



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 23, 2017

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 16, 2017

Annex A
Pages 1-23

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Chief Administrative Officers' Report To come forward
5. Special Corporate and Administrative Services Committee recommendation No. 1 of January 19, 2017 (reconvened on February 6, 2017) Annex B
pp 24-30
6. Planning and Community Development Committee recommendation Nos. 1-3 and 5-21 of February 16, 2017 (*recommendation No. 4 previously adopted*) Annex C
pp 31-36
7. Infrastructure Services Committee recommendation Nos. 1-6 of February 16, 2017 Annex D
pp 37-39
8. Chief Building Official – Notice on Title Annex E
pp 40-41

MOTIONS

THAT Chair Nohr be authorized to attend the AVICC Solid Waste meeting in Nanaimo on March 3, 2017;

AND THAT travel expenses be paid for Chair Nohr's attendance at the AVICC Solid Waste meeting in Nanaimo on March 3, 2017.

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

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (f), (g), (i) and (k) of the *Community Charter* – “law enforcement...”, “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...”.

ADJOURNMENT

UPCOMING MEETING DATES (TO MARCH 16, 2017)

SCRD Board, Committee, and Advisory Committee Meetings

Area D Advisory Planning Commission (APC)	February 20 at 7:00 p.m.
Corporate and Administrative Services Committee	February 23 at 9:30 a.m.
Regional Hospital District	February 23 at 1:00 p.m.
Regular Board	February 23 at 1:30 p.m.
Area A Advisory Planning Commission (APC)	February 28 at 7:00 p.m.
Area B Advisory Planning Commission (APC)	February 28 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	February 28 at 7:00 p.m.
Special Infrastructure Services Committee	March 2 at 9:30 a.m.
Parcel Tax Roll Review Panel	March 7 at 9:00 a.m.
Special Corporate and Administrative Services Committee – Round 2 Budget	March 7 at 9:30 a.m.
Special Corporate and Administrative Services Committee – Round 2 Budget	March 8 at 9:30 a.m.
Planning and Community Development Committee	March 9 at 9:30 a.m.
Regular Board	March 9 at 1:30 p.m.
Infrastructure Services Committee	March 16 at 9:30 a.m.

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

2017 SCRD Budget Presentation at Town of Gibsons	February 21 at 1:00 p.m.
Public Hearing - Bylaws 432.25 and 337.87 (Area A – Egmont / Pender Harbour)	February 21 at 7:00 p.m.
Rural Regional Water Metering Project Open House – Elphinstone (Area E)	February 22 at 4:00 p.m.
Suncoaster Trail Open House – Roberts Creek	February 27 at 3:00 p.m.
Suncoaster Trail Open House – Sechelt	March 1 at 3:00 p.m.
2017 SCRD Budget Presentation at District of Sechelt	March 1 at 7:00 p.m.
2017 SCRD Budget Presentation at Sechelt Indian Government District	March 6 at 1:00 p.m.

Please note: Meeting dates are current as of print date (February 17, 2017).



SUNSHINE COAST REGIONAL DISTRICT

February 16, 2017

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 F. Mauro J. Valeriote I. Winn D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	Deputy Corporate Officer / Recorder	S. Reid
	Media	0
Public	0	

CALL TO ORDER **3:20 p.m.**

AGENDA **It was moved and seconded**

065/17 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

066/17 THAT the Regular Board meeting minutes of January 26, 2017 be adopted as presented.

CARRIED

REPORTS

Directors' Reports

Directors provided a verbal report of their activities.

Special Corporate **It was moved and seconded**

067/17 THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation Nos. 1-28 of January 23, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *2017 Budget Information*

THAT the report titled 2017 Budget Introduction and presentation titled 2017 Round 1 Budget dated January 23, 2017 be received for information.

Recommendation No. 2 *2017-2021 Financial Plan Overview and Update*

THAT the report titled 2017-2021 Financial Plan Overview and Update be received for information.

Recommendation No. 3 *2017 BC Assessment Impacts*

THAT the report titled 2017 BC Assessment Impacts be received for information.

Recommendation No. 4 *Rural Areas' Grant-in-Aid and Economic Development 2016 Carry-forwards*

THAT the report titled Rural Areas' Grant-in-Aid and Economic Development 2016 Carry-forwards be received for information

AND THAT the Area A Economic Development [531] and Area A Rural Areas' Grant-in-Aid [121] functions be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 5 *Rural Areas' Grant-in-Aid and Economic Development*

THAT the consideration of a motion, as follows, be postponed until the April 27, 2017 Corporate and Administrative Services Committee meeting:

THAT prior to Electoral Areas A and B considering to allocate Rural Areas' Grant-in Aid or Economic Development funding, that those partners or stakeholders applying outside of the SCRD granting functions be directed to contact their MLA and/or appropriate Ministry for consideration of financial support.

Recommendation No. 6 *Rural Areas' Grant-in-Aid and Economic Development*

THAT consideration of a motion, as follows, be postponed until the January 24, 2017 Round 1 Budget Special Corporate and Administrative Services Committee meeting:

067/17 cont.

THAT the Areas B, E and F Economic Development [532, 534, 535] and Area B, E, E&F and F Rural Areas' Grant-in-Aid [122, 123, 128, 129] functions be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 7 *Gibsons and District Public Library*

THAT the 2017 budget request for the Gibsons and District Public Library of \$583,636 be incorporated into the 2017 Round 2 Budget for further consideration.

Recommendation No. 8 *Sechelt Public Library*

THAT the 2017 budget request for the Sechelt Public Library of \$592,444 be approved and incorporated into the 2017 Round 2 Budget.

Recommendation No. 9 *Roberts Creek Community Library*

THAT the 2017 budget request for the Roberts Creek Community Library of \$12,600 be incorporated into the 2017 Round 2 Budget for further consideration.

