Also, if there is no alternative water supply to a property, this should then become higher priority.*

**IN CAMERA**

**ADJOURNMENT 3:22pm**

**SUNSHINE COAST REGIONAL DISTRICT  
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE  
January 24, 2011**

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

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<b>PRESENT:</b>	Chair	B. Janyk
	Directors	L. Turnbull D. Shugar K. Thirkell L. Lewis G. Nohr B. Wilbee (Alt.)
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. France (Jan. 24 <sup>th</sup> )
	Manager, Legislative Services	A. Legault
	Recording Secretary	S. Williams
	Public	1
	Media	2

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**CALL TO ORDER**            3:33 p.m.

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

**REPORTS**

**Recommendation No. 1**    *Director Remuneration*

The Corporate and Administrative Services Committee recommended that the following items be received;

- Staff Report regarding director remuneration;
- Staff report regarding constituency and travel expenses for 2008, 2009 and 2010;
- SCRD Board Policy on constituency expenses; and
- The consolidated "Sunshine Coast Regional Hospital District Director Remuneration Bylaw No. 72".

**Recommendation No. 2**     *Constituency Expenses*

The Corporate and Administrative Services Committee recommended that Constituency Expenses for Rural Area Directors be increased from \$2,500 to \$3,500 with the additional \$1,000 funded by electoral areas only through function [130] and used only when the \$2,500 in function [111] is depleted.

*The Committee moved In Camera at 4:33 p.m.*

That the public be excluded from attendance at the meeting in accordance with section 90 (1)(c) of the *Community Charter* as “Labour relations and other employee relations” is to be discussed.

*The Committee moved out of In Camera at 4:45p.m.*

*The Committee meeting was adjourned to 9:30 a.m. Thursday, January 27, 2011*

*The meeting reconvened at 9:40 a.m. January 27, 2011*

**Recommendation No. 3**     *Community Services Committee Meetings*

The Corporate and Administrative Services Committee recommended that the Community Services Committee meeting be restructured to start at 9:30 a.m. and that the Agenda be organized to place all Parks and Recreation related items in the morning and all other Community Services items in the afternoon;

AND THAT the times for the Community Services Committee meeting be restricted to 9:30 a.m. to 12:00 noon and 1:30 p.m. to 4:30 p.m.

AND FURTHER THAT the Community Services Committee meeting be recorded as two separate meetings for the purpose of Director Remuneration.

**Recommendation No. 4**     *Director Remuneration - Stipend*

The Corporate and Administrative Services Committee recommended that the SCRD Director Remuneration bylaw be amended to include a clause that provides for an annual increase to all stipends on Schedule A equivalent to the Consumer Price Index, for the preceding 12 months, as at January 1 each year.

**Recommendation No. 5**     *Director Remuneration – Meeting Rates*

The Corporate and Administrative Services Committee recommended that all meeting rates on Schedule A of Bylaw No. 568 be increased by 7.7%;

AND THAT all changes to stipend and meeting rates be rounded up to the nearest dollar.

**Recommendation No. 6**     *Director Remuneration – Alternate Directors*

The Corporate and Administrative Services Committee recommended that a monthly stipend be introduced for Alternate Directors equivalent to the stipend for a Standing Committee Chair.

**Recommendation No. 7**     *Alternate Director Remuneration*

The Corporate and Administrative Services Committee recommended that discussion on a separate stipend for rural area directors be deferred to the end of the workshop scheduled for Thursday, February 3, 2011 on the Bylaw Enforcement Notifications System;

AND THAT staff provide a report to a future Corporate and Administrative Services Committee meeting with options to establish a formula for increases to director remuneration on an ongoing basis;

AND THAT staff provide a report to a future Corporate and Administrative Services Committee with options for compensation when the Vice Chair is required to preside for a portion of a meeting in the absence of the Chair.

**ADJOURNMENT**                      11:07 a.m.

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

**January 27, 2011**

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

<b>PRESENT:</b>	Chair	B. Janyk
	Directors	L. Turnbull D. Shugar K. Thirkell L. Lewis G. Nohr B. Wilbee (Alt.)

<b>ALSO PRESENT:</b>	Acting Treasurer	J. Day
	Manager, Legislative Services	A. Legault
	Manager, Transportation & Facilities	B. Sagman (Partial)
	Manager, IT/GIS	S. Heppner (Partial)
	Purchasing Officer	R. McKee (Partial)
	Recording Secretary	J. Fraser
	Public	12
	Media	0

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

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

**REPORTS**

**Recommendation No. 1**    *Langdale Dock*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Langdale Dock Service Establishing Bylaw No. 1079, 2011 Alternative Approval Process be tabled to the end of the meeting.

**Recommendation No. 2**     *BC Ferries / Langdale Dock*

The Corporate and Administrative Services Committee recommended that the Manager of Transportation and Facilities' report regarding BC Ferries Langdale Dock License Final Draft Agreement be received;

AND THAT this report be referred to the In Camera portion of the meeting.

