



**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 MARCH 26, 2015
AGENDA**

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 12, 2015

Annex A
Pages 1-14

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Administrator's Report
4. Directors' Reports
5. Special Corporate and Administrative Services Committee (R2 Budget) recommendation Nos. 1-50 and 52-60 of March 9, 2015
(recommendation No. 51 previously adopted)
6. Special Corporate and Administrative Services Committee (R2 Budget) recommendation Nos. 1-12 of March 10, 2015
7. Planning and Development Committee recommendation Nos. 1 and 4-22 of March 12, 2015
(recommendation Nos. 2-3 previously adopted)
8. Special Corporate and Administrative Services Committee (Strategic Plan) recommendation No. 1 of March 13, 2015
9. Community Services Committee recommendation Nos. 1-14 of March 19, 2015
10. Sunshine Coast Regional District Parcel Tax Roll Review Panel Report of March 12, 2015 *(for receipt only)*

Annex B
pp 15-16

Verbal

Annex C
pp 17-32

Annex D
pp 33-36

Annex E
pp 37-43

Annex F
pp 44-45

Annex G
pp 46-49

Annex H
p 50

MOTIONS**BYLAWS**

11. "Sunshine Coast Regional District Financial Plan Bylaw No. 700, 2015" Annex I
– *first, second, third reading and adoption* p 51
(*Voting – All Directors – weighted vote: A2, B-2, D-2, E-2, F-2,* (Schedule
Sechelt-5, Gibsons-3, SIGD-1) A to follow)

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (d) and (e) of the Community Charter –“the security of the property of the municipality” and “the acquisition, disposition or expropriation of land or improvements...”.

UPCOMING MEETING DATES (TO APRIL 30, 2015)

SCRD Board, Committee, and Advisory Committee Meetings

Agricultural Advisory Committee (AAC)	March 24 at 3:30 p.m.
Area B Advisory Planning Commission (APC)	March 24 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	March 24 at 7:00 p.m.
Area A Advisory Planning Commission (APC)	March 25 at 7:00 p.m.
Area E Advisory Planning Commission (APC)	March 25 at 7:00 p.m.
Regional Hospital District	March 26 at 9:00 a.m.
Corporate and Administrative Services Committee	March 26 at 1:30 p.m.
Dakota Ridge Advisory Committee (DRAC)	March 26 at 5:00 p.m.
Regular Board	March 26 at 7:30 p.m.
Public Wharves Advisory Committee	March 30 at 10:30 a.m.
Area D Advisory Planning Commission (APC)	March 30 at 7:00 p.m.
Infrastructure Services Committee	April 2 at 1:30 p.m.
Recreation and Parks Services Advisory Committee (RPSAC)	April 2 at 5:00 p.m.
Planning and Development Committee	April 9 at 9:30 a.m.
Regular Board	April 9 at 1:30 p.m.
Natural Resources Advisory Committee (NRAC)	April 15 at 7:00 p.m.
Community Services Committee	April 16 at 1:30 p.m.
Area E Advisory Planning Commission (APC)	April 22 at 7:00 p.m.
Regional Hospital District	April 23 at 1:00 p.m.
Corporate and Administrative Services Committee	April 23 at 1:30 p.m.
Regular Board	April 23 at 7:30 p.m.
Area D Advisory Planning Commission (APC)	April 27 at 7:00 p.m.
Agricultural Advisory Committee (AAC)	April 28 at 3:30 p.m.
Area B Advisory Planning Commission (APC)	April 28 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	April 28 at 7:00 p.m.
Area A Advisory Planning Commission (APC)	April 29 at 7:00 p.m.
Special Planning and Development Committee	April 30 at 1:30 p.m.

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

Heritage Protocol Advisory Committee	March 23 at 9:00 a.m.
Joint Management Watershed Advisory Committee	March 23 at 11:00 a.m.
Association of Vancouver Island and Coastal Communities (AVICC) Conference	April 10 to 12

Please note: Meeting dates are current as of date of printing (March 20, 2015)



SUNSHINE COAST REGIONAL DISTRICT

March 12, 2015

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

PRESENT:	Chair	G. Nohr
	Directors	M. Lebbell L. Lewis B. Milne F. Mauro S. White I. Winn
ALSO PRESENT:	Chief Administrative Officer	J. France
	Manager, Legislative Services	A. Legault
	Treasurer	T. Perreault
	GM, Planning and Development	S. Olmstead
	GM, Infrastructure Services	B. Shoji
	Acting GM, Community Services	B. Bauman
	Manager IT/GIS	S. Heppner
	Chief Building Inspector	P. Preston
	Alternate Director, District of Sechelt	A. Lutes
	Deputy Corp. Officer/Recorder	S. Reid
Media	1	
Public	0	

CALL TO ORDER 7:30 p.m.

AGENDA **It was moved and seconded**

119/15 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

120/15 THAT the Regular Board meeting minutes of February 26, 2015 be adopted as presented.

CARRIED

COMMUNICATIONS

BC Transit It was moved and seconded

121/15 THAT the correspondence from Kevin Schubert, Director, Regional Transit Systems and Myrna Moore, Senior Regional Transit Manager, regarding BC Transit Service Plan and Confirmation of Expansion Memorandums of Understanding be received;

AND THAT a strongly worded letter be sent to BC Transit expressing concern that the decision to not provide funding for expanded transit service is not in the best interests of Sunshine Coast residents or for residents of British Columbia;

AND THAT the letter make reference to work done under the Transit Future Plan, and be copied to MLA Nicholas Simons, the Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, Transportation Minister Stone, the Chair of School District 46, and the Community Services Society;

AND FURTHER THAT the topic of transit service funding be referred the May 28, 2015 Corporate and Administrative Services Committee for further discussion.

CARRIED

REPORTS

Administrator’s Report

CAO Report It was moved and seconded

122/15 THAT the Chief Administrative Officer’s report be received.

CARRIED

Director’s Reports

Directors provided a verbal report of their activities.

Corporate It was moved and seconded

123/15 THAT Corporate and Administrative Services Committee recommendation Nos. 1-6 and 8-13 of February 26, 2015 be received, adopted and acted upon as follows:

123/15 cont.

Recommendation No. 1 *BC Hydro’s Woodfibre LNG Interconnection Project Presentation*

THAT the presentation from BC Hydro regarding BC Hydro’s Woodfibre LNG Interconnection Project be received.

Recommendation No. 2 *Sunshine Coast Museum and Archives Presentation*

THAT the presentation materials from the Sunshine Coast Museum and Archives regarding the accessibility renovations be received.

Recommendation No. 3 *Draft SCRD Corporate Asset Management Plan*

THAT the Asset Management Coordinator and Treasurer’s report titled “Draft Sunshine Coast Regional District (SCRD) Corporate Asset Management Plan” be received;

AND THAT the Corporate Asset Management Plan be approved as circulated.

Recommendation No. 4 *Strategic Plan Review*

THAT the Chief Administrative Officer’s report titled “Strategic Plan Review” be received;

AND THAT the budget proposal for the Strategic Plan process in the amount of \$30,000 be considered at the 2015 Round 2 Budget discussions.

Recommendation No. 5 *Budget Project Status Report*

THAT the Chief Administrative Officer’s report titled “Budget Project Status Report – February 2015” be received.

Recommendation No. 6 *2014 Final Project Carry-forwards*

THAT the Treasurer’s report titled “2014 Final Project Carry-forwards” be received.

Recommendation No. 8 *Contracts Between \$20,000 and \$100,000*

THAT the Purchasing Officer and Risk Manager’s report titled “Contracts Between \$20,000 and \$100,000 – to February 9, 2015” be received.

Recommendation No. 9 *Parcel Tax Roll Review Panel*

THAT the Manager, Financial Services report titled “Parcel Tax Roll Review Panel” be received;

123/15 cont.

AND THAT Directors Lorne Lewis, Frank Mauro, Garry Nohr and Ian Winn be appointed to the Parcel Tax Roll Review Panel;

AND THAT the Property Tax Roll Review Panel sitting be scheduled for March 12, 2015 at 3:30 p.m.;

AND THAT the location of the panel be at the Sunshine Coast Regional District (SCRD) Field Road Office Boardroom;

AND FURTHER THAT the Treasurer be appointed Collector for the SCR D.

Recommendation No. 10 *Debris Clean-up Costs*

THAT the Chief Administrative Officer’s report titled “Debris Clean-up Costs” be received;

AND THAT letters be sent to John Weston, MP, Transport Canada and the Ministry of Forest, Lands and Natural Resources to request funding and process support in resolving the debris issue;

AND FURTHER THAT staff report to the next Community Services Committee Meeting regarding responsibility for clean-up of materials and debris blocking access to the foreshore at or adjacent to Sunshine Coast Regional District parks.

Recommendation No. 11 *Fleet Tracking / Global Positioning System (GPS)*

THAT the Manager, IT/GIS’ report titled “Fleet Tracking / Global Positioning Request (GPS)” be received;

AND THAT the Fleet Tracking / GPS project, to be initiated on a minimum of 25 vehicles for a 3 year term, be brought forward to 2015 Round 2 Budget for funding consideration.

Recommendation No. 12 *Completion of 2014-2015 Community to Community Forum*

THAT the correspondence from Union of British Columbia Municipalities (UBCM) regarding the Completion of the 2014/15 (Spring) Community to Community Forum be received.

123/15 cont. **Recommendation No. 13** *Federation of Canadian Municipalities (FCM) 2015 Annual Conference and Trade Show*

THAT the correspondence from the Federation of Canadian Municipalities (FCM) regarding the 2015 Annual Conference and Trade Show be received.