Recommendation No. 10 *Pender Harbour Reading Centre*

THAT the 2017 budget request for the Pender Harbour Reading Centre of \$1,200 be incorporated in the 2017 Round 2 Budget for further consideration.

Recommendation No. 11 *Sunshine Coast Museum and Archives*

THAT staff request information from the Sunshine Coast Museum and Archives as to the corporate structure, funders, infrastructure / tenancy agreements (e.g. space rental) and an overview of how contents are obtained.

Recommendation No. 12 *Sunshine Coast Museum and Archives*

THAT the following documents from the Sunshine Coast Museum and Archives regarding 2017 Budget Request be received:

- Correspondence dated January 9, 2017;
- 2017 Budget Request;

AND THAT the Sunshine Coast Museum and Archives budget request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 13 *Skookumchuck Heritage Society / Egmont Heritage Centre*

THAT the 2017 budget request for the Skookumchuck Heritage Society / Egmont Heritage Centre of \$32,200 be approved and incorporated in the 2017 Round 2 Budget.

067/17 cont.

Recommendation No. 14 *Sechelt Community Archives*

THAT staff request information from the Sechelt Community Archives as to their corporate structure, funders, infrastructure / tenancy agreements (e.g. space rental) and an overview of how contents are obtained.

Recommendation No. 15 *Sechelt Community Archives*

THAT the following document from the Sechelt Community Archives regarding 2017 Budget Request be received:

- Correspondence dated January 12, 2017 including 2017 Budget;

AND THAT the Sechelt Community Archives budget request of \$9,548 be approved and incorporated into the 2017 Round 2 Budget.

Recommendation No. 16 *Pender Harbour Health Centre*

THAT the following documents from the Pender Harbour Health Centre regarding 2017 Budget Request be received:

- Correspondence dated January 6, 2017;
- Financial Statements for March 31, 2016;

AND THAT the Pender Harbour Health Centre 2017 budget request of \$118,040.39 be incorporated and the request be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 17 *Gibsons and District Chamber of Commerce*

THAT the budget request for the Gibsons and District Chamber of Commerce be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 18 *Pender Harbour and District Chamber of Commerce*

THAT the following documents from the Pender Harbour and District Chamber of Commerce regarding 2017 Budget Request be received:

- Correspondence dated January 8, 2017;
- Executive Summary;
- 2017 Budget with 2016 Actuals;
- 2017 Budget Overview;
- Profit and Loss Comparative for 2016;
- Balance Sheet for 2016;

067/17 cont.

AND THAT the Pender Harbour and District Chamber of Commerce budget request, as follows, be approved and incorporated into the 2017 Round 2 Budget for Electoral Area A Economic Development [531]:

- Tourism Sanitation Services (Portable Toilets) \$2,290
- Visitor Information Centre Washrooms \$4,476
- Visitor Information Booths \$8,000
- Economic Development \$2,500.

Recommendation No. 19 *Coast Cultural Alliance*

THAT the budget request for the Coast Cultural Alliance, as follows, be evenly allocated and incorporated into Economic Development [531-535] and the request be referred to the 2017 Round 2 Budget for further consideration:

- Art and Culture Calendar \$2,400
- Sunshine Coast Art Crawl \$3,100.

Recommendation No. 20 *Sunshine Coast Tourism*

THAT the following documents from Sunshine Coast Tourism regarding 2017 Budget Request be received:

- Correspondence dated January 20, 2017;
- 2017 Budget with 2016 Actuals;
- 2016 Year-End Update;
- Municipal and Regional District Tax Program Requirements;
- Destination BC Co-Op Marketing Program Application 2017/2018

AND THAT Sunshine Coast Tourism's budget request of \$20,000 be incorporated into 2017 Round 2 Budget based on assessed value for each of the Economic Development services [531-535] and the request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 21 *Sunshine Coast Community Services Society*

THAT the following documents from the Sunshine Coast Community Services Society regarding 2017 Budget Request for Youth Outreach Worker Program be received:

- Correspondence dated January 10, 2017;
- 2017-2021 Budgeted Statement of Receipts and Disbursements.

067/17 cont. **Recommendation No. 22** *Youth Focussed Programs on the Sunshine Coast*

THAT prior to 2017 Round 2 Budget staff report regarding Sunshine Coast Regional District (SCRD) funding and support of youth focussed programing including but not limited to, youth centres, community schools and youth outreach and that the report reference specific funding functions and provide the total of all SCRCD funds spent annually for these programs.

Recommendation No. 23 *Sunshine Coast Community Services Society*

THAT the Sunshine Coast Community Services Society's budget request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 24 *Pender Harbour Community School Society*

THAT the budget request for the Pender Harbour Community School Society be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 25 *Halfmoon Bay – Chatelech Community School*

THAT the budget request for the Halfmoon Bay – Chatelech Community School Society be referred to the 2017 Round 2 Budget for further consideration.

Recommendation No. 26 *Sechelt Community Schools*

THAT the following documents from the Sechelt Community Schools regarding 2017 budget request be received:

- Correspondence dated January 20, 2017;
- 2016-2017 Budget for Programs;
- 2017-2020 Projected Budget for Programs;
- 2017-2018 Budget for Sechelt Youth Centre;
- 2017-2020 Projected Budget for Sechelt Youth Centre;

AND THAT the Sechelt Community Schools budget request be referred to 2017 Round 2 Budget for further consideration.

Recommendation No. 27 *Gibsons Landing Community Society*

THAT the budget request for the Gibsons Landing Community Society be referred to the 2017 Round 2 Budget for further consideration.

067/17 cont. **Recommendation No. 28** *Roberts Creek Community School Society*

THAT the budget request for the Roberts Creek Community School Society be referred to the 2017 Round 2 Budget for further consideration.