**Recommendation No. 3**     *Strategic Plan Target Workshop Notes*

The Corporate and Administrative Services Committee recommended that the Strategic Planning Targets Workshop Notes of January 10, 2011 be received for information, along with the Work Plan & Strategic Targets 2010-2011;

AND THAT the remuneration for the Sechelt Indian Government District representative be paid directly to the representative;

AND THAT staff write the Sechelt Indian Band (SIB) advising that the SCRD is doing a review on how to incorporate the SIB Land Use Plan into the Regional District processes and to begin a dialogue;

AND THAT staff provide a report on any legal implications for the Sunshine Coast Regional District's use of the Land Use Plan and how the process would work;

AND THAT the General Manager of Community Services' report regarding Economic Development Facilitated Workshop be received and amended to include "Arts and Culture" and "Youth Centre" in the list of stakeholders to invite;

AND THAT the Economic Development Facilitated Workshop report be forwarded to the January Corporate and Administrative Services Committee meeting;

AND THAT a date be chosen in April 2011 for an economic development workshop;

AND THAT the following targets be amended and action taken as follows:

- No. 1 – Additional area of focus with the Sechelt Indian Band is their engagement in the Integrated Transportation Study;
- No. 18 – Reference to Roberts Creek should be to identify the issue of the large number of properties in the area that don't have (regional) water be addressed in the next 10-year plan;
- No. 22 – Improve Recycling – staff to verify whether initiatives listed will be completed in 2011;
- No. 59 – Staff to provide more clarification on the notation "provincial approval will be needed for some".

**Recommendation No. 4**     *2011 Resolutions AVICC*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding 2011 resolutions for submission to the Association of Vancouver Island and Coastal Communities (AVICC) Conference be received;

AND THAT, with respect to the resolution on Glass Sponge Reefs, the first paragraph be amended to place more emphasis on the rarity of the reefs;

AND THAT a resolution be drafted requesting that funding be granted from the provincial government for the cleaning of illegal dumping sites;

AND THAT a resolution be prepared requesting a legislative change to the Natural Area Tax Exemption Program to be expanded to include other communities beyond the Islands;

AND THAT, with respect to the Treaty Advisory Committee, the first paragraph be deleted and the following inserted:

WHEREAS the 2008 Memorandum of Understanding between UBCM and the Province of British Columbia included New Relationship matters within the mandate of the Treaty Advisory Committee, in addition to treaty negotiations;

AND WHEREAS there is no formal pathway within the context of New Relationship funding which includes the interests of local governments;

AND FURTHER THAT the amendments be brought forward to the February 10<sup>th</sup>, 2011 Regular Board meeting.

**Recommendation No. 5**     *Standing Committee Terms of Reference*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Standing Committee Terms of Reference be received;

AND THAT the Standing Committee Terms of Reference be approved as presented.

**Recommendation No. 6**     *Service Equity Review – Annual Update*

The Corporate and Administrative Services Committee recommended that the Accounting Technician's report regarding the Service Equity Review Annual Update be received;

AND THAT this report be updated with 2010 information and referred to a future Corporate and Administrative Services Committee meeting in spring 2011, with the following additional information:

- Area F Islands and Industry taxation shown separately; and
- Under Parks, Function 650, a breakdown of the actual expenses incurred in the "Taxation by Area" figures.



**Recommendation No. 7**     *Insurance Premiums*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer and Risk Manager's report regarding insurance invoices over \$100,000 be received;

AND THAT staff be authorized to proceed with payment of the following 2011 invoices:

- \$111,530 Municipal Insurance Association; and
- \$145,214 Aon Reed Stenhouse

AND FURTHER THAT this recommendation be referred to the January 27, 2011 Regular Board meeting for adoption.

**Recommendation No. 8**     *Purchasing Policy*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer's report regarding the Purchasing Policy be received as amended:

- Section 4.3, include:
  - After the three-year period, for a vendor to be re-accepted for consideration, they must illustrate their deficiency or deficiencies have been rectified.
- Section 6.1, add iv. to read:
  - Knowledge of area
- Section 9.5.i., the first sentence to be rewritten for more clarity

AND FURTHER THAT the Purchasing Policy be adopted and included into the SCRD Board Policy Manual as amended.

**Recommendation No. 9**     *Special Community Services*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services' report regarding Special Community Services Meeting February 4, 2011 be received;

AND THAT a Special Community Services Committee meeting regarding Parks and Recreation topics identified by Directors be scheduled for Friday, February 4<sup>th</sup>, 2011 at 1:30 p.m.;

AND THAT this recommendation be referred to the January 27, 2011 Regular Board Meeting for adoption.

**Recommendation No. 10**     *Contracts between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer's report regarding contracts entered into by the Regional District between \$20,000 and \$100,000 for the period from November 17, 2010 to January 17, 2011 be received.