CARRIED

Infrastructure **It was moved and seconded**

124/15 THAT Infrastructure Services Committee recommendation Nos. 1-9 of March 5, 2015 be received, adopted and acted upon as follows:

Recommendation No. 1 *Free Ticket Policy*

THAT the Manager Transit and Fleet’s report dated February 12, 2015 titled “Free Transit Ticket Program Policy” be received;

AND THAT the draft Free Transit Ticket Program Policy contained within this report be adopted;

AND FURTHER THAT an annual budgetary limit of \$14,000 be set for the free transit ticket program.

Recommendation No. 2 *Roberts Creek Earth Day Event*

THAT the Manager Transit and Fleet’s report dated February 13, 2015 titled “Roberts Creek Earth Day Event” be received;

AND THAT the SCR D provide an annual extra community bus running between Davis Bay and Sunny Crest Mall via Lower Road in place of the regular Route #1 Sechelt – Langdale during the day of the Roberts Creek Earth Day event (schedule to be determined based on annual event timelines);

AND THAT \$100 be provided annually through the transit operating budget to the Roberts Creek Earth Day Event Committee in order to compensate the musicians performing on the extra shuttle bus the day of the event.

Recommendation No. 3 *Ports Funding Allocation Changes*

THAT the Manager Transit and Fleet’s report dated February 10, 2015 titled “History of Ports Funding Allocation Changes” be received for information.

124/15 cont.

Recommendation No. 4 *Halkett Bay Dock Repairs*

THAT the Manager Transit and Fleet’s report dated February 17, 2015 titled “Halkett Bay Dock Repairs” be received;

AND THAT the Board approve an increase of \$20,000 to the Halkett Bay Dock repair project (2014 carry-forward) and funded from the Ports Capital Reserve;

AND FURTHER THAT the 2015 Financial Plan be amended accordingly.

Recommendation No. 5 *Drywall Disposal Communications*

THAT the Manager Waste Reduction and Recovery’s report dated February 16, 2015 titled “Drywall Disposal Communications” be received for information.

Recommendation No. 6 *Middlepoint Water Extension*

THAT the Manager Utility Services and General Manager Infrastructure Services’ report dated February 25, 2015 titled “Middlepoint Water Supply Update” be received;

AND THAT the discussion of the Middlepoint Water Supply Project be deferred pending further Board review of the Comprehensive Regional Water Plan.

Recommendation No. 7 *Regional Water [370] Universal Water Metering*

THAT the General Manager Infrastructure Services’ report dated February 25, 2015 titled “Regional Water [370] Universal Water Metering – Phase 1 – Planning and Outreach, Budget Proposal & Supporting Information” be received;

AND THAT the Regional Water [370] Universal Water Metering – Phase 1 Round 2 budget proposal be updated to incorporate a 0.6 FTE temporary Water Conservation Assistant staff position in place of the contract position proposed in Round 1.

Recommendation No. 8 *Water Conservation Program*

THAT a report on the Water Conservation Program be provided to the April Infrastructure Services Committee meeting for discussion.

124/15 cont. **Recommendation No. 9** *Monthly Report for February 2015*

THAT the Administrative Assistant’s report titled “Monthly Report for February 2015” be received for information.

CARRIED

R2 Budget **It was moved and seconded**

125/15 THAT Special Corporate and Administrative Services Committee recommendation No. 51 of March 9, 2015 be received, adopted and acted upon as follows:

Recommendation No. 51 *Community Parks [650] – Granthams Hall*

THAT the Manager, Parks Services’ report titled “Granthams Hall” be received;

AND THAT staff prepare a presentation for the Grantham Landing Community as to the current state, including a risk analysis, and options to address required repairs to the building, parking improvements, setback encroachments and septic system repairs;

AND THAT the Community be invited to a public consultation to provide input as to their vision for the future of the Granthams Hall building, and where a community working group, based on this vision statement, may be formed;

AND FURTHER THAT this public consultation to the Community be conducted in the next 6-8 weeks or sooner.

CARRIED

Planning **It was moved and seconded**

126/15 THAT Planning and Development Committee recommendation Nos. 2-3 of March 12, 2015 be received, adopted and acted upon as follows:

Recommendation No. 2 *Interfor Corporation Application Pursuant to Environmental Management Act*

THAT the staff report dated March 5, 2015 and titled “Interfor Corporation – Application Pursuant to *Environmental Management Act* for Burning of Wood Waste” be received;

AND THAT Interfor and the Ministry of Environment be advised that the SCRD does not support the application from Interfor Corporation without a long-term plan for managing their wood waste;

126/15 cont. AND THAT Interfor consider other options to either prevent or reduce the amount of burning required to manage the wood waste;

AND THAT the Ministry of Environment consider initiating a comprehensive wood waste accumulation management plan for West Howe Sound so that burning can remain the last option;

AND THAT if the application is approved, the Ministry of Environment be encouraged to install an air quality monitoring device in the vicinity;

AND THAT both Interfor and the Ministry of Environment be advised that the Sechelt Landfill has no capacity for the disposal of wood waste ash;

AND THAT if burning is permitted it occurs only during the period of October 15th to April 15th and commence only when there is a forecast for a “good” venting period, followed by a “good” or “fair” forecast for the following day;

AND THAT the staff report and final recommendation be forwarded to the Town of Gibsons for information.

Recommendation No. 3 *Crown Land Application File 2411037*

THAT the staff report dated March 5, 2015 and titled “Update on Crown Land Application File 2411037 – Residential Private Moorage - Area A – Change in Tenure Type” be received;

AND THAT staff forward a letter to the Crown Land Officer regarding Crown Land Application File 2411037 noting:

- a. That SCRD Board Resolution 029/15 Recommendation No. 4 submitted on January 26, 2015 still applies;
- b. That the letters from the public previously submitted to the Crown Land Officer, be re-considered for this application, even though the tenure has changed;
- c. That the SCRD notes that the Ministry of Forests, Lands and Natural Resource Operations policy “BC Land Use Operational Policy – Private Moorage” definition of a dock for private moorage which describes - “works are to be limited to a single elevated pier/walkway leading to a ramp and one moorage float having a plain rectangular shape.” is altered by the change in tenure type;
- d. That the following recommendation from the Egmont/Pender Harbour (Area A) Advisory Planning Commission Minutes of February 25, 2015 be included with the SCRD’s referral comments:

126/15 cont. Crown Land Application File 2411037 for a Residential Private Moorage

This APC would like to reiterate our motion of the previous Minutes and, in addition, emphasize our concern on the precedent of allowing docks that must utilize breakwaters and/or be of large scale in order to be feasible on the outer coastline. We are strongly concerned about the effect on the shoreline environment, and in particular the cumulative effect of multiple breakwaters and large multi-fingered docks on the marine environment, including eelgrass beds as well as the threatened marbled murrelet. We support all recommendations Planning Staff have made in Recommendation No. 4 of page 77-79 in the agenda.
Carried Unanimously

e. That the SCR D has no concerns with the change in tenure from Specific Permission to a 15 year fixed term lease.

CARRIED

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

127/15 THAT the Building Inspector’s report regarding Building Division files requiring placement of a Notice on Title be received.

CARRIED

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

128/15 THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 1, District Lot 5415, Plan EPP34635, Group 1, NWD PID 029-266-823 Electoral Area A.

CARRIED

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

129/15 THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 2, District Lot 5415, Plan EPP34635, Group 1, NWD PID 029-266-831 Electoral Area A.

CARRIED

- Notice on Title **It was moved and seconded**
- 130/15 THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 114, Block B, District Lot 1390, Plan 19329, Group 1, NWD PID 007-035-241 Electoral Area A.
- CARRIED**
- Notice on Title **It was moved and seconded**
- 131/15 THAT the issue of filing a Notice on Title under Section 57 of the *Community Charter* for Lot Z, District Lot 909, Plan LMP24780, Group 1, NWD PID 023-331-925 Electoral Area E be postponed to the April 23, 2015 Regular Board meeting.
- CARRIED**
- Notice on Title **It was moved and seconded**
- 132/15 THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Block D, District Lot 6288, Group 1, NWD PID 015-790-401 Electoral Area A.
- CARRIED**
- Notice on Title **It was moved and seconded**
- 133/15 THAT the issue of filing a Notice on Title under Section 57 of the *Community Charter* for Lot 36, District Lot 3681, Plan LMP21181, Group 1, NWD PID 019-143-320 Electoral Area A be postponed to the April 9, 2015 Regular Board meeting.
- CARRIED**
- Notice on Title **It was moved and seconded**
- 134/15 THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 8, Block 3, District Lot 1639, Plan 1986, Group 1, NWD PID 014-112-043 Electoral Area F.
- CARRIED**

MOTIONS

APC Resignation **It was moved and seconded**

135/15 THAT the resignation of Rob Metcalfe from the Area A Advisory Planning Commission be received;

AND THAT a letter of thanks be sent to Rob Metcalfe acknowledging his long service.

CARRIED

The Board moved In Camera at 8:09 p.m.

IN CAMERA It was moved and seconded

136/15 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (g), (i) and (k) of the Community Charter – “personal information about an identifiable individual...”, “the acquisition, disposition or expropriation of land or improvements...”, “litigation or potential litigation...”, “the receipt of advice that is subject to solicitor-client privilege...” and, “negotiations and related discussions respecting the proposed provision of a municipal service...”.

AND THAT Alice Lutes, Alternate Director for the District of Sechelt, be authorized to be in attendance for the In Camera meeting.

CARRIED

The Board moved out of In Camera at 8:36 p.m.

Public Wharves **It was moved and seconded**

137/15 THAT Mr. Russ Spencer be appointed to the Public Wharves Advisory Committee (PWAC) for the remainder of the existing PWAC members’ term.