CARRIED

Special Corporate **It was moved and seconded**

068/17 THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation Nos. 1-4 and 7-56 of January 24, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Library Funding Summaries*

THAT the reports distributed at the meeting titled 2016 Library Funding Summary and the 2017 R1 Library Funding Summary be received.

Recommendation No. 2 *Introduction to Budget Proposals and Summary Spreadsheets*

THAT the presentation titled 2017 Round 1 Budget dated January 24, 2017 be received.

Recommendation No. 3 *Agenda Item Referrals*

THAT the January 24, 2017 Special R1 Budget Corporate and Administrative Services Committee Agenda Items #15 and #16 be referred to the February 23, 2017 Corporate and Administrative Services Committee meeting.

Recommendation No. 6 *Information Technology [117] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [117] Information Technology be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Capital Hardware Budget Increase, \$30,000 funded from Support Services and included in the annual capital base budget;
- Budget Proposal 2 – Software Budget Increase, \$25,000 funded from Support Services and included in the annual capital base budget;

AND FURTHER THAT the budget for Information Technology [117] be moved to adoption in the 2017 Budget as amended.

068/17 cont.

Recommendation No. 7 *Property Information and Mapping System (PIMS) and Geographical Information Services (GIS) [506] and Civic Addressing [510] – 2017 R1 Budget Proposals*

THAT the reports titled 2017 R1 Budget Proposal for [506] Property Information and Mapping System (PIMS) and Geographical Information Services (GIS) and 2017 R1 Budget Proposal for [510] Civic Addressing be received;

AND THAT that the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – [506] Ortho Photo Acquisition for 2017, \$55,000 funded from Capital Reserves and increase annual funding contribution by \$5,000 funded from support services;
- Budget Proposal 1 – [510] Ortho Photo Acquisition Contribution, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the budgets for PIMS / GIS [506] and Civic Addressing [510] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 8 *Gibsons and District Public Library [640] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [640] Gibsons and District Public Library be received;

AND THAT 2017 funding implications for the following budget proposals be incorporated and the budget proposals be referred to 2017 Round 2 Budget for further consideration:

- Budget Proposal 1 – HVAC Unit Replacement (Controls) – 8 units, \$125,000 funded \$50,000 from Capital Reserves and \$75,000 Short Term Capital Financing;
- Budget Proposal 2 – Preventative Maintenance Increases, \$30,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Gibsons and District Public Library [640] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 9 *Gibsons and District Fire Protection [210] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [210] Gibsons and District Fire Protection be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Turnout Gear Replacement, \$6,000 funded through Taxation and included in the base budget;

068/17 cont.

- Budget Proposal 2 – Preventative Maintenance Plan and Implementation, \$15,000 funded through Taxation and included in the base budget;
- Budget Proposal 3 – Frank West Hall / Cliff Mahlmann Fire Station Roof Replacement, \$75,000 funded \$36,000 through Taxation and \$39,000 through Reserves;

AND FURTHER THAT the budget for Gibsons and District Fire Protection [210] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 10 *Roberts Creek Fire Protection [212] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [212] Roberts Creek Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Preventative Maintenance Plan and Implementation, \$15,000 funded through Taxation and include in the base budget;

AND FURTHER THAT the budget for Roberts Creek Fire Protection [212] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 11 *Halfmoon Bay Fire Protection [216] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Preventative Maintenance Plan and Implementation, \$15,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Halfmoon Bay Fire Protection [216] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 12 *Egmont Fire Protection [218] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [218] Egmont Fire Protection be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

068/17 cont.

- Budget Proposal 1 – Preventative Maintenance Plan and Implementation, \$5,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Egmont Fire Protection [218] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 13 *Animal Control [290] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [290] Animal Control be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Training, \$2,000 funded from Operating Reserves;

AND FURTHER THAT the budget for Animal Control [290] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 14 *Corporate Sustainability [135] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [135] Corporate Sustainability be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Corporate Energy Management Program, \$35,000 funded \$17,500 through Climate Action Revenue Incentive Program (CARIP) and \$17,500 from Support Services;

AND FURTHER THAT the budget for Corporate Sustainability [135] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 15 *Island Clean-Up for Nelson Island*

THAT staff report, before 2017 Round 2 Budget meetings, evaluating the feasibility of a request from Nelson Island to be included in Islands Clean-Up Program.

Recommendation No. 16 *Regional Solid Waste [350-353] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [350-353] Regional Solid Waste be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

068/17 cont.

- Budget Proposal 1 – [352] Sechelt Solid Waste Diversion Programs, \$250,000 base budget increase funded through Existing Tipping Fees;
- Budget Proposal 2 – [351] Pender Harbour Solid Waste Diversion Programs, \$55,000 increase to base budget funded through Existing Tipping Fees;
- Budget Proposal 3 – [351-352] Green Waste Program, \$50,000 base budget increase funded through Taxation;
- Budget Proposal 4 – [352] Sechelt Landfill Design and Operations Plan Update, \$23,000 funded from Operating Reserves;
- Budget Proposal 5 – [352] Sechelt Landfill Annual Report, \$5,000 funded through Existing Tipping Fees and included in base budget;
- Budget Proposal 6 – [350] Solid Waste Management Plan (SWMP) – 5-year Effectiveness Review, \$10,000 funded from Eco-Fee Reserve;
- Budget Proposal 7 – [351-352] Sechelt Landfill and Pender Harbour Transfer Station Environmental Monitoring Program Upgrades, \$50,000 funded from Operating Reserves;
- Budget Proposal 8 – [352] Sechelt Landfill Battery Replacement, \$30,000 funded from Operating Reserves;
- Budget Proposal 9 – [351] Pender Harbour Landfill Closure Maintenance, \$2,000 funded through Existing Tipping Fees and added to the annual base budget;
- Budget Proposal 10 – [350] Waste Reduction Initiatives Program, \$5,000 funded from Eco-Fee Reserve and included in the annual base budget;
- Budget Proposal 11 – [350] 2017 WildSafe BC Program, \$5,500 funded through Taxation;

AND FURTHER THAT the budgets for Regional Solid Waste [350], Pender Transfer Station [351], Sechelt Landfill [352], and Regional Recycling [353] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 17 *North Pender Harbour Water Service [365] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application:

068/17 cont.