**Recommendation No. 11**     *Director Constituency & Travel Expenses*

The Corporate and Administrative Services Committee recommended that the Accounts Payable Technician's report regarding Director Constituency and Travel Expenses to December 31, 2010 be received;

AND THAT any outstanding 2010 Director constituency and travel expenses be referred to the second round of 2011 budget discussions;

AND FURTHER THAT the Directors – Reimbursement of Travel and Other Expenses Policy be referred to a future Corporate and Administrative Services Committee meeting with recommendations on how the policy could be “tightened” with respect to meal charges exceeding the authorized limit.

**Recommendation No. 12**     *Welcome Beach Community Association*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding the grant-in-aid request from Welcome Beach Community Association be received;

AND THAT a grant for \$4,500 be provided for repairs and maintenance for the Welcome Beach Community Hall from Grants-in-Aid Area B, Line Item 01-2-122-212;

AND THAT staff be authorized to send them a cheque for \$4,500 prior to the adoption of the 2011 – 2015 Financial Plan;

AND THAT staff include a letter requesting the association prepare a business plan for the future sustainable maintenance of the building;

AND FURTHER THAT this recommendation be referred to the January 27, 2011 Regular Board Meeting for adoption.

**Recommendation No. 13**     *UBCM Electoral Area Directors Meeting*

The Corporate and Administrative Services Committee recommended that the Executive Assistant's report regarding the UBCM Electoral Area Directors Meeting held February 15<sup>th</sup> and 16<sup>th</sup>, 2011 be received;

AND THAT the following be forwarded to the Union of BC Municipalities for discussion:

- Report entitled “Integrated Stormwater Management and Planning – Update and Options for Future Action” and
- Issue of “New Relationship” funding for the Treaty Advisory Committee.

**Recommendation No. 14**    *Gibsons & District Public Library*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding the Gibsons and District Public Library Facility Audit be received;

AND THAT the Library Board contact Joanne Fraser with outstanding deficiencies not included in the FAME Asset Management Facility Audit;

AND THAT staff prepare a decision package report for the building deficiencies identified for the 2011 Round 2 budget discussions, including outstanding items provided by the Library;

AND FURTHER THAT staff report back outlining steps to developing a maintenance plan for the building, with a clear distinction on each party's responsibilities.

*The Committee recessed at 2:56 p.m. and reconvened at 3:10 p.m.*

**Communications****Recommendation No. 15**    *Correspondence*

The Corporate and Administrative Services Committee recommended that the following correspondence be received:

- Association of Vancouver Island and Coastal Communities regarding the 2011 AVICC Annual General Meeting and Convention;
- Union of BC Municipalities (UBCM) regarding amendments to the Community Works Fund Agreement;
- UBCM regarding the new Bulk Fuel Purchasing Program – staff to contact the Town of Gibsons for information ;
- UBCM regarding Local Government Awareness Week;
- Sechelt and District Chamber of Commerce regarding economic development funding;
- Coastal Community Network regarding the 2011 membership contribution;
- Federation of Canadian Municipalities regarding the Canadian Infrastructure Report Card Project;
- Statistics Canada regarding the new National Household Survey;
- City of Trail regarding the Excise Tax Act amendment; and
- BC Hydro regarding the new Large General Service Conservation Rate.

**Recommendation No. 16**    *Local Government Awareness Week*

The Corporate and Administrative Services Committee recommended that the correspondence from UBCM regarding Local Government Awareness Week from May 15<sup>th</sup> to May 21<sup>st</sup>, 2011 be referred to the Communications Officer to develop a plan to highlight awareness;

AND THAT the correspondence also be referred to the Transit Department to incorporate into their “Music on the Buses” program;

AND THAT staff look into an initiative to involve youth on the Coast, such as holding a “mock” Board meeting;

AND FURTHER THAT staff report back on these initiatives at a future Corporate and Administrative Services Committee meeting.

**Recommendation No. 17**    *National Household Survey*

The Corporate and Administrative Services Committee recommended that staff send a letter to the Communications team of Statistics Canada inviting them to a SCRD Standing Committee meeting when they visit the area to discuss the National Household Survey.

*The Committee moved In Camera at 3:30 p.m.*

That the public be excluded from attendance at the meeting in accordance with section 90 (1) (c), (j) and (k) of the *Community Charter* as “labour relations and other employee relations” and “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act” and “negotiations and related discussions 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 4:45p.m.*

**Recommendation No. 18**    *Langdale Dock Service Establishing Bylaw*

The Corporate and Administrative Services Committee recommended that the report from the Manager of Legislative Services regarding the Langdale Dock Service Establishing Bylaw No. 1079, 2011 Alternative Approval Process be referred to a future Corporate and Administrative Services Committee meeting, following more research into the draft BC Ferries Langdale Dock License Agreement.