CARRIED

Granthams Hall **It was moved and seconded**

138/15 THAT Granthams Hall be closed until a risk analysis report is completed and presented to the Board for further consideration.

CARRIED

AAC Appointments **It was moved and seconded**

139/15 THAT the current Agricultural Advisory Committee (AAC) members be re-appointed as follows:

139/15 cont.

1. Jon Bell
2. Jade Bisson
3. Betty Hart
4. Martin Kiewitz
5. Dawn Myers
6. Dale Peterson
7. Gerald Rainville
8. Frank Roosen
9. Dave Ryan

AND THAT applicants for Agricultural Advisory Committee membership be appointed as follows:

1. David Steele
2. Kym Chi
3. Dave Morgan

AND THAT all appointments be for a two-year term;

AND THAT letters of thanks be sent to outgoing members;

AND THAT a letter of thanks be sent to Brenda Thomas for her application and interest.

CARRIED

OCP Review

It was moved and seconded

140/15

THAT applicants for the Egmont/Pender Harbour Official Community Plan Review Committee be appointed as follows:

1. Sid Quinn – *shíshálh* Nation
2. Chief Calvin Craigan - *shíshálh* Nation
3. Din Ruttelnyck – Middle Point
4. Les Falk – Madeira Park
5. Bob Fielding – Garden Bay
6. Karen Dyck – Garden Bay
7. Steve Luchkow – Garden Bay
8. Peter Robson – Sakinaw Lake/Garden Bay
9. Joe Harrison – Kleindale
10. Gordon Littlejohn – Sakinaw Lake
11. Catherine McEachern – Ruby Lake
12. Kal Helyar – Egmont
13. Maureen Juffs - Egmont
14. Patty Soos – Madeira Park
15. Andy Curtis – Madeira Park

140/15 cont. AND THAT letters of appointment be sent to selected applicants;

AND THAT letters of thanks be sent to those applicants not selected, noting that their application will be held on reserve in case of a member resignation from the Committee;

AND THAT all applicants not selected be reminded that the Egmont/Pender Harbour Official Community Plan Review Committee meetings are open to the public.

CARRIED

Storage Area
Network

It was moved and seconded

141/15 THAT the IT (function 117) 2015 Budget for office equipment and hardware be increased by \$50,000 (up to \$300,000), and funded through short term debt financing through the MFA;

AND THAT a loan of up to \$130,000 for a term of 5 years through the Municipal Finance Authority Equipment Financing Program under section 819 of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a new Storage Area Network (information technology hardware) be approved;

AND THAT a loan of up to \$180,000 for a term of 3 years through the Municipal Finance Authority Equipment Financing Program under section 819 of the Local Government Act (Liabilities Under Agreement) to fund the purchase of additional information technology hardware be approved;

AND FURTHER THAT the contract for the SAN be awarded to Sudden Technologies (Pure Storage).

CARRIED

ADJOURNMENT It was moved and seconded

142/15 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 8:36 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

SCRD STAFF REPORT

DATE: March 18, 2015
TO: Regular Board – March 26, 2015
FROM: John France – Chief Administrative Officer
RE: **CHIEF ADMINISTRATIVE OFFICER’S REPORT**

RECOMMENDATION

THAT the Chief Administrative Officer’s report be received for information.

This report provides information on major projects and issues recently worked on. If the Board has any questions on the content, I would be pleased to respond.

- Grantham’s Hall:
 - **Worked with Staff on next steps for Granthams Hall. Public meeting being planned.**
- First Nations:
 - Staff have contacted Squamish Nation to set up possible meeting dates to discuss a Protocol Agreement. Staff awaiting response, latest contact Feb 19th. Staff have continued to contact Squamish Nation. A letter from the Chair was mailed March 2nd to request the meeting.
- Economic Development:
 - Board approved next step to meet with all parties to discuss and finalize the charter. An Economic Development Workshop is scheduled for May 15 – to be confirmed.
- Projects/Reports/Issues worked on:
 - **Worked on reports: Strategic Planning next steps, for Board to approve process at March CAS. Two days will be required for workshop in April. Also worked on SIB water report, historical information.**
 - Met with Staff to go over the proposed building permit archeology protocol for First Nation sites – **work continues, setting up meeting with SIB staff.**
 - Worked with Community Services Department to provide support in GM absence. **Reviewing Dakota Ridge operations, given the short season this year - projecting 2 year financial timeline on level of expenditures and current level of taxation.**
 - Human Resource issues - staff issues/LOU (temp employees), GM Community Services hiring process – Application period closed, assessment of applications complete, **interviews to be completed by first week of April.**
 - Worked with facilitator regarding Strategic Plan on next steps in process.

- **Worked on Budget Status report for March CAS, major update due to new projects added from 2015 budget process.**
- **Attended asset management session put on by UBCM. Interesting to learn how other communities are responding and of course, the importance of asset management. Asset management programs are increasingly being tied to grant funding opportunities through the Gas Tax program.**

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE

2015 – 2019 Financial Plan

March 9, 2015

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

PRESENT:	Chair	F. Mauro
	Directors	S. White M. Lebell B. Milne I. Winn G. Nohr L. Lewis
ALSO PRESENT:	Chief Administrative Officer	J. France
	Manager, Legislative Services	A. Legault (partial)
	Treasurer	T. Perreault
	Manager, Financial Services	J. Day
	Accounting Technician III	B. Wing
	General Manager, Infrastructure Services	B. Shoji (partial)
	Acting General Mgr., Community Services	B. Bauman (partial)
	Manager, Parks Services	C. Mortensen (partial)
	Parks Coordinator	S. Adams (partial)
	Manager, Transit and Fleet	R. Williams (partial)
	Manager, IT/GIS	S. Heppner (partial)
	Corporate Energy Manager	S. Laye (partial)
	Manager, Waste Reduction and Recovery	R. Cooper (partial)
	Manager, PHAFC	D. Cole (partial)
	Recording Secretary	T. Crosby
	Media	0
	Public	34

CALL TO ORDER 9:03 a.m.

AGENDA

The agenda was adopted as amended, as follows:

- Move Agenda Items 10, 13 and 15-18 to the end of the Agenda.

DELEGATIONS and PETITIONS

Reynold Schmidt, President, Tetrahedron Outdoor Club and George Smith, Tetrahedron Outdoor Club addressed the Committee regarding a request for funding for the maintenance of the Tetrahedron Access Road.

The Chair thanked Mr. Schmidt and Mr. Smith for their presentation.

Recommendation No. 1 *Tetrahedron Access Road Maintenance - 2015 Funding Request*

The Corporate and Administrative Services Committee recommended that the correspondence from the Tetrahedron Outdoor Club regarding a 2015 funding request for the maintenance of the Tetrahedron Access Road be received;

AND THAT the topic of Tetrahedron Access Road Maintenance funding be deferred to the March 10, 2015 Special Corporate and Administrative Services Committee Meeting pending a discussion regarding the Sunshine Coast Regional District (SCRD) Board lobbying the Ministry of Forest Lands and Natural Resources to provide the maintenance funding for this road;

AND FURTHER THAT the Tetrahedron Outdoor Club be requested to send a letter to the SCRD Board Chair requesting the SCRD Board to advocate for Provincial support and funding for the maintenance of the Tetrahedron Access Road through the Association of Vancouver Island and Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM).

COMMUNICATIONS**Recommendation No. 2** *Economic Development - Coast Cultural Alliance*

The Corporate and Administrative Services Committee recommended that the correspondence from the Coast Cultural Alliance regarding a 2015 economic development funding request in support of the Sunshine Coast Art Crawl and the Arts and Culture Calendar be received.

Recommendation No. 3 *Economic Development – Community Resource Centre: Information and Referral*

The Corporate and Administrative Services Committee recommended that the correspondence from the Community Resource Centre regarding a 2015 economic development funding request for the ongoing support and evaluation, and training and networking for the expansion of the Information and Referral Hubs be received.

Recommendation No. 4 *Economic Development – Pender Harbour Community School Society: Information and Referral*

The Corporate and Administrative Services Committee recommended that the correspondence from the Pender Harbour Community School Society regarding a 2015 economic development funding request for the continuation of the Information and Referral Project for Electoral Area A be received.

Recommendation No. 5 *Economic Development – Electoral Areas E and F and Gibsons: Information and Referral*

The Corporate and Administrative Services Committee recommended that the correspondence from the Gibsons and District Chamber of Commerce regarding a 2015 economic development funding request for an Information and Referral pilot project for the Gibsons Area be received.

Recommendation No. 6 *Economic Development – Coast Car Co-Op*

The Corporate and Administrative Services Committee recommended that the correspondence from Coast Car Co-Op regarding a 2015 economic development funding request for the purchase of 3 vehicles for use in Electoral Areas A, E and F be received;

AND THAT the summary page, provided at the meeting, titled “Look at where Year One took us!” be received.

Recommendation No. 7 *Economic Development*

The Corporate and Administrative Services Committee recommended that the decisions pertaining to economic development funding requests be deferred to the March 10, 2015 Special Corporate and Administrative Services Committee Meeting.

REPORTS

Recommendation No. 8 *General Government Services [110-112] - 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Legislative Services’ report titled “General Government [110-112] – 2014 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 1 – Consultant for Strategic Plan Process and 2015/2018 Strategic Plan, \$30,000 funded from 2014 Surplus.

Recommendation No. 9 *General Government Services [110-112] - 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be deferred to 2016 Budget:

- Budget Proposal 4 – Citizen Survey, \$25,000 funded from 2014 Surplus.

Directors Milne, Nohr and Winn opposed.

Recommendation No. 10 *General Government Services [110-112] - 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the budgets for General Government, Legislative Services and Administrative Services [110-112] be moved to adoption as amended.