- Budget Proposal 1 – Water Main Upgrades (Garden Bay Road and Claydon Road/Lane), \$1,650,000 funded \$1,369,500 from the CWWF and \$280,500 from Capital Reserves;

AND FURTHER THAT the budget for North Pender Harbour Water Service [365] be referred to 2017 Round 2 Budget as presented.

Recommendation No. 18 *South Pender Harbour Water Service [366] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – Water Main Upgrades (Francis Road Peninsula), \$1,650,000 funded \$1,369,500 from the CWWF and \$280,500 from Capital Reserves;

AND FURTHER THAT the budget for South Pender Harbour Water Service [366] be referred to 2017 Round 2 Budget as presented.

Recommendation No. 19 *Regional Water Service Area [370-378] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [370-378] Regional Water Service Area be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Chapman Water Treatment Plant Chlorination System Upgrade – Feasibility Study, \$50,000 funded from Existing User Fees.

Recommendation No. 20 *Regional Water Service Area [370-378]*

THAT the budgets for Regional Water Service Area [370], Regional Water Services: New Connections [376], Regional Water Services: Mains Replacement [377] and Regional Water Services: New Construction [378] be moved to adoption in the 2017 Round 2 Budget as amended.

Recommendation No. 21 *Waste Water Treatment Plants [381-394] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [381-394] Waste Water Treatment Plants be received;

068/17 cont.

AND THAT the following budget proposals be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – [389] Canoe Road – Replacement of Septic Field System, \$75,000 funded \$62,250 from the CWWF and \$12,750 through Short Term Loan;
- Budget Proposal 2 – [390] Merrill Crescent – Replacement of Septic Field System, \$65,000 funded \$53,950 from the CWWF and \$11,050 through Short Term Loan;

AND FURTHER THAT the budgets for Waste Water Treatment Plants [381-394] be referred to the 2017 Round 2 Budget as presented.

Recommendation No. 22 *Corporate Building Maintenance [313] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [313] Corporate Building Maintenance be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Building Maintenance Workshop Development, \$10,000 funded through Municipal Finance Authority (MFA) Capital Lease Financing and Internal Recoveries.

Recommendation No. 23 *Corporate Building Maintenance [313] – 2017 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2017 Round 2 Budget for further information regarding the current vehicle status and estimates and options for new vehicle:

- Budget Proposal 2 – Replacement Shop Van, \$53,000 through Municipal Finance Authority (MFA) Capital Lease Financing and Internal Recoveries;

AND THAT the budget for Corporate Building Maintenance [313] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 24 *Ports Services [345] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [345] Ports Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

068/17 cont.

- Budget Proposal 1 – Ports Repairs, \$379,300 funded \$167,200 through Taxation, \$52,000 from Capital Reserves and \$160,100 Canada 150 Grant.

Recommendation No. 25 *Ports Services [345]*

THAT the budget for Ports Services [345] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 26 *Rural Planning [504] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [504] Rural Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Zoning Bylaw 310 Re-Write, \$75,000 funded from Operating Reserves;

AND FURTHER THAT the budget for Rural Planning [504] be moved to adoption in the 2017 Budget as amended.

Recommendation No. 27 *Recreation Services [615, 616, 617, 620, 621] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [615-621] Recreation Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – [616] Gibsons Aquatic Centre – Fall Protection and Hazardous Materials Audits, \$3,500 funded through Taxation;
- Budget Proposal 2 – [617] Gibsons and Area Community Centre – Fall Protection and Hazardous Materials Audits and Plan, \$6,050 funded through Taxation;
- Budget Proposal 3 – [620] Sunshine Coast Arena – Fall Protection and Hazardous Materials Audits and Plan, \$6,050 funded through Taxation;
- Budget Proposal 4 – [621] Sechelt Aquatic Centre – Fall Protection and Hazardous Materials Audits, \$3,550 funded through Taxation;

AND FURTHER THAT the budgets for Community Recreation Facilities [615], Gibsons Aquatic Centre [616], Gibsons and Area Community Centre [617], Sunshine Coast Arena [620] and Sechelt Aquatic Centre [621] be moved to adoption in the 2017 Budget as amended.

068/17 cont.

Recommendation No. 28 *Pender Harbour Aquatic and Fitness Centre [625] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget for further information regarding the current dBA levels and types of materials and design proposed for the remediation:

- Budget Proposal 1 – Acoustic Remediation – Sound Absorption Panels / Acoustics, \$10,000 funded from Capital Reserves;

AND FURTHER THAT the budget for Pender Harbour Aquatic and Fitness Centre [625] be referred to 2017 Round 2 Budget as presented.

Recommendation No. 29 *Community Parks [650] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Parks Bridge Engineering Assessments / Capital Plans, \$25,000 funded through Taxation;
- Budget Proposal 2 – Hazard Tree Assessment Plan / Phase 1 Assessment, \$6,000 funded through Taxation;
- Budget Proposal 3 – Parks Bridge Capital Maintenance, \$25,000 funded through Taxation;
- Budget Proposal 5 – Eric Cardinal Hall Hot Water Tank Replacement, \$4,000 funded through Taxation;
- Budget Proposal 7 – Small Riding Mower, \$3,300 funded through Operating Reserves.

Recommendation No. 30 *Community Parks [650] – 2017 R1 Budget Proposal*

THAT the following budget proposal be referred to 2017 Round 2 Budget with alternative funding options including details on plans for the current Community Parks Reserves:

- Budget Proposal 4 – Frank West Hall / Cliff Mahlmann Fire Station Roof Replacement, \$75,000 funded through Taxation.