**ADJOURNMENT**

**5:00 P.M.**

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE  
FEBRUARY 3, 2011**

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DRAFT RECOMMENDATIONS FROM THE MEETING OF THE INFRASTRUCTURE SERVICES COMMITTEE HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

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<b>PRESENT:</b>	Chair Directors	L. Turnbull G. Nohr K. Thirkell B. Wilbee (Alt) D. Shugar L. Lewis B. Janyk
<b>ALSO PRESENT:</b>	GM, Infrastructure Services Manager of Utilities Manager of Sustainability Manager of Transportation & Facilities CAO Recording Secretary Staff Media Public	B. Shoji D. Crosby (part) D. Whyte B. Sagman (part) J. France J. Bullock 1 1 3

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**CALL TO ORDER**      1:30p.m.

**AGENDA**              The Agenda was adopted amended to include an In Camera Discussion under Section 90(1)(a) of the *Community Charter*.

**COMMUNICATIONS**

**Recommendation No. 1** *BC Ferry Authority Board of Directors*

The Infrastructure Services Committee recommended that the correspondence from Squamish Lillooet Regional District, dated December 22, 2010 regarding Nominations for Appointment to the BC Ferry Authority Board of Directors be received.

**Recommendation No. 2** *New Deadline for Completing Infrastructure Stimulus Projects*

The Infrastructure Services Committee recommended that the correspondence from the Federation of Canadian Municipalities, dated January 4, 2011 regarding the new deadline for completing Infrastructure Stimulus Projects be received.

**Recommendation No. 3** *Small Water Systems Working Group*

The Infrastructure Services Committee recommended that the correspondence from the Union of BC Municipalities, dated January 10, 2011 regarding Small Water Systems Working Group be received.

**REPORTS****Recommendation No. 4** *Transportation Advisory Committee minutes*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of January 10, 2011 be received with the following amendments;

1. Replace all references of “J. Klaus” with “J. Knaus”
2. Page 5 – last word of minutes, replace “input” with “information”

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

**Recommendation No. 3** *–Direct Disposal Blue Bins Schedule*

THAT a letter be sent to Direct Disposal requesting that they consider adjusting their schedule to avoid the ferry pulse, primarily in the morning and particularly through Davis Bay.

**Recommendation No. 4** *– Alternative Transportation Advisory Committee*

THAT the concept of an Alternative Transportation Advisory Committee be endorsed and that the Cycling Advocate come back with further information at a subsequent meeting.

**Recommendation No. 5** *– Bike Lane Sweeping*

THAT a letter be sent to the Minister and those running for leadership of both Provincial parties on the issue of bike lane sweeping, to look for an additional allocation of funds and noting, as the SCR D is doing its part on carbon emissions reductions, that perhaps Carbon Tax funds could be used for this purpose.

**Recommendation No. 6** *– Bike Lockers at Langdale Ferry Terminal*

THAT bike lockers at the Langdale ferry terminal be included in the budget as a decision package.

**Recommendation No. 5** *Street Lighting – Bluff Place Road*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities’ report entitled “Street Lighting – Bluff Place Road” be received;

AND THAT subject to a successful petition and the establishment of a new service, staff proceed with the installation of 150 watt HPS full cut of street light in the cul-de-sac of Bluff Place.

**Recommendation No. 6** *Dock Lease Agreements with Upland Owners*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Dock Lease Agreements with Upland Owners" be received;

AND THAT the Chair and Corporate Officer be authorized to execute the lease renewals;

AND THAT the Keats Island Moorage Society (KIMS) agreement be presented to Round 2 budget for consideration;

AND FURTHER THAT staff negotiate with the church camps to generate revenue for their use of the dock, but that consideration is taken into account that the SCR D needs the camps to provide consent for our water lot lease.

**Recommendation No. 7** *Deferral – Recycling Policy Re: Acceptance of Large Loads*

The Infrastructure Services Committee recommended that the Solid Waste Management Coordinator's report entitled "Deferral – Recycling Policy Re: Acceptance of Large Loads" be received;

AND THAT staff be directed to develop a draft Board policy based on "Option 2 as follows:

That the SCR D recycling program not accept loads of recyclables from the ICI (Institutional, commercial and industrial) sector which are larger than a small pick up load;

AND THAT those with larger loads be directed to make their own private arrangements with the discretion to make exceptions pursuant to the criteria as outline within the report".

**Recommendation No. 8** *Gypsum Recycling Update*

The Infrastructure Services Committee recommended that the Solid Waste Management Coordinator's report entitled "Gypsum Recycling Update" be received.

**Recommendation No. 9** *Community Energy Modeling Tool*

The Infrastructure Services Committee recommended that the Community Energy Manager's report entitled "Community Energy Modeling Tool" and attachments be received;

AND THAT staff be authorized to work with MK Jaccard and Associates Inc. on the development of a Community Energy Modeling Tool;

AND THAT this report be forwarded to the municipalities for their information.