Recommendation No. 11 *Field Road Administration Building [114] – 2015 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the Manager, Financial Services’ report titled “Field Road Administration Building [114] – 2015 R2 Budget Proposals” be received;

AND THAT the following budget proposal be deferred to 2016 Budget due to scope of work and payback information from consultant not available in time for 2015 Budget:

- Budget Proposal 1 – HVAC Control Optimization, \$30,000 funded through Support Services;

Recommendation No. 12 *Field Road Administration Building [114] – 2015 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – MANDATORY - Boardroom Sound System Upgrade, \$20,000 funded through Support Services.

Recommendation No. 13 *Field Road Administration Building [114] – 2015 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be deferred to 2016 Budget for consideration:

- Budget Proposal 3 – Boardroom Video System Upgrade, \$18,000 funded through Support Services.

Director Nohr opposed.

Recommendation No. 14 *Field Road Administration Building [114] – 2015 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be deferred to 2016 Budget for consideration:

- Budget Proposal 4 – Meeting Room Upgrades (Cedar and Arbutus Rooms), \$20,000 funded through Support Services;
- Budget Proposal 5 – Camera Recording and Streaming Equipment, \$10,000 funded through Support Services;

AND THAT the budget for Field Road Administration Building [114] be moved to adoption as amended.

The Committee recessed at 10:28 a.m. and reconvened at 10:42 a.m.

Recommendation No. 15 *Provincial Decision Regarding Transit Expansion*

The Corporate and Administrative Services Committee recommended that a letter be sent to the Union of British Columbia Municipalities (UBCM) expressing the Sunshine Coast Regional District (SCRD) Board’s concerns surrounding the Province’s decision to fund only base level service and not proceed with the Transit Expansion to all BC Transit systems across the Province;

AND THAT the letter be copied to the Association of Vancouver Island and Coastal Communities (AVICC), the Ministry of Transportation and Infrastructure and to BC Transit.

Recommendation No. 16 *Public Transit [310] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Transit and Fleet’s report titled “Transit [310] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposals be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – Increase Transit Base Budget, \$65,000 funded through Taxation;
- Budget Proposal 3 – Implement Transit Marketing Initiative, \$10,000 (cost share with BC Transit \$5,000) funded through Taxation and User Fees;

- Budget Proposal 4 – Increase Transit Service Person FTE by 0.5, \$32,000 funded through Taxation;
- Budget Proposal 5 – 2015 Transit Expansion (\$35,000) prorated (4 months September to December) elimination of the net cost of 2015 annual transit expansion (\$103,000) reducing Taxation;

AND FURTHER THAT the budget for Public Transit [310] be moved to adoption as amended.

Recommendation No. 17 *Ports [345] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Transit and Fleet’s report titled “Ports [345] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 1 – MANDATORY – 2015 Ports Capital Work Plan, \$120,000 funded \$100,000 through Taxation and \$20,000 from Capital Reserves.

Recommendation No. 18 *Ports [345] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – MANDATORY – Bylaw Amendment Regarding Ports Funding Allocation, \$3,500 funded through Taxation.

Director Winn opposed.

Recommendation No. 19 *Ports [345] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 3 – Annual Ports Capital Reserve Contribution, \$50,000 funded through Taxation.

Director Lewis opposed.

Recommendation No. 20 *Ports [345] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the budget for Ports [345] be moved to adoption as amended.

Recommendation No. 21 *Regional Solid Waste [350-353] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Waste Reduction and Recovery’s report titled “Regional Solid Waste [350-353] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 12– Multi-Material BC (MMBC) Revenue Allocation, \$136,700 funded through MMBC Revenue;

AND THAT the variable tonnage receipts from MMBC in a projected amount of \$93,000 be used to support the Green Waste Program and to offset taxation in Regional Solid Waste.

Director Lebbell opposed.

Recommendation No. 22 *Regional Solid Waste [350-353] – Multi-Materials BC (MMBC) Fixed Revenue Allocation*

The Corporate and Administrative Services Committee recommended that \$22,000 of the fixed Multi-Materials BC Revenue be used to offset Administrative Services by reducing taxation and \$6,700 be used to fund Education and Outreach.

Recommendation No. 23 *Regional Solid Waste [350-353] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the budgets for Regional Solid Waste [350-353] be moved to adoption as amended.

Recommendation No. 24 *Dakota Ridge Recreation Service Area [680] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Parks Services' report titled "Dakota Ridge [680] – 2015 R2 Budget Proposal" be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – Utility Terrain Vehicle (UTV), \$19,900 funded from 2014 Surplus and Operating Reserve.

Recommendation No. 25 *Dakota Ridge Recreation Service Area [680] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 3 – Alternate Power Source, \$25,000 funded through Taxation with condition that the project will only proceed if grant funding has been confirmed from Telus or other sources for the remainder of the project cost \$25,000;

AND THAT if the project does not achieve grant funding that the \$25,000 will be carried-forward to 2016;

AND FURTHER THAT the budget for Dakota Ridge [680] be moved to adoption as amended.

Chair Mauro passed the Chair to Director White at 11:58 a.m.

Director Mauro left the meeting at 11:58 a.m.

Recommendation No. 26 *Community Recreation Facilities [615, 616, 617, 620, 621] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Recreation Services report titled “Recreation Facilities [615] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 3 - MANDATORY – Sechelt Aquatic Centre (SAC) [621] – Panel Repair Assessment, \$10,000 funded through Taxation.

Director Mauro returned to the meeting at 12:00 p.m.

Recommendation No. 27 *Community Recreation Facilities [615, 616, 617, 620, 621] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 4 – Sunshine Coast Arena (SA) [620] – Base Budget Increase, \$15,000 funded through Taxation (Line 403 \$7,500 and Line 447 \$7,500).

Director Mauro resumed the Chair at 12:01 p.m.

Recommendation No. 28 *Community Recreation Facilities [615, 616, 617, 620, 621] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2015 Budget:

- Budget Proposal 5 – Recreation Coordinator Increase (1 FTE), \$37,500 prorated amount for 2015 funded through Revenues of \$10,000 and Taxation \$27,500 (\$75,000 -\$25,000 Revenue & \$50,00 taxation-for 2016 and thereafter);
- Budget Proposal 7 – Sechelt Aquatic Centre (SAC) [621] – Legal Fees, \$153,093 funded through Taxation.

Budget Proposal 6 – Gibsons and Area Community Centre (GACC) [617] Lighting Retrofit was deferred to 2016 (with potential funding through reserves) and the recommendation was adopted at February 26, 2015 SCRD Regular Board Meeting.

Recommendation No. 29 *Community Recreation Facilities [615, 616, 617, 620, 621]*

The Corporate and Administrative Services Committee recommended that the budgets for Community Recreation Facilities [615], Gibsons Aquatic Centre [616], Gibsons and Area Community Centre [617], Sechelt Arena [620], Sechelt Aquatic Centre [621] be moved to adoption as amended.

Recommendation No. 30 *Pender Harbour Aquatic and Fitness Centre (PHAFC) [625] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Pender Harbour Aquatic and Fitness Centre’s (PHAFC) report titled “Pender Harbour Aquatic and Fitness Centre [625] – 2014 R2 Budget Proposal” be received;

AND THAT that the following budget proposals be approved and incorporated into the 2015 Budget:

- Budget Proposal 1 – Reduction of Revenues, \$4,000 funded through Taxation;
- Budget Proposal 3 – Energy Project (Mechanical upgrades only), \$17,000 funded through Taxation (not eligible for BC Hydro Rebate) and reduction to base budget of \$3,400 annually;
- Budget Proposal 4 – Gym Equipment Replacement / Capital Replacement, in the amount of \$8,000- \$5,500 from taxation and \$2,500 from the annual 5% from HST Contribution to Reserves towards capital replacements of gym equipment;

AND FURTHER THAT the budget for Pender Harbour Aquatic and Fitness Centre (PHAFC) [625] be moved to adoption as amended.

The Committee recessed at 12:15 p.m. and reconvened at 1:06 p.m.

Recommendation No. 31 *Regional Recreation Programs [670] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Acting General Manager, Community Services’ report titled “Recreation Programs [670] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 1 – Sechelt Youth Centre, \$3,900 funded from Operating Reserves;

AND FURTHER THAT the budget for Regional Recreation Programs [670] be moved to adoption as amended.

Recommendation No. 32 *Gibsons and District Public Library [640] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Treasurer’s report titled “Gibsons and District Public Library [640] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – Annual Contribution to Reserves, \$50,000 funded through Taxation.

Director Winn opposed.

Recommendation No. 33 *Gibsons and District Public Library [640] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the budget for Gibsons and District Public Library [640] be moved to adoption as amended.

Recommendation No. 34 *Egmont Fire Protection [218] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Acting General Manager, Community Services’ report titled “Egmont Fire Protection [218] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – Annual Contribution to Capital Reserves, \$5,000 funded through Taxation;

AND THAT the budget for Egmont Fire Protection [218] be moved to adoption as amended.

Recommendation No. 35 *Hillside Development Project [540] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the General Manager, Planning and Development’s report titled “Hillside Development Project [540] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be deferred to 2016 Budget for more information:

- Budget Proposal 2 – Business Plan for Hillside, \$50,000 funded through Taxation;

AND THAT the budget for Hillside Development Project [540] be moved to adoption as presented.

Recommendation No. 36 *Economic Development [531-535]*

The Corporate and Administrative Services Committee recommended that the “Economic Development 2015 Round 2 Budget” worksheet be received;

AND THAT Economic Development [531-535] functions be deferred to the March 10, 2015 Special Corporate and Administrative Services Committee Meeting.