068/17 cont.

Recommendation No. 31 *Community Parks [650] – 2017 R1 Budget Proposal*

THAT the following budget proposal be referred to 2017 Round 2 Budget for further information on the requirements of the request:

- Budget Proposal 6 – Operations Workflow Efficiency, \$5,300 funded through Taxation and included in the base budget.

Recommendation No. 32 *Community Parks [650]*

THAT the budget for Community Parks [650] be referred to 2017 Round 2 Budget as amended.

Recommendation No. 33 *Financial Services [113]*

THAT the budget for Financial Services [113] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 34 *Human Resources [115]*

THAT the budget for Human Resources [115] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 35 *Sunshine Coast Regional Hospital District [118]*

THAT the budget for Sunshine Coast Regional Hospital District [118] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 36 *Electoral Area Services [130-131]*

THAT the budgets for UBCM / AVICC Electoral Area Services and Elections - Electoral Area Services [130-131] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 37 *Regional Sustainability [136]*

THAT the budget for Regional Sustainability [136] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 38 *Member Municipality Debt [140]*

THAT the budget for Member Municipality Debt [140] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 39 *Area A Feasibility [151]*

THAT the budget for Area A Feasibility [151] be moved to adoption in the 2017 Budget as presented.

068/17 cont.

Recommendation No. 40 *Bylaw Enforcement [200]*

THAT the budget for Bylaw Enforcement [200] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 41 *Halfmoon Bay Smoke Control [204]*

THAT the budget for Halfmoon Bay Smoke Control [204] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 42 *Roberts Creek Smoke Control [206]*

THAT the budget for Roberts Creek Smoke Control [206] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 43 *Emergency Telephone 911 [220]*

THAT the budget for Emergency Telephone 911 [220] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 44 *Sunshine Coast Emergency Planning [222]*

THAT the budget for Sunshine Coast Emergency Planning [222] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 45 *Keats Island Dog Control [291]*

THAT the budget for Keats Island Dog Control [291] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 46 *Street Lighting [320-342]*

THAT the budgets for Street Lighting [320-342] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 47 *Langdale Dock [346]*

THAT the budget for Langdale Dock [346] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 48 *Refuse Collection [355]*

THAT the budget for Refuse Collection [355] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 49 *Cemetery [400]*

THAT the budget for Cemetery [400] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 50 *Regional Planning [500]*

THAT the budget for Regional Planning [500] be moved to adoption in the 2017 Budget as presented.

068/17 cont.

Recommendation No. 51 *Heritage Conservation [515]*

THAT the budget for Heritage Conservation [515] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 52 *Hillside Industrial Park [540]*

THAT the budget for Hillside Industrial Park [540] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 53 *School Facilities - Joint Use [630]*

THAT the budget for School Facilities - Joint Use [630] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 54 *Bicycle / Walking Paths [665]*

THAT the budget for Bicycle / Walking Paths [665] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 55 *Bicycle / Walking Paths [667]*

THAT the budget for Bicycle / Walking Paths [667] be moved to adoption in the 2017 Budget as presented.

Recommendation No. 56 *Dakota Ridge [680]*

THAT the budget for Dakota Ridge [680] be moved to adoption in the 2017 Budget as presented.

CARRIED

Special Corporate

It was moved and seconded

069/17

THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation No. 4 of January 24, 2017 be received, adopted and acted upon as amended, as follows:

Recommendation No. 4 *Administrative Services [112] and Building Inspection Services [520] – 2017 R1 Budget Proposals*

THAT the reports titled 2017 R1 Budget Proposal for [112] Administrative Services and 2017 R1 Budget Proposal for [520] Building Inspection Services be received;

AND THAT the following budget proposals be *referred to Round 2 Budget with rationale for the funding proportion split between General Government and Building Inspection Services*:

- Budget Proposal 1 – [112] Scanning / Transferring Building Permit Microfiche to Portable Document Format (PDF), \$25,000 funded from Operating Reserves;

069/17 cont.

- Budget Proposal 1 – [520] Transfer Microfiche to PDF, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the budgets for General Government, Legislative Services and Administrative Services [110-112] and Building Inspection Services [520] *be forwarded to Round 2 Budget for further consideration.*

CARRIED

Special Corporate

It was moved and seconded

070/17

THAT Special Corporate and Administrative Services Committee (Round 1 Budget) recommendation No. 5 of January 24, 2017 be received, adopted and acted upon as amended, as follows:

Recommendation No. 5 *Administrative Offices - Building Maintenance [114] – 2017 R1 Budget Proposal*

THAT the report titled 2017 R1 Budget Proposal for [114] Administrative Offices – Building Maintenance be received;

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Fire Safety Plan – Fire Code Violation Improvements, \$10,000 funded from Support Services;
- Budget Proposal 2 – Preventative Maintenance for the Building, \$33,400 funded from Support Services and included in the base budget;

AND THAT the following budget proposal be incorporated into Round 2 Budget and referred to Round 2 for further consideration:

- Budget Proposal 3 - Corporate Space and Site Planning (Field Road, Mason Works Yard and South Pender Harbour Water Office), \$75,000 funded from Support Services;

AND FURTHER THAT the budget for Administrative Offices - Building Maintenance [114] *be forwarded to Round 2 Budget as amended.*

CARRIED

Corporate

It was moved and seconded

071/17

THAT Corporate and Administrative Services Committee recommendation Nos. 1-3 and 6-15 of January 26, 2017 be received, adopted and acted upon as follows:

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

THAT the report titled BDO Audit Planning Letter be received;

071/17 cont.

AND THAT the auditors be requested to review Regional Recreation Programs [670] and Rural Areas' Grant-in-Aid functions [121-129] for legislative and policy compliance with feedback provided to the Committee.