**Recommendation No. 10** *Request for Special Infrastructure Services Committee Meetings*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services' report entitled "Request for Special Infrastructure Services Committee Meetings Re: Draft Solid Waste Management Plan" be received;

AND THAT staff contact the municipalities to advise them that the deadline for receiving input on the Draft Solid Waste Management Plan has now been extended to February 28, 2011;

AND THAT staff schedule two Special Infrastructure Services Committee meetings for further discussion on this item. The first meeting taking place on March 11, 2011 at 09:30 a.m., and the second meeting to be scheduled at a later date;

AND THAT the municipalities be invited to attend the Special Infrastructure Services meetings;

AND THAT staff be authorized to send these invitations prior to adoption of this recommendation;

AND FURTHER THAT the Manager of Sustainable Services attend the District of Sechelt's Committee of Whole meeting scheduled for February 23, 2011 to address questions related to the Draft Solid Waste Management Plan.

**Recommendation No. 11** *Town of Gibsons Water Agreement*

The Infrastructure Services Committee recommended that the General Manager, Infrastructure Services' report entitled "Town of Gibsons Water Agreement" be received;

AND THAT the Bulk Water Supply Agreement be approved as presented;

AND THAT staff be instructed to facilitate the execution of the agreement by both parties.

**Recommendation No. 12** *Monthly Report for January 2010*

The Infrastructure Services Committee recommended that the Section Secretary's report entitled "Monthly Report for January 2011" be received.

**IN CAMERA**

*The Committee moved In Camera at 3:18 p.m.*

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a) of the *Community Charter* "personal information about an identifiable individual who is being considered..."

*The Committee moved out of In Camera at 3:21 p.m.*

**ADJOURNMENT 3:22pm**



## **SCRD STAFF REPORT**

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**DATE:** February 4, 2011  
**TO:** Corporate & Board – February 10, 2011  
**FROM:** Angie Legault, Manager of Legislative Services  
**RE:** **2011 RESOLUTIONS TO AVICC**

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### **RECOMMENDATIONS**

**THAT the report concerning 2011 resolutions for submission to the Association of Vancouver Island and Coastal Communities Conference (AVICC) be received;**

**AND THAT the resolutions concerning Bike Lane Sweeping, Treaty Advisory Committee Funding, Glass Sponge Reefs, Natural Area Tax Exemption Program and Illegal Dumping be adopted and forwarded to AVICC for consideration at the Annual General Meeting.**

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### **BACKGROUND**

The deadline for submission of resolutions for consideration at the Annual General Meeting of the Association of Vancouver Island and Coastal Communities (AVICC) is February 25, 2011.

The Board has previously requested that staff prepare resolutions concerning Glass Sponge Reef Protection, Bike Lane Sweeping and Lower Mainland Treaty Advisory Committee funding, Natural Area Protection Tax Exemption Program and Illegal Dumping.

### **DISCUSSION**

Staff request that the Board endorse the following resolutions for submission to the AVICC Annual General Meeting.

#### **Bike Lane Sweeping**

#### **Sunshine Coast Regional District**

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WHEREAS governments invest in the provision of cycling lanes adjacent to provincial roadways to promote healthy lifestyles and provide alternatives to single occupancy vehicles;

AND WHEREAS gravel and other debris on the cycling paths pose a risk to cyclists and act as an impediment to the use of alternative modes of transportation;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities urge the Ministry of Transportation and Infrastructure to amend road maintenance contracts to increase the frequency of bike lane sweeping.

**Treaty Advisory Committees****Sunshine Coast Regional District**

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WHEREAS the 2008 Memorandum of Understanding between UBCM and the Province of British Columbia included 'New Relationship' matters within the mandate of the Treaty Advisory Committee, in addition to treaty negotiations;

AND WHEREAS there is no formal pathway within the context of New Relationship funding which includes the interests of local governments;

AND WHEREAS the information gained from these advisory committees is invaluable for negotiations with First Nations thereby benefitting all parties;

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities urge the Ministry of Aboriginal Relations and Reconciliation to provide adequate core funding to Treaty Advisory Committees and related organizations.

**Glass Sponge Reef Protection****Sunshine Coast Regional District**

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WHEREAS ancient and fragile glass sponge reefs previously thought to be extinct exist off British Columbia's coast and are at risk from disturbances caused by trawling, trapping and anchoring;

AND WHEREAS Fisheries and Oceans Canada has designated the Hecate Strait/Queen Charlotte Sound glass sponge reefs as an Area of Interest within the Pacific North Coast;

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities urge Fisheries and Oceans Canada to also designate the glass sponge reefs in the Southern Strait of Georgia (specifically McCall Bank, Howe Sound, Fraser Ridge, Active Pass, Nanaimo, Coulee Bank and Parksville) as "areas of interest" for protection.

**Illegal Dumping****Sunshine Coast Regional District**

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WHEREAS illegal waste disposal is detrimental to the environment and our communities;

AND WHEREAS local governments are being called on to expend greater resources in order to monitor and clean up illegal dump sites;

THEREFORE BE IT RESOLVED THAT the Ministry of Environment be requested to make additional financial and human resources available to assist with enforcement, monitoring and clean up of illegal dump sites on Crown land.