Recommendation No. 37 *Rural Areas Grants-In-Aid [121-129]*

The Corporate and Administrative Services Committee recommended that the spreadsheet titled “Rural Areas Grants-in-Aid Worksheet 2015” be received.

Recommendation No. 38 *Rural Areas Grant-in-Aid Area A [121]*

The Corporate and Administrative Services Committee recommended that Rural Areas Grant-in-Aid Area A [121] discretionary be reduced by \$2,238 from \$27,238 to \$25,000;

AND THAT the budget for Rural Areas Grant-in-Aid Area A [121] be moved to adoption as amended.

Recommendation No. 39 *Rural Areas Grant-in-Aid Area D [127]*

The Corporate and Administrative Services Committee recommended that \$2,000 from discretionary be used to increase the contribution to the Roberts Creek Community School Garden for a total of \$10,000;

AND THAT the budget for Rural Areas Grant-in-Aid Area D [127] be moved to adoption as amended.

Recommendation No. 40 *Rural Areas Grant-In-Aid Area E [128]*

The Corporate and Administrative Services Committee recommended that the budget for Area E Grant-in-Aid [128] be moved to adoption as presented.

Recommendation No. 41 *Rural Areas Grant-In-Aid Area F [129]*

The Corporate and Administrative Services Committee recommended that the budget for Area F Grant-in-Aid [129] be moved to adoption as presented.

Recommendation No. 42 *Rural Areas Grant-in-Aid Area B [122]*

The Corporate and Administrative Services Committee recommended that budget for Rural Areas Grant-in-Aid Area B [122] be moved to adoption as presented.

Recommendation No. 43 *Rural Areas Grant-In-Aid Area E and F [123]*

The Corporate and Administrative Services Committee recommended that the budget for Area E and F Grant-in-Aid [123] be moved to adoption as presented.

Recommendation No. 44 *Rural Areas Grant-In-Aid Greater Gibsons Community Participation (GGCP) [126]*

The Corporate and Administrative Services Committee recommended that the budget for Greater Gibsons Community Participation (GGCP) [126] discretionary be reduced by \$9,145 to offset taxation

AND THAT the budget for Rural Areas Grant-in-Aid Greater Gibsons Community Participation (GGCP) [162] be moved to adoption as amended.

Recommendation No. 45 *Rural Areas Grant-in-Aid – Community Schools [125]*

The Corporate and Administrative Services Committee recommended that the budget for Rural Areas Grant-in-Aid Area Community Schools [125] be moved to adoption as presented.

The Committee recessed at 2:02 p.m. and reconvened at 2:11 p.m.

Recommendation No. 46 *Regional Water Service [370] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the General Manager, Infrastructure Services’ report titled “Regional Water Service [370] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 4 – Universal Water Metering – Phase 1 – Planning and Outreach, \$50,000 funded through Existing User Fees (Includes Temporary 0.6 FTE for 2015 only);

AND FURTHER THAT the budget for Regional Water Service [370] be moved to adoption as amended.

Recommendation No. 47 *Regional Water Service [376,377,378]*

The Corporate and Administrative Services Committee recommended that the budgets for Regional Water Service: New Connections [376], Mains Replacement [377], New Construction [378] be moved to adoption as presented.

Recommendation No. 48 *Community Parks [650] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Parks Services’ report titled “Community Parks [650] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposals be approved and incorporated into the 2015 Budget:

- Budget Proposal 6 – MANDATORY – Sir Thomas Lipton Park Bridge Repair – Gambier Island, \$15,000 funded through Taxation, adding \$3,000 to base budget for maintenance starting in 2016;
- Budget Proposal 13 – Parks Utility Terrain Vehicle Upgrade, \$12,000 (matching funds from [680]) funded from 2014 Surplus;
- Budget Proposal 16 – Cliff Gilker Washroom Lighting, \$2,900 funded through Taxation (with potential BC Hydro rebate of \$1,100) and base budget reduction to hydro of \$450 annually;
- Budget Proposal 17 – Frank West Hall Lighting, \$12,000 funded through Taxation (with potential BC Hydro rebate of \$1,2000) and base budget reduction to hydro of \$800 annually;

- Budget Proposal 21 – Gambier Island Request for Funding – Community Information and Amenities, funded \$4,500 through Taxation.

Recommendation No. 49 *Community Parks [650] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 18 – Ruby Lake Boat Launch, \$30,000 funded through Taxation.

Director Lebbell opposed.

Recommendation No. 50 *Community Parks [650] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 20 – Shirley Macey Sand Volleyball Courts (outdoor shower / foot wash only), \$3,000 funded through Taxation;

AND THAT any surplus from the project be transferred to reserves in 2016;

AND FURTHER THAT the lighting portion of the Shirley Macey Sand Volleyball Courts project be deferred to 2016 Budget pending analysis of the hours and amount of usage of the courts which may affect the need for lighting.

Recommendation No. 51 *Community Parks [650] – Granthams Hall*

The Corporate and Administrative Services Committee recommended that the Manager, Parks Services' report titled "Granthams Hall" be received;

AND THAT staff prepare a presentation for the Granthams Landing Community as to the current state, including a risk analysis, and options to address required repairs to the building, parking improvements, setback encroachments and septic system repairs;

AND THAT the Community be invited to a public consultation to provide input as to their vision for the future of the Granthams Hall building, and where a community working group, based on this vision statement, may be formed;

AND THAT this public consultation to the Community be conducted in the next 6-8 weeks or sooner;

AND FURTHER THAT this recommendation be forwarded to March 12, 2015 Regular Board meeting for adoption.

The Committee moved In Camera at 3:08 p.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”.

AND THAT Alternate Directors Alice Lutes (District of Sechelt) and Leonard Lee (Electoral Area A) be authorized to attend.

The Committee moved out of In-Camera at 3:18 p.m.

Recommendation No. 52 *Community Parks [650] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Parks Services’ report titled “Community Parks [650] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be abandoned in the 2015 Budget:

- Budget Proposal 5 – MANDATORY – Granthams Hall Restoration;

AND FURTHER THAT the budget for Community Parks [650] be moved to adoption as amended.

Recommendation No. 53 *Bicycle and Walking Paths [665] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the Manager, Parks Services’ report titled “Bicycle and Walking Paths [665] – 2015 R2 Budget Proposal” be received;

AND THAT the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 1 – Bikeway/Walkway Maintenance, \$7,500 funded through Taxation (increase to base budget);

AND THAT a letter be sent to the Association of Vancouver Island and Coastal Communities (AVICC) regarding the expiry of 5-year contracts for the provision of sweeping and maintenance of Sunshine Coast bicycle and walking paths;

AND FURTHER THAT the letter be copied to John Weston, MP and the Ministry of Transportation and Infrastructure (MoTI).

Recommendation No. 54 *Bicycle and Walking Paths [665] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 2 – Area B Highway 101 to Mintie Road, \$145,000 funded through Gas Tax.

Recommendation No. 55 *Bicycle and Walking Paths [665] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be deferred pending information from the Ministry of Transportation and Infrastructure (MoTI) on their funding commitment:

- Budget Proposal 7 – Area E Poplars Park (Phase 2), \$225,000 to \$450,000 depending on MoTI contribution, with remaining funded through Gas Tax.

Recommendation No. 56 *Bicycle and Walking Paths [665] – 2015 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2015 Budget:

- Budget Proposal 8 – Area F Marine Drive (Phase 2), \$340,000 funded through Gas Tax;

AND THAT the budget for Bicycle / Walkways [665] be moved to adoption as amended.

Recommendation No. 57 *Roberts Creek Library Service [646]*

The Corporate and Administrative Services Committee recommended that the budget for Roberts Creek Library Service [646] be moved to adoption as presented.

Recommendation No. 58 *Museum Service [648]*

The Corporate and Administrative Services Committee recommended that the Museum [648] Budget be moved to adoption as presented.

Recommendation No. 59 *Cemetery [400]*

The Corporate and Administrative Services Committee recommended that the budget for Cemetery [400] be moved to adoption as presented.

Recommendation No. 60 *Bylaw Enforcement [200] and Animal Control [290]*

The Corporate and Administrative Services Committee recommended that the budgets for Bylaw Enforcement [200] and Animal Control [290] be deferred to March 10, 2015 Special Corporate and Administrative Services Committee meeting for more information.

Recommendation No. 60 *Provincial Government Funding History*

The Corporate and Administrative Services Committee recommended that staff report to a Corporate and Administrative Services Committee meeting in 2015 regarding a 10 year history of Provincial downloading, providing a list of areas and functions that the Sunshine Coast Regional District (SCRD) is now funding that were previously funded by the Province.

ADJOURNMENT 3:38 p.m.

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

2015 – 2019 Financial Plan

March 10, 2015

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

PRESENT:	Chair	F. Mauro
	Directors	M. Lebbell B. Milne I. Winn G. Nohr L. Lewis
ALSO PRESENT:	Chief Administrative Officer	J. France
	Manager, Legislative Services	A. Legault
	Treasurer	T. Perreault
	Manager, Financial Services	J. Day
	Accounting Technician III	B. Wing
	General Manager, Planning and Dev.	S. Olmstead
	Planning Secretary	A. Ruinat
	Chief Building Inspector	P. Preston (partial)
	Recording Secretary	T. Crosby
	Media	0
	Public	1

CALL TO ORDER 9:04 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Tetrahedron Access Road Maintenance - 2015 Funding Request*

The Corporate and Administrative Services Committee recommended that the Tetrahedron Outdoor Club be requested to submit a Rural Areas Grant-in-Aid application for the full amount of the Tetrahedron Access Road Maintenance for 2015 along with letter requesting SCRD support in seeking funding from the Province;

AND THAT the Tetrahedron Outdoor Club also be requested to send grant-in-aid applications to the Town of Gibsons, District of Sechelt and Sechelt Indian Government District.