Recommendation No. 2 *Bylaw Enforcement Letter of Understanding with Islands Trust*

THAT the report titled Bylaw Enforcement Letter of Understanding with Islands Trust be received for information.

Recommendation No. 3 *Revised Public Participation Framework*

THAT the report titled Revised Sunshine Coast Regional District (SCRD) Public Participation Framework be received;

AND THAT item 10 of Component 6: Roles and Responsibilities in SCRDR Public Participation Processes - All Participants be amended to "Work within the process in an integrated, *respectful* and cooperative manner";

AND THAT Component 5: First Nations Engagement and the SCRDR be amended as follows:

- "...it is driven by the law, *and a recognized imperative for reconciliation*, not just good public policy."
- "...to seek opportunities to work together *and advance reconciliation* whenever working on a project..."
- remove the wording "not just good public policy.";
- add an introductory paragraph explaining that the SCRDR is on the territory of both Squamish and Sechelt First Nations and that there is a Director from the Sechelt Indian Government District on the SCRDR Board;

AND FURTHER THAT the Public Participation Framework be adopted as amended.

Recommendation No. 6 *Fire Departments 20-Year Capital Plans*

THAT the report titled Fire Departments 20-Year Capital Plans be received for information.

Recommendation No. 7 *Director Expenses and Stipends for Conference Attendance*

THAT the report titled Director Expenses and Stipends for Conference Attendance be received for information.

071/17 cont. **Recommendation No. 8** *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2016 be received for information.

Recommendation No. 9 *Corporate and Administrative Services – Semi-Annual Report for 2016*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for 2016 be received for information.

Recommendation No. 10 *Infrastructure Services Department 2016 4th Quarter Report*

THAT the report titled Infrastructure Services Department 2016 4th Quarter Report be received for information.

Recommendation No. 11 *Contracts Between \$20,000 and \$100,000*

THAT the report titled Contracts Between \$20,000 and \$100,000 – to January 2, 2017 be received for information.

Recommendation No. 12 *Long Term Debt*

THAT the report titled Long Term Debt as at December 31, 2016 be received for information.

Recommendation No. 13 *Cedar Grove Elementary School PAC Rural Areas' Grant-in-Aid Request to Change Use of Grant*

THAT the report titled Cedar Grove Elementary School PAC Rural Areas' Grant-in-Aid Request to Change Use of Grant be received;

AND THAT the change of Rural Areas' Grant-in-Aid use be approved and that Cedar Grove Elementary School PAC be notified.

Recommendation No. 14 *BDO Canada LLP Audit Planning Letter*

THAT the Planning Report to the Members of the Board from BDO Canada LLP regarding the audit of financial statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2016 be received.

Recommendation No. 15 *WildSafeBC Year End Report 2016*

THAT the correspondence from WildSafeBC regarding the 2016 Year End Report for the Sunshine Coast be received.

CARRIED

Planning **It was moved and seconded**

072/17 THAT Planning and Community Development Committee recommendation No. 4 of February 16, 2017 be received, adopted and acted upon as follows:

Recommendation No. 4 AVICC Resolution regarding ALC Policy L-21 and L-03

THAT Legislative Services staff prepare an Association of Vancouver Island Coastal Communities (AVICC) resolution regarding the issue of the differing treatment of breweries, distilleries and meaderies under Agricultural Land Commission Policy L-21 vs. the treatment of wineries and cideries under Policy L-03 which allows the purchase of product under contract with another BC grower to meet the 50% farm product requirement.

CARRIED

The Board recessed at 3:42 p.m. and reconvened at 3:44 p.m.

AVICC Resolution **It was moved and seconded**

073/17 THAT the report titled 2017 Resolutions to AVICC be received;

AND THAT a resolution regarding the Agricultural Land Commission (ALC) Policy on Breweries, Distilleries & Meaderies be forwarded to AVICC for consideration at the 2017 Annual General Meeting and Convention, as follows:

WHEREAS an inequity exists between Agricultural Land Commission rules that apply to breweries, distilleries and meaderies under Policy L-21 vs. wineries and cideries under Policy L-03 which impede the economic growth, agricultural production and agri-tourism opportunities in rural communities;

AND WHEREAS Agricultural Land Commission Policy L-21 requires that at least 50% of products for breweries, distilleries and meaderies be grown on site:

THEREFORE BE IT RESOLVED THAT the Agricultural Land Commission revise Policy L-21 to allow breweries, distilleries and meaderies to benefit from the allowances of Policy L-03 which permit contracting with another BC grower to meet the 50% farm product requirement.

CARRIED

The Board moved In Camera at 3:45 p.m.

IN CAMERA It was moved and seconded

074/17 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...".

CARRIED

The Board moved out In Camera at 3:47 p.m.

Contract Award It was moved and seconded

075/17 THAT Associated Fire Safety be awarded the contract for RFP 16 276 Ladder Truck for Gibsons & District Volunteer Fire Department in the amount of \$829,605 for the supply of a ladder truck (2016) for the Gibsons & District Volunteer Fire Department (GDVFD);

AND THAT the budget be amended to \$840,000 and funded from \$500,000 of capital reserve and \$340,000 from short term borrowing;

AND THAT a loan of up to \$340,000 for a term of 5 years through the Municipal Finance Authority (MFA) Equipment Financing Program under Section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a ladder truck for the GDVFD be approved;

AND FURTHER THAT the 2017-2021 Financial Plan be amended accordingly.

CARRIED

ADJOURNMENT It was moved and seconded

076/17 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:47 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
January 19, 2017**

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

PRESENT:	Chair	I. Winn
	Directors	F. Mauro G. Nohr L. Lewis M. Lebbell S. White (Alt.) D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Administrative Assistant / Recorder	T. Crosby
	Media	0
	Public	0

CALL TO ORDER 10:35 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Chief Administrative Officer (CAO) Loveys provided an overview of the 2015-2018 Strategic Plan review process and Strategic Planning Policy.