WHEREAS the Islands Trust currently offers a Natural Area Protection Tax Exemption Program which provides property tax relief of up to 65% for owners who wish to enter into a conservation covenant to protect important natural features of their property;

AND WHEREAS Regional Districts may wish to support and encourage property owners to preserve natural areas for the benefit of future generations;

THEREFORE BE IT RESOLVED THAT the Ministry of Community, Sport and Cultural Development be requested to grant regional districts the legislative authority to implement natural area protection tax exemption programs.

## SCRD STAFF REPORT

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**DATE:** February 4, 2011  
**TO:** SCRD Board – February 10, 2011  
**FROM:** Manager, Legislative Services  
**RE:** September 2011 Meeting Conflict

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### RECOMMENDATION

**THAT the Manager of Legislative Services' report regarding September 2011 Meeting Conflict be received;**

**AND THAT the Board provide direction on resolving the conflict.**

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### BACKGROUND

At the January 24, 2011 Special Corporate and Administrative Services Committee meeting the following recommendation (in part) was made and will be presented at the February 10, 2011 Regular Board meeting for adoption.

*The Corporate and Administrative Services Committee recommended that the Community Services Committee meeting be restructured to start at 9:30 a.m. and that the Agenda be organized to place all Parks and Recreation related items in the morning and all other Community Services items in the afternoon;*

*AND THAT the times for the Community Services Committee meeting be restricted to 9:30 a.m. to 12:00 noon and 1:30 p.m. to 4:30 p.m.*

### DISCUSSION

With the adoption of the above recommendation a conflict will arise with the Planning and Development committee meeting scheduled for 9:30 a.m. on Thursday, September 15, 2011. The September 2011 calendar is attached for reference.

When the 2011 Meeting Schedule was adopted the Infrastructure Services Committee meeting and Planning and Development Committee meeting were moved up one week to accommodate directors who may wish to extend the summer break to Labour Day. Staff provide the following options for consideration:

Option 1            Move the September 2011 Community Services Committee meeting to 1:30 p.m. and incorporate all Community Services related items in the afternoon meeting.

- Option 2      Reschedule the Infrastructure Services Committee and Planning and Development Committee meetings in September 2011 as follows:  
                    September 1<sup>st</sup> – 1:30 p.m. Infrastructure Services Committee  
                    September 8<sup>th</sup> – 1:30 p.m. Planning and Development Committee
- Option 3      Reschedule the Planning and Development Committee meeting to 9:30 a.m. on September 8th.
-

# Sunshine Coast Regional District September 2011

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3
4	5 Labour Day	6	7	8 1:30 Infrastructure 7:30 Regular Board	9	10
11	12 9:00 Policing 10:30 Transportation	13	14	15 9:30 Planning & Develop. 9:30 Community Services Committee	16	17
18	19	20	21	22 1:30 Corporate & Admin. 7:30 Regular Board	23	24
25	26	27	28	29	30	
	UBCM Annual Conference – Vancouver					
	7:00 Area D APC (RC-Lib)	7:00 Area B APC (CG) 7:30 Area F APC (ECH)	7:00 Area A APC (PHHC) 7:00 Area E APC (FWH)			

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 1014.3**

***A bylaw to amend Roberts Creek Fire Protection Local Service  
Establishment Bylaw No. 1014, 1993***

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WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Roberts Creek Fire Protection Local Service Establishment Bylaw No. 1014, 1993* to add new options for cost recovery;

AND WHEREAS the Director of Electoral Area D – Roberts Creek has consented in writing to the adoption of this bylaw, in accordance with Section 802(1)(b) of the *Local Government Act*;

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

1. This bylaw may be cited as the *“Roberts Creek Fire Protection Service Amendment Bylaw No. 1014.3, 2010”*.
2. *Roberts Creek Fire Protection District Local Service Establishment Bylaw No. 1014, 1993* is hereby amended as follows:
  - a) Section 3 is deleted in its entirety and replaced with a revised Section 3 as follows:
  3. As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:
    - (a) property value tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*,
    - (b) fees and charges imposed under section 363 of the *Local Government Act*,
    - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
    - (d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

READ A FIRST TIME                    this    9<sup>th</sup>  day of                    September, 2010

READ A SECOND TIME                this    9<sup>th</sup>  day of                    September, 2010

READ A THIRD TIME                 this    9<sup>th</sup>  day of                    September, 2010

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
  this    18<sup>th</sup> day of                    January, 2011

ADOPTED                                this    10<sup>th</sup> day of                    February, 2011

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair



**SUNSHINE COAST REGIONAL DISTRICT****BYLAW NO. 1027.5****A bylaw to amend *Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996***

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WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996* to add new options for cost recovery;