Recommendation No. 2 *Tetrahedron Access Road Maintenance - 2015 Funding Request*

The Corporate and Administrative Services Committee recommended that staff investigate other options including Gas Tax for funding Tetrahedron Access Road Maintenance and report to the March Corporate and Administrative Services Committee Meeting.

Recommendation No. 3 *Economic Development – Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the Gibsons and District Chamber of Commerce (GDCC) 2015 budget submission projects, be funded as follows:

- Travel Ambassadors - Annual Funding (only) \$1,500:
 - [531] Economic Development Area A \$300;
 - [532] Economic Development Area B \$300;
 - [533] Economic Development Area D \$300;
 - [534] Economic Development Area E \$300;
 - [535] Economic Development Area F \$300;
- Visitor Information Centre \$6,500:
 - [533] Economic Development Area D \$500;
 - [534] Economic Development Area E \$1,972;
 - [535] Economic Development Area F \$4,000;
- Visitor Information Park \$1,500:
 - [534] Economic Development Area E \$125;
 - [535] Economic Development Area F \$500;
- Economic Development \$20,000 (Investor Website Hosting, Economic Development Inquiries, Economic Gardening, and other Tourism Initiatives:
 - [533] Economic Development Area D \$3,700;
 - [534] Economic Development Area E \$2,800;
 - [535] Economic Development Area F \$6,500.

Recommendation No. 4 *Economic Development – Pender Harbour Community School (Information and Referral)*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Community School (Information and Referral) be funded \$5,000 from [531] Economic Development Area A.

Recommendation No. 5 *Economic Development – Gibsons and District Chamber of Commerce (Information and Referral)*

The Corporate and Administrative Services Committee recommended that the Gibsons and District Chamber of Commerce (Information and Referral) be funded \$5,000 from [535] Economic Development Area F and \$2,500 from [534] Economic Development Area E.

Recommendation No. 6 *Economic Development – Community Resource Centre (Information and Referral)*

The Corporate and Administrative Services Committee recommended that the Community Resource Centre (CRC) - Information and Referral be funded for maintenance of the CRC “Hub” website \$250 from [534] Economic Development Area E and \$250 from [535] Economic Development Area F.

Recommendation No. 7 *Coast Cultural Alliance: Sunshine Coast Art Crawl and Arts and Cultural Calendar*

The Corporate and Administrative Services Committee recommended that the Coast Cultural Alliance Economic Development requests for Sunshine Coast Art Crawl and Arts and Cultural Calendar be funded as follows:

- Sunshine Coast Art Crawl \$3,100 and Arts and Cultural Calendar \$2,000:
 - Economic Development Area A [531] \$1,020 Discretionary
 - Economic Development Area B [532] \$1,020 Discretionary
 - Economic Development Area D [533] \$1,020 Discretionary
 - Economic Development Area E [534] \$1,020 Discretionary
 - Economic Development Area F [535] \$1,020 Discretionary.

Recommendation No. 8 *Economic Development – Coast Car Co-Op*

The Corporate and Administrative Services Committee recommended that the Coast Car Co-Op Economic Development request be funded as follows:

- Vehicle Purchase:
 - Economic Development Area E [534] \$500 Discretionary
 - Economic Development Area F [535] \$1,500 Discretionary;
- Outreach and Communications:
 - Economic Development Area D [533] \$500 Discretionary
 - Economic Development Area F [535] \$250 Discretionary.

Recommendation No. 9 *Economic Development [531-535]*

The Corporate and Administrative Services Committee recommended that the budgets for Economic Development be actioned as follows in 2015 Budget:

- [531] Economic Development Area A move the budget to adoption as amended;
- [532] Economic Development Area B move the budget to adoption as amended;
- [533] Economic Development Area D move the budget to adoption as amended;
- [534] Economic Development Area E move the budget to adoption as amended;
- [535] Economic Development Area F reduce discretionary to \$10,125, offsetting Taxation and move the budget to adoption as amended.

Recommendation No. 10 *Fleet Tracking / Global Positioning System (GPS)*

The Corporate and Administrative Services Committee recommended that the topic of Fleet Tracking / Global Positioning System (GPS) be deferred to 2016 Budget along with funding options and other possibilities for tracking fleet vehicles;

AND THAT staff report to a future Corporate and Administrative Services Committee in the late fall as part of the 2016 Work Plan as to how the issue of fleet tracking has been addressed with the union.

Recommendation No. 11 *Bylaw Enforcement [200]*

The Corporate and Administrative Services Committee recommended that the budget for Bylaw Enforcement [200] be moved to adoption as presented.

Recommendation No. 12 *Animal Control [290]*

The Corporate and Administrative Services Committee recommended that the budget for Animal Control [290] be moved to adoption as presented.

ADJOURNMENT 10:17 a.m.

**SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND DEVELOPMENT COMMITTEE
March 12, 2015**

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

PRESENT:	Chair Directors	I. Winn F. Mauro G. Nohr M. Lebbell L. Lewis B. Milne S. White (part)
ALSO PRESENT:	GM, Planning and Development Senior Planner Senior Planner Planner Planning Technician Planning Technician District of Sechelt Alternate Director Recording Secretary Public Press	S. Olmstead A. Allen D. Rafael G. Gebka (part) S. Hanson (part) M. Stjepovic (part) A. Lutes A. Ruinat 2 (part) 2 (part)

CALL TO ORDER **9:33 a.m.**

AGENDA The amended agenda was adopted with an additional Late Item:
Natural Resource Advisory Committee Minutes of March 4, 2015

INTRODUCTION

Steven Olmstead, General Manager, Planning and Development, introduced new staff member Marina Stjepovic, Planning Technician. The Chair and Committee welcomed Ms. Stjepovic to the Planning and Development Division.

DELEGATION

Jared Sproule, Community Liaison and Jason Edworthy, Community & Aboriginal Affairs, BluEarth Renewables Inc. addressed the Committee regarding an introduction to BluEarth Renewables as an independent renewable power producer focused on commercial scale solar, wind and hydro development. As of March 2, 2015, BluEarth Renewables has acquired 100% of the Tyson Creek Hydro Corp. and is in the process of acquiring the Narrows Inlet Independent Power Production project. Mr. Sproule and Mr. Edworthy explained the company's Aboriginal Relations Policy and Community Engagement Policy. BluEarth Renewables is working closely with the shíshálh Nation for the Tyson Creek and Narrows Inlet hydro projects in addition to consulting with Ramona Creek property owners regarding their concerns.

The Chair thanked Mr. Sproule and Mr. Edworthy for their presentation.

Recommendation No. 1 *Delegation Materials – BluEarth Renewables Inc.*

The Planning and Development Committee recommended that the delegation materials from BluEarth Renewables be received.

REPORTS

Recommendation No. 2 *Interfor Corporation Application Pursuant to Environmental Management Act*

The Planning and Development Committee recommended that the staff report dated March 5, 2015 and titled “Interfor Corporation – Application Pursuant to *Environmental Management Act* for Burning of Wood Waste” be received;

AND THAT Interfor and the Ministry of Environment be advised that the SCRD does not support the application from Interfor Corporation without a long-term plan for managing their wood waste;

AND THAT Interfor consider other options to either prevent or reducing the amount of burning required to manage the wood waste;

AND THAT the Ministry of Environment consider initiating a comprehensive wood waste accumulation management plan for West Howe Sound so that burning can remain the last option;

AND THAT if the application is approved, the Ministry of Environment be encouraged to install an air quality monitoring device in the vicinity;

AND THAT both Interfor and the Ministry of Environment be advised that the Sechelt Landfill has no capacity for the disposal of wood waste ash;

AND THAT if burning is permitted it occurs only during the period of October 15th to April 15th and commence only when there is a forecast for a “good” venting period, followed by a “good” or “fair” forecast for the following day;

AND THAT the staff report and final recommendation be forwarded to the Town of Gibsons for information;

AND FURTHER THAT this recommendation be forwarded to the March 12, 2015 Regular Board meeting for adoption.

Recommendation No. 3 *Crown Land Application File 2411037*

The Planning and Development Committee recommended that the staff report dated March 5, 2015 and titled “Update on Crown Land Application File 2411037 – Residential Private Moorage - Area A – Change in Tenure Type” be received;

AND THAT staff forward a letter to the Crown Land Officer regarding Crown Land Application File 2411037 noting:

- a. That SCRD Board Resolution 029/15 Recommendation No. 4 submitted on January 26, 2015 still applies;
- b. That the letters from the public previously submitted to the Crown Land Officer, be re-considered for this application, even though the tenure has changed;
- c. That the SCRD notes that the Ministry of Forests, Lands and Natural Resource Operations policy “BC Land Use Operational Policy – Private Moorage” definition of a dock for private moorage which describes -“works are to be limited to a single elevated pier/walkway leading to a ramp and one moorage float having a plain rectangular shape.” is altered by the change in tenure type;
- d. That the following recommendation from the Egmont/Pender Harbour (Area A) Advisory Planning Commission Minutes of February 25, 2015 be included with the SCRD’s referral comments:

Crown Land Application File 2411037 for a Residential Private Moorage

This APC would like to reiterate our motion of the previous Minutes and, in addition, emphasize our concern on the precedent of allowing docks that must utilize breakwaters and/or be of large scale in order to be feasible on the outer coastline. We are strongly concerned about the effect on the shoreline environment, and in particular the cumulative effect of multiple breakwaters and large multi-fingered docks on the marine environment, including eelgrass beds as well as the threatened marbled murrelet. We support all recommendations Planning Staff have made in Recommendation No. 4 of page 77-79 in the agenda. Carried Unanimously

- e. That the SCRD has no concerns with the change in tenure from Specific Permission to a 15 year fixed term lease;

AND FURTHER THAT this recommendation be forwarded to the March 12, 2015 Regular Board meeting for adoption.