Recommendation No. 1 *Strategic Plan Presentation*

The Corporate and Administrative Services Committee recommended that the presentation titled Sunshine Coast Regional District Strategic Plan Review dated January 19, 2017 be received.

Discussion ensued. Highlights of the discussion included:

Vision / Mission:

- Find a balance to meet community expectations of Responsiveness, Transparency and Accountability as a leadership group.
- Recognizing generational diversity and considering this in Board discussions.

- Consider rules and perception, engage the community wherever possible to alleviate the community's frustrations and interpretations of the Regional District processes.
- A short and concise statement: "To provide effective leadership and quality services to our community."
- The median age of the population is 52, provide information, resources and engagement opportunities that are accessible and relevant to all generations and to collect important feedback to support and represent our community better.

Values:

- All the values should be inherent in local government actions.
- Collaboration, equity and transparency are a high priorities in the SCRD budgeting process.
- Awareness of the community perception that decisions made outside of the Committee or Board requires process, education and engagement and invitations to participate in the processes so that the Board continues to be transparent in decorum and action.
- Environmental leadership – poignant with any projects the SCRD undertakes especially in terms of infrastructure.
- Equity and equality in the services that the SCRD provides the community.

Ensure Fiscal Sustainability:2015-2016 Accomplishments:

- Reasonable budget and appropriate and affordable levels of service.
- Asset Management Plan – sense of accomplishment with the roll-out and positive view toward decision making for the future. Managing asset management plans in a way that is sustainable for taxpayers. Reserve planning for asset control.
- Budgets were well planned and allowed for fiscal responsibility and provided the information to make difficult decisions.
- Processes, planning and teamwork provided clarity and improved budgets (over years).
- Financial Sustainability Policy was updated, five year service plan incorporating the major plans and services levels meeting the sustainable funding policy, all these objectives were completed.

2017-2018 Goals:

- Continue the trend of reasonable budgets and affordable levels of service with upfront discussions of taxation expectations and direction for budget proposals.

- Board's awareness of economic, social and environmental changes and responsiveness to these external pressures and downloading.
- Reserve plans for asset management program, provide a plan for the next 10-20 years. Reserve plans are a value to the taxpayer and shows better future planning without interest rates incurred.
- Hold the budget line, keep taxation as affordable as possible, make conscientious decisions for required and relevant services.
- Transit is an ongoing discussion.
- Solid Waste long-term sustainability plan (landfill closures) required.

Embed Environmental Leadership:2015-2016 Accomplishments:

- Howe Sound work to protect, sustain and restore the highly valued biodiversity.
- Support of work on the watershed management plan and Solid Waste Management Plan (SWMP).
- Success with ecological water issues.
- Water metering has shown progressive and positive actions towards environmental values and recognizing the need for water conservation. A facet of Asset Management to track the flow of the water metering program.
- Support of reservoirs and wells as sustainable options.

2017-2018 Goals:

- Continue to work on the Howe Sound biodiversity.
- Continue to support the SWMP.
- Environmental Leadership specifically with the Islands for Howe Sound region.
- Work on water storage issues, the lack of water supply and storage is a high priority. Define and educate the community as to who supplies water to the Municipalities and the Regional District.
- Research and improve environmental leadership role in terms of Independent Power Projects (IPP) and Howe Sound issues that are in the Regional District control.

Support Sustainable Economic Development:2015-2016 Accomplishments:

- Establishment of the Sunshine Coast Regional Economic Development Organization (SCREDO).
- Supporting tourism opportunities and growth.
- Linking Transit to employment, housing and land-use.

2017-2018 Goals:

- Support and improve upon the structure of the SCREDO initiative.
- Engage the community to propose initiatives to the Board, identify where efficiencies can be made.
- Workshop for not just organizations but the community to identify improvements to sustainable economic development.
- Encompass and lay the framework for economic development – set directions to achieve goals and objectives. Streamline and structure the collaboration between the parties involved, the formality and the details.
- Support and provide trust and respect to volunteers to ensure continued momentum in the regional economic development program and monitor returns on investment.

At 12:16 p.m. the Special Corporate and Administrative Services Committee adjourned to Monday, February 6, 2017 at 1:30 p.m.

The Special Corporate and Administrative Services Committee reconvened on Monday, February 6, 2017 at 1:30 p.m.

PRESENT:	Chair	I. Winn
	Directors	F. Mauro G. Nohr (on the phone) L. Lewis M. Lebell J. Valeriote D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Administrative Assistant / Recorder	T. Crosby
	Media	0
	Public	0

REPORTS

Enhancing Collaboration with the shíshálh and Skwxwú7mesh Nations

2015-2016 Accomplishments:

- Longhouse and community events provided opportunities to build relationships.
- Lines of communication enhanced with shíshálh Nation Director on the Regional District Board.

2017-2018 Goals:

- Enhance knowledge of First Nations cultures.
- Improve and build upon communication and collaboration between Councils and Board. Request opportunity to present Regional District goals at a First Nation Council Meeting.
- Progression of the Protocol Agreement.
- Invite Skwxwú7mesh Nation to provide a cultural introduction for better understanding.

Facilitate Community Development

2015-2016 Accomplishments:

- Community dialogues had a positive impact as vehicles for information transfer and public input.
- Successes in housing strategies and transportation plans.
- Reorganization to the Planning and Community Development division increased the Regional District's focus and furthered the planning concepts.
- Supporting volunteers, building capacity and a good resource.

2017-2018 Goals:

- Continue community dialogues and determine methods to increase community participation and frequency of the discussions. Provide a better understanding of what levels of government there are.
- Create space at the community dialogues where comments on successes and suggestions for improvements can be shared.
- Determine the levels of support and a mechanism for the Regional District to advocate for initiatives such as affordable housing or residential care.
- Celebrate volunteers at all levels at once, leveraging resources and working together. Promote volunteerism through outreach and engagement framework.