AND WHEREAS the Directors of Electoral Areas E – Elphinstone and F – West Howe Sound and the Town of Gibsons have consented to the adoption of this bylaw under Section 802 of the *Local Government Act*;

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

1. This bylaw may be cited as *Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.5, 2010*.
2. *Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996* is hereby amended as follows:
  - a) Section 4 is deleted in its entirety and replaced with a new Section 4 as follows:
    4. As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:
      - (a) property value tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
      - (b) fees and charges imposed under section 363 of the *Local Government Act*;
      - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;

(d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

READ A FIRST TIME                    this    9<sup>th</sup>    day of            September, 2010

READ A SECOND TIME                this    9<sup>th</sup>    day of            September, 2010

READ A THIRD TIME                  this    9<sup>th</sup>    day of            September, 2010

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
    this    18<sup>th</sup>   day of            January, 2011

ADOPTED                                this    10<sup>th</sup>   day of            February, 2011

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR

## SCRD STAFF REPORT

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**DATE:** February 4, 2011  
**TO:** Regular Board – February 10, 2011  
**FROM:** Angie Legault, Manager of Legislative Services  
**RE:** **DIRECTOR REMUNERATION BYLAW 636**

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### RECOMMENDATION(S)

**THAT the report concerning Director Remuneration Bylaw 636 be received;**

**AND THAT "Sunshine Coast Regional District Directors' Remuneration Bylaw No. 636, 2011" be given three readings and be adopted;**

**AND FURTHER THAT \$25,341 be added to the base budget for Function 111.**

### BACKGROUND

The following recommendations were made at the Special Corporate and Administrative Services Committee meeting of January 24, 2011 and will be presented to the Board for adoption at the February 10, 2011 Regular Board meeting:

**Recommendation No. 3** – *THAT the Community Services Committee meeting be restructured to start at 9:30 a.m. and that the Agenda be organized to place all Parks and Recreation related items in the morning and all other Community Services items in the afternoon;*

*AND THAT the times for the Community Services Committee meeting be restricted to 9:30 a.m. to 12:00 noon and 1:30 p.m. to 4:30 p.m.;*

*AND FURTHER THAT the Community Services Committee meeting be recorded as two separate meetings for the purpose of Director Remuneration.*

**Recommendation No. 4** - *THAT the SCRD Director Remuneration bylaw be amended to include a clause that provides for an annual increase to all stipends on Schedule A equivalent to the Consumer Price Index, for the preceding 12 months, as at January 1 each year.*

**Recommendation No. 5** - *THAT all meeting rates on Schedule A of Bylaw No. 568 be increased by 7.7%;*

*AND THAT all changes to stipend and meeting rates be rounded up to the nearest dollar.*

**Recommendation No. 6** - *THAT a monthly stipend be introduced for Alternate Directors equivalent to the stipend for a Standing Committee Chair.*

## DISCUSSION

Staff have drafted a new remuneration bylaw to reflect the changes requested and present it for adoption. Specific changes made to the previous remuneration bylaw are as follows:

1. Section 4 – staff have included the Community Services Committee meetings in this clause to reflect the proposed change to full day meetings.
2. Section 5 – staff have inserted a clause stating that an increase will be applied to all stipends on Schedule A effective January 1 every year in accordance with percentage change in the Consumer Price Index (CPI) for Vancouver over the preceding twelve months. The CPI is published towards the end of the month following the period/month reported on. Staff recommend using the November 30<sup>th</sup> CPI to allow staff time to apply those changes before January 1<sup>st</sup> payroll is processed.
3. Schedule A of this bylaw has been amended:
  - to increase per meeting rates to \$111 (+7.7% rounded up).
  - to include an annual stipend for Alternate Directors equal to the annual stipend for Standing Committee Chairs.
  - To apply the November 30<sup>th</sup>, 2010 CPI for Vancouver (2.6%) to all stipends
  - To add payment per meeting Chaired for Transportation and Policing.

## FINANCIAL IMPLICATIONS

A report on required adjustments to base budget will be presented during the discussion of General Government at the Round 2 Budget meeting on February 11<sup>th</sup>, however financial implications are also provided in this report to support the bylaw adoption.

To accommodate the changes noted above, as well as amendments made late in 2010 to compensate the Chair for 'Special' meetings, \$25,341 must be added to the 2011 Financial Plan and become part of base budget.

In addition, further increases to base budget will be requested at Round 2 for the following:

- \$13,176 (01-2-111-222 and 01-2-111-223) – update to reflect the actual number of meetings held
- \$5000 (01-2-130-263) – rural area constituency expense
- \$3000 (01-2-130-222) – rural area director remuneration

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 636

#### A Bylaw to provide for the remuneration and expenses of Directors and Alternate Directors

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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 Directors’ Remuneration Bylaw No. 636, 2011*”.
2. Definitions:

In this bylaw:

“**Acting in the capacity of Board Chair**” means those times when the Board Chair is unavailable for a period of two weeks or longer or as resolved by the Board.