Recommendation No. 4 *Community Benefit Policy for Independent Power Production and Resource Development*

The Planning and Development Committee recommended that the staff report dated March 4, 2015 and titled “Community Benefit Policy for Independent Power Production and Resource Development” be received;

AND THAT staff revise the *Sunshine Coast Regional District Community Benefit Policy for Independent Power Production and Resource Development* to clarify that it should apply to independent power production and resource development, with land development rezoning benefits/amenities being subject to a separate policy, and report back to a future Planning and Development Committee meeting.

The Committee recessed at 10:43 a.m. and reconvened at 10:55 a.m.

Director White left the meeting at 10:43 a.m.

REPORTS**Recommendation No. 5** *SCRD Zoning Amendment Bylaw No. 310.148, 2015 - AG Zone*

The Planning and Development Committee recommended that the General Manager, Planning and Development report dated February 4, 2015 and titled “Zoning Amendment Bylaw No. 310.148 - ‘AG Zone’ (Electoral Areas B-F)” be received;

AND THAT *SCRD Zoning Amendment Bylaw No. 310.148, 2015* be forwarded to the Board for First Reading;

AND THAT *SCRD Zoning Amendment Bylaw No. 310.148, 2015* be referred to the Agricultural Advisory Committee, Electoral Area B, D, E & F Advisory Planning Commissions, Roberts Creek Official Community Plan Committee, the Agricultural Land Commission, and the Ministry of Agriculture for comments;

AND THAT *SCRD Zoning Amendment Bylaw No. 310.148, 2015* be referred to Electoral Area A Advisory Planning Commission and the Egmont/Pender Harbour Official Community Plan Review Committee for information;

AND THAT following receipt of referral comments, staff conduct a public information meeting outlining the provisions and rationale for *SCRD Zoning Amendment Bylaw No. 310.148, 2015*;

AND FURTHER THAT staff bring *SCRD Zoning Amendment Bylaw No. 310.148, 2015* to a future Planning & Development Committee meeting for further consideration.

Recommendation No. 6 *Development Variance Permit Application No. 337.145*

The Planning and Development Committee recommended that the staff report dated February 23, 2015 and titled “Development Variance Permit Application No. 337.145 (Powell for Reid/Nelson) (Area A)” be received;

AND THAT Development Variance Permit No 337.145 (Powell for Reid/Nelson) be issued to relax the setback to an exterior side parcel line from 4.5 metres as required by Section 611.4(d) of *Sunshine Coast Regional District Zoning Bylaw No. 337, 1990* to 1.5 metres to allow for the construction of a new single family dwelling on Lot 1 Block 6 District Lot 1397 Plan VAP4479, subject to:

- a. Receipt of referral comments from the *shíshálh* Nation and that any issues raised by the *shíshálh* Nation be addressed.

Recommendation No. 7 *Development Permit with a Variance B-66*

The Planning and Development Committee recommended that the staff report dated February 23, 2015 and titled “Development Permit with a Variance B-66 (Spani for Reed) (Area B)” be received;

AND THAT Development Permit with a Variance B-66 (Spani for Reed) be issued to relax the setback to a rear parcel line from 2 metres as required by Section 611.5(2) of *Sunshine Coast Regional District Zoning Bylaw No. 310, 1989* to 0 metres to allow for the construction of a new single family dwelling on Lot 7 of Lot 6 Block 9 District Lot 1427 Plan 8762, subject to:

- a. Receipt of referral comments from the *shíshálh* Nation and that any issues raised by the *shíshálh* Nation be addressed.

Recommendation No. 8 *G&DCC 2014 Q4 Report to the SCRD*

The Planning and Development Committee recommended that the Gibsons & District Chamber of Commerce report titled “2014 Q4 Report to the SCRD” be received.

Recommendation No. 9 *Building Department Revenues Report – February 2015*

The Planning and Development Committee recommended that the staff report titled “Building Department Revenues for February 2015” be received for information.

Recommendation No. 10 *Planning and Development Division Monthly Report – Feb. 2015*

The Planning and Development Committee recommended that the staff report titled “Planning and Development Division Monthly Report February 2015” be received.

MINUTES

Recommendation No. 11 *Natural Resources Advisory Committee Minutes of March 4, 2015*

The Planning and Development Committee recommended that the Natural Resources Advisory Committee meeting notes of March 4, 2015 be received as a late item.

Recommendation No. 12 *Agricultural Advisory Committee Notes of February 24, 2015*

The Planning and Development Committee recommended that the Agricultural Advisory Committee meeting notes of February 24, 2015 be received.

Recommendation No. 13 *OBESAC Minutes of February 21, 2015*

The Planning and Development Committee recommended that the Ocean Beach Esplanade Stewardship Advisory Committee Minutes of February 21, 2015 be received;

AND THAT Recommendation No. 1 from the Ocean Beach Esplanade Stewardship Advisory Committee Minutes of February 21, 2015 be amended, adopted and acted upon as follows:

Recommendation No. 1 - Options for Ocean Beach Road Closures

That a more detailed Official Community Plan amendment be *presented by staff to the Planning and Development Committee* that sets clear objectives for future road closure applications and to ensure that public space elements are considered by both the Ministry of Transportation and Infrastructure and applicants. The Committee supports in principal the listed criteria in the staff report as a starting point for discussion.

Recommendation No. 14 *Egmont/Pender Harbour (Area A) APC Minutes of Feb. 25, 2015*

The Planning and Development Committee recommended that the Egmont/Pender Harbour (Area A) APC Minutes of February 25, 2015 be received.

Recommendation No. 15 *Halfmoon Bay (Area B) APC Minutes of February 24, 2015*

The Planning and Development Committee recommended that the Halfmoon Bay (Area B) APC Minutes of February 24, 2015 be received;

AND THAT the in-part recommendation from the Halfmoon Bay (Area B) APC Minutes of February 24, 2015 be adopted and acted upon as follows:

5.1 Development Permit with a Variance Application No. B-66

3. That public road access and foreshore lands shall be maintained as accessible to the public and that no private developments shall encroach upon these public lands;

AND THAT staff investigate new developments that have road access to the water for encroachments that may impede public access;

AND FURTHER THAT staff report to a future Planning and Development Committee meeting on the issue of public access to the water via road allowances and provide options to the Board for moving forward.

Recommendation No. 16 *Roberts Creek (Area D) APC Minutes of February 23, 2015*

The Planning and Development Committee recommended that the Roberts Creek (Area D) APC Minutes of February 23, 2015 be received.

Recommendation No. 17 *West Howe Sound (Area F) APC Minutes of February 24, 2015*

The Planning and Development Committee recommended that the West Howe Sound (Area F) APC Minutes of February 24, 2015 be received;

AND THAT the recommendation from the West Howe Sound (Area F) APC Minutes of February 24, 2015 be amended, adopted and acted upon as follows:

6.1 Transition Houses – Zoning Amendment Bylaw 310.163

That the report be tabled until the next meeting, and that the Planning Technician attend the meeting.

COMMUNICATIONS

Recommendation No. 18 *Regional District Representation in B.C. Environmental Stewardship Initiatives*

The Planning and Development Committee recommended that the correspondence from Barry Pages, Chair, Skeena-Queen Charlotte Regional District, dated February 2, 2015 regarding Regional District Representation in B.C. Environmental Stewardship Initiatives be received;

AND THAT a letter of support be provided to the Skeena-Queen Charlotte Regional District regarding its request to the provincial government to review the consultation process framework to allow for Regional District representation in the environmental stewardship initiatives taking place throughout the province.

Recommendation No. 19 *Sakinaw Woods Strata Access*

The Planning and Development Committee recommended that the correspondence from Todd Stone, Minister, Ministry of Transportation and Infrastructure, dated February 4, 2015 regarding Sakinaw Woods Strata Access be received;

AND THAT a letter be sent to the Sakinaw Woods Strata landowners and neighbouring property owners advising of the Ministry of Transportation and Infrastructure's correspondence indicating support for dedicating the existing private road as a public road, if it was first upgraded to a two-way, all-weather, maintainable standard and inquire as to how they would like to proceed.

Recommendation No. 20 *Woodfibre LNG Environmental Assessment*

The Planning and Development Committee recommended that the correspondence from Hon. Leona Aglukkaq, P.C., M.P., Minister of the Environment, dated February 11, 2015 regarding Woodfibre LNG Environmental Assessment be received.

Recommendation No. 21 *Invitation to Howe Sound Community Forum on May 1, 2015*

The Planning and Development Committee recommended that the correspondence from Ruth Simons, Howe Sound Community Forum, dated February 15, 2015 regarding Invitation to the Howe Sound Community Forum on May 1, 2015 on Bowen Island be received;

AND THAT the General Manager, Planning and Development and Senior Planner attend the Howe Sound Community Forum on May 1, 2015 on Bowen Island.

Recommendation No. 22 *City of Port Moody Declaration of the Right to a Healthy Environment*

The Planning and Development Committee recommended that the correspondence from Kelly Ridley, Manager of Legislative Support, City of Port Moody, dated February 23, 2015 regarding Declaration of the Right to a Healthy Environment be received.

IN CAMERA

The Committee moved to In-Camera at 12:15 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 holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”

The Committee moved out of In-Camera at 12:34 p.m.

ADJOURNMENT 12:34 p.m.