“**Budget Meeting**” means a Corporate and Administrative Services Committee Budget or Pre-Budget meeting.

“**Committee**” means an SCRD Standing Committee, the Transportation Committee or the Sunshine Coast Policing Committee.

“**Extraordinary Meeting**” means a meeting of a subcommittee established by the Board; an intergovernmental meeting; an SCRD Strategic Planning meeting; or a special meeting that has been deemed as such by Board resolution.

“**Intergovernmental Meeting**” means a meeting between the SCRD Board and any other local government, including but not limited to the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and School District No. 46.

“**Meeting**” means a meeting of the SCRD Board, an SCRD Standing Committee, the Transportation Committee, the Sunshine Coast Policing Committee, or an “Extraordinary Meeting” as defined in this bylaw.

“**Public Hearing**” means a public hearing held in accordance with section 890 of the *Local Government Act*.

“**Standing Committee**” means the Community Services Committee, the Corporate and Administrative Services Committee, the Infrastructure Services Committee or the Planning and Development Services Committee.

“**Standing Committee Vice Chair**” means the Director appointed as Vice Chair to a Standing Committee, but also includes a Director appointed as Acting Chair to a Standing Committee in the absence of the Standing Committee Chair and Standing Committee Vice Chair.

3. The remuneration for the Directors of the Sunshine Coast Regional District Board shall be as per Schedule A to this bylaw.
4. Despite Section 3, a Budget Meeting *or Community Services Committee meeting* that goes beyond 3 hours in duration shall be paid at 2 times the regular meeting rate.
5. *On January 1<sup>st</sup> each year all stipends on Schedule A to this bylaw shall be adjusted by the percentage change over the preceding twelve (12) months in the Consumer Price Index for Vancouver at November 30<sup>th</sup>.*
6. When a Director attends a portion of a meeting and the Alternate Director attends another portion of the same meeting, each shall be compensated as though they had attended the entire meeting.
7. The remuneration as set out in Schedule A of this Bylaw shall be paid bi-weekly.
8. A Director or Alternate Director may be reimbursed, as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are:
  - i. representing the Regional District,
  - ii. engaging in Regional District business,
  - iii. attending a meeting, course or convention, or
  - iv. attending a meeting of the Board.
9. In addition to the above, any Director or Alternate Director shall be entitled to \$150 per day for attending the annual conference of the Union of British Columbia Municipalities, the Federation of Canadian Municipalities, or the Association of Vancouver Island and Coastal Communities or the UBCM Annual Leadership Academy Conference.
10. A Director or Alternate Director may, prior to attending a conference not listed in Section 9, request approval by the Board to receive \$150 per day to attend such conference.
11. All expenses and expenditures not specifically authorized by the Expense Reimbursement Policy must receive the authorization of the Board or the Corporate and Administrative Services Committee before they are incurred to be eligible for reimbursement.
12. All expenses and expenditures must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and given to the Treasurer. Receipts need not be given for non-commercial accommodation, private motor vehicle use and meal charges (set amounts).
13. Within two weeks of delivery by a Director or Alternate Director to the Treasurer of a signed claim with supporting receipts in accordance with the Expense Reimbursement Policy, the Treasurer will pay to the Director or Alternate Director, the amount of the expenditures made or expenses incurred.

14. A designation of 1/3 of all remuneration received under this Bylaw is deemed to be an allowance for expenses incidental to those other than expenses referred to in section 8.
15. "*Sunshine Coast Regional District Directors' Remuneration Bylaw No. 568, 2005*" and amendments thereto are hereby repealed.

READ A FIRST TIME	this	10 <sup>th</sup>	day of	February, 2011
READ A SECOND TIME	this	10 <sup>th</sup>	day of	February, 2011
READ A THIRD TIME	this	10 <sup>th</sup>	day of	February, 2011
ADOPTED	this	10 <sup>th</sup>	day of	February, 2011

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CORPORATE OFFICER

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CHAIR

**Bylaw 636 - Schedule A  
2011**

	Annual Stipend	Standing Committee Chair	\$ per Board Meeting Chaired	\$ per Committee Meeting Chaired	\$ per meeting attended	\$ for any day attending Board or Committee Meetings	\$ for acting in capacity of Board Chair (per day)
Chair	\$ 33,287				\$ 111 (Extraordinary & Special meetings only)		
Vice Chair	\$ 10,385		\$ 207		if not chair \$ 111		\$ 130
Director – Municipal	\$ 8,332				\$ 111		
Director – Rural	\$ 8,932				\$ 111		
Alternate Director	\$ 1,304				\$ 111	\$ 99	
Standing Committee Chair	\$ 8,332	\$ 1,304		\$ 111	\$ 111		
Standing Committee Vice Chair	\$ 8,332			\$ 111	\$ 111		
Public Hearing Chair				\$ 111			
Public Hearing Alternate Chair					\$ 111		
Policing & Transportation Chair				\$ 111			