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE

March 13, 2015

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

PRESENT:	Chair	F. Mauro
	Directors	G. Nohr L. Lewis M. Lebbell I. Winn S. White B. Milne
	Alternate Director	C. Hergesheimer
	SIGD	G. Feschuk B. Pierre
ALSO PRESENT:	Chief Administrative Officer	J. France
	Treasurer	T. Perreault
	Manager, Legislative Services	A. Legault
	General Manager, Infrastructure Services	B. Shoji
	General Manager, Planning and Development	S. Olmstead
	Recording Secretary	T. Crosby
	Facilitator	J. Talbot
	Media	0
	Public	0

CALL TO ORDER 1:00 p.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Strategic Plan / Progress Report*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report titled "Purpose of Meeting" be received;

AND THAT there be a Special Corporate and Administrative Services Committee Meeting to refine the direction for setting the Strategic Plan in April 2015.

Notes were taken by the Facilitator, John Talbot, and will be presented in a report to the Special Corporate and Administrative Services Committee Meeting in April 2015.

ADJOURNMENT 3:35 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
COMMUNITY SERVICES COMMITTEE
March 19, 2015**

RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING
HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES,
1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	S. White
	Directors	M. Lebbell L. Lewis F. Mauro B. Milne G. Nohr I. Winn
 ALSO PRESENT:	CAO	J. France
	A/General Manager, Community Services	B. Bauman
	Parks Planner	T. Fawcett (part)
	Parks Planner	S. Adams (part)
	Emergency Program Coordinator	B. Elsner (part)
	Corporate Energy Manager	S. Laye (part)
	Manager, Utility Services	D. Crosby (part)
	Progress Plan	M. Morton (part)
	Progress Plan	A. Titcomb
	Councillor, District of Sechelt	A. Lutes (part)
	Gibsons Chamber of Commerce	D. McMahan (part)
	Recording Secretary	D. Corbett
	Press	1
	Public	2

CALL TO ORDER 1:30 p.m.

AGENDA The agenda was adopted as circulated.

DELEGATIONS

1. Michelle Morton and Anne Titcomb regarding Progress Plan

Michelle Morton and Anne Titcomb addressed the committee regarding the Progress Plan, “a community plan for women’s economic well-being along the Sunshine Coast”. Thanks were extended to the Sunshine Coast Regional District for the support throughout the three-year project, including contributing a representative to attend committee meetings.

Ms. Morton gave an overview of the phases of the project, key issues, priorities for change, and project next steps. Success stories of the project include the Self-Employed Women’s Network (SEWN), Seniors Planning Table, BC 211 Help line, and community information and referral services in partnership with the community schools in Halfmoon Bay and Pender Harbour Area.

Ms. Titcomb noted that the Community Resource Centre would like to present recommendations of the Plan to the SCRD Board in more detail in the coming months. Ms. Titcomb outlined some highlights of what SCRD Parks and Recreation does to support the Progress Plan. She noted that the new Recreation fee structure supports families to access facilities, with more participation, sense of belonging, and better health outcomes. It was invaluable having a recreation program coordinator at the seniors support table.

Directors expressed appreciation for the work done. A Progress Plan presentation to the Board will be arranged.

2. Joe Vechter regarding Coastal Bike Route

Joe Vechter, Director, Sunshine Coast Transportation Choices Society (TraC), addressed the committee on the Coastal Bike Route. The mandate of TraC is to advocate for alternatives to single occupant vehicle use such as biking, walking, and transit. TraC has been involved in a number of projects, such as: participation at SCRD Transportation Advisory Committee meetings; sponsorship of Bike to Work Week; and collaboration with local governments. At the December AGM the society decided to put the Coastal Bike Route on its agenda.

Coastal Bike Route is in the preliminary stages and is a bottom-up effort, trying to assemble a working group to organize and present the preliminary plan on moving forward. There is a lot of grassroots support. TraC is working under the BC Cycling Coalition to help develop an island loop for cyclists. The economic benefit of bike routes in other parts of Canada was noted.

Mr. Vechter remarked that he was here to identify himself and the project, get SCRD support, and request an individual who can join the working group and contribute to the original bike plan. The plan would involve numerous organizations and various levels of government.

Recommendation No. 1 *Coastal Bike Route*

The Community Services Committee recommended that a staff report be brought forward to a future Community Services Committee to discuss how the SCRD can be involved in the Coastal Bike Route initiative.

REPORTS

Recommendation No. 2 *Community Services Department Monthly Update*

The Community Services Committee recommended that staff report regarding the Community Services Department Monthly Update be received.

Mr. Bauman announced that a 242 person petition was received from Erin Kellie requesting public washrooms at Frank West Hall.

Recommendation No. 3 *Petition regarding Public Washrooms at Frank West Hall*

The Community Services Committee recommended that the petition requesting public washrooms at Frank West Hall be received.

Recommendation No. 4 *Frank West Hall Washrooms*

The Community Services Committee recommended that the report from the Acting General Manager of Community Services regarding Frank West Hall Washrooms be received;

AND THAT staff install a portable washroom facility at Frank West Hall within the 2015 Parks (650) operational budget;

AND THAT staff report on a more permanent solution at a future Community Services Committee;

AND FURTHER THAT, prior to installation, consultation with the community take place to ensure the best location.

Recommendation No. 5 *Coopers Green Tenure Renewal*

The Community Services Committee recommended that the report from the Parks Planning Coordinator regarding Coopers Green Tenure Renewal be received;

AND THAT the Board approve the application for the extension of License No. 239642 with the Ministry of Forests, Lands and Natural Resource Operations for land covered by water being part of the bed of Halfmoon Bay in front of Coopers Green Park.

Recommendation No. 6 *Debris Clean Up*

The Community Services Committee recommended that the report from the Chief Administrative Officer regarding Debris Clean Up be received.

Recommendation No. 7 *AVICC Special Committee on Solid Waste Management*

The Community Services Committee recommended that the report from the Chief Administrative Officer regarding the Association of Vancouver Island Coastal Communities (AVICC) Special Committee on Solid Waste Management be received;

AND THAT the AVICC be advised the SCRDC wishes to participate on the AVICC Special Committee on Solid Waste Management;

THAT FURTHER THAT Director Winn be appointed to work on the committee with travel expenses and remuneration paid.

Recommendation No. 8 *2015 Strategic Priorities Fund Gas Tax Capital Grants*

The Community Services Committee recommended that the report from the Chief Administrative Officer regarding 2015 Strategic Priorities Fund Gas Tax Capital Grants be received;

AND THAT the applications for gas tax funding for Regional Water Cross-Connection Control and Universal Metering Program Phase 2 and Capacity Building Project – Asset and Computerized Maintenance Management System be supported.

Recommendation No. 9 *2015 Strategic Priorities Fund Gas Tax Capital Grants*

The Community Services Committee recommended that the sports field replacement project application be put forward for the 2015 Strategic Priorities Fund Gas Tax Capital Grants.

Directors Nohr and Mauro opposed.

Recommendation No. 10 *Recreation and Parks Services Advisory Committee Minutes*

The Community Services Committee recommended that the Recreation and Parks Services Advisory Committee minutes of February 19, 2015 be received.

Recommendation No. 11 *Dakota Ridge Advisory Committee Minutes*

The Community Services Committee recommended that the Dakota Ridge Advisory Committee minutes of January 22, 2015 be received.

Recommendation No. 12 *Sunshine Coast Emergency Program Planning Committee Minutes*

The Community Services Committee recommended that the Sunshine Coast Emergency Program Planning Committee minutes of February 25, 2015 be received.

Recommendation No. 13 *Sunshine Coast Policing Committee Minutes*

The Community Services Committee recommended that the Sunshine Coast Policing Committee minutes of March 2, 2015 be received and recommendation No. 6 be adopted and acted on as follows:

Recommendation No. 6 *Marihuana Dispensaries*

The Sunshine Coast Policing Committee recommended that staff forward a report to the Community Services Committee regarding a bylaw for marihuana dispensaries.

AND THAT staff bring forward a report to the next Community Services Committee meeting.

COMMUNICATIONS

Recommendation No. 14 *2014 Sunshine Coast Youth Outreach Annual Report*

The Community Services Committee recommended that the 2014 Sunshine Coast Youth Outreach Annual Report from the Sunshine Coast Community Services Society be received;

AND THAT a report be brought forward to the May 2015 Community Services Committee meeting.

ADJOURNMENT 2:58 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
PARCEL TAX ROLL REVIEW PANEL
March 12, 2015**

PARCEL TAX ROLL REVIEW MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Panel Chair	F. Mauro L. Lewis G. Nohr I. Winn
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ALSO PRESENT:	Manager, Financial Services	J. Day
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CALL TO ORDER 3:30 p.m.

AGENDA The agenda was adopted as presented.

REPORT

THAT the Manager of Financial Services' report regarding the Parcel Tax Roll Review be received for information;

AND THAT the Parcel Tax Roll Review Panel confirm and authenticate the Parcel Tax Roll by certificate, signed by the majority of its members.

ADJOURNED 3:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 700

A bylaw to adopt the Financial Plan for the years 2015 - 2019

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

1. This bylaw may be cited for all purposes as the *"Sunshine Coast Regional District Financial Plan Bylaw No. 700, 2015"*.
2. Schedule A, attached hereto, and forming part of this bylaw, is hereby adopted pursuant to Section 815 of the *Local Government Act* and is the Sunshine Coast Regional District 2015 – 2019 Financial Plan.

READ A FIRST TIME this 26th day of March, 2015

READ A SECOND TIME this 26th day of March, 2015

READ A THIRD TIME this 26th day of March, 2015

ADOPTED this 26th day of March, 2015

CORPORATE OFFICER

CHAIR