- Set levels of expectation in the provision of support or assistance to organizations within the community.
- Provide clarity of the organizations roles and what is not provided in terms of service, to hear from the community about issues that are not traditional in nature, to offer the “Big Picture of the Coast”, and demonstrate the potential and transparency of the SCRD.
- Reevaluate grants of assistance funding structures, in some cases allow organizations to allocate funding as required or provide assistance in supporting efforts not necessarily funding. Reconfirm with the community that funding is voluntary not mandatory. Create parameters and roles to limit duplication or overlap of programs offered by community groups.

Recruit, Retain and Acknowledge Staff and Volunteers

2015-2016 Accomplishments:

- Reductions in staffing turnover and the quality of the applicants for available positions is indicative of the SCRD being an “employer of choice”.
- Enhanced succession planning and reorganization of departments has made improvements in staffing and retention.
- Volunteer programs and internally the PEERS and TIERS programs have had a positive impact.
- Senior Leadership Team shifts and the Quarterly Update Reports have provided an improved understanding of what is happening throughout the year.

2017-2018 Goals:

- Increase training for staff and the Board on the avoidance, safety, security and handling of instances of staff harassment.

Enhance Board Structure and Process

2015-2016 Accomplishments:

- Review of the Advisories and SCRD Public Engagement.
- The SCRD Committee structure and the success of the revisions.

2017-2018 Goals:

- Set expectations with communities and the organizations within each.
- Director sustainability – find a balance point between remuneration and meeting requirements. Enhance public knowledge of and determine a succession plan in terms of the expectations for commitment, attracting people into local government, successfully allowing for a diverse representation on future Boards.

- Look into the opportunities and challenges of 4 year terms and shifting complexities of the Board's roles versus remuneration.

CAO Loveys provided a verbal update of next steps in regards to the Strategic Plan including staff review of same and compilation of information for presentation at the February 23, 2017 Corporate and Administrative Services Committee meeting.

ADJOURNMENT

3:02 p.m.

Committee Chair

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

February 16, 2017

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

PRESENT:

	Chair	F. Mauro
	Directors	G. Nohr I. Winn M. Lebbell L. Lewis D. Wright J. Valeriotte

ALSO PRESENT:

	Chief Administrative Officer	J. Loveys
	GM, Planning and Community Development	I. Hall
	Manager, Planning and Development	A. Allen
	Senior Planner	D. Rafael (part)
	Senior Planner	Y. Siao (part)
	Parks Planning Coordinator	S. Adams (part)
	Administrative Assistant / Recording Secretary	A. Ruinat
	Public	1
	Media	2

CALL TO ORDER 10:25 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Local Government Approaches to Short-Term Vacation Rentals*

The Planning and Community Development Committee recommended that the report titled Local Government Approaches to Address the Issue of Short-Term Vacation Rentals be received;

AND THAT staff report to a future Committee with respect to a public engagement framework on the issue of short-term rentals.

Recommendation No. 2 *Short-Term Rentals with respect to PST and Municipal Regional District Tax system*

The Planning and Community Development Committee recommended that consideration of the following motion be postponed until the public engagement process for short-term rentals has been completed:

WHEREAS there is a growing commercial tourism industry which is operating outside the established Provincial Sales Tax and Municipal Regional District Tax system;

THAT a letter be sent to the Ministry of Community, Sport and Cultural Development and Ministry of Finance requesting the rescinding of Section 78(1)(b) of BC's PST Refund and Exemption Regulation that exempts accommodation providers with fewer than 4 units of accommodation;

AND THAT measures be taken to include said accommodation providers in the Municipal Regional District Tax system.

Recommendation No. 3 *Agricultural Land Commission Policy Update*

The Planning and Community Development Committee recommended that the report titled Agricultural Land Commission Policy Update be received for information;

AND THAT a letter be sent to the Ministry of Agriculture and the Agricultural Land Commission requesting further explanation for the rationale for the differing treatment of breweries, distilleries and meaderies (Policy L-21) from wineries and cideries (Policy L-03) with regard to the 50% requirement. Specifically, why "breweries, distilleries and meaderies, unlike wineries and cideries, cannot purchase product under contract with another BC grower to meet the 50% farm product requirement".

AND FURTHER THAT a portion of Board Resolution No. 256/16 of June 23, 2016 be included with the letter as follows:

256/16 **Recommendation No. 3** *Agricultural Land Reserve (ALR) Non-Farm Use Application No. F-49 (Persephone Brewing Company, Inc.)*

THAT the report titled "ALR Non-Farm Use Application No. F-49 (Persephone Brewing Company, Inc.) Electoral Area F" be received;

AND THAT the report titled "ALR Non-Farm Use Application No. F-49 (Persephone Brewing Company, Inc.)" be approved and forwarded to the Agricultural Land Commission (ALC) with support for:

(a) a brewery that grows less than the required minimum 50% on-farm product, subject to at least 50% of the farm products used in producing brewed products are grown:

(i) by an association, as defined by the Cooperative Association Act, to which the owner of the farm on which the agricultural product sales take place belongs, or

(ii) by a farm in British Columbia under a minimum three-year contract.

Recommendation No. 4 *AVICC Resolution regarding ALC Policy L-21 and L-03*

The Planning and Community Development Committee recommended that Legislative Services staff prepare an Association of Vancouver Island Coastal Communities (AVICC) resolution regarding the issue of the differing treatment of breweries, distilleries and meaderies under Agricultural Land Commission Policy L-21 versus the treatment of wineries and cideries under Policy L-03 which allows the purchase of product under contract with another BC grower to meet the 50% farm product requirement;

AND THAT this recommendation be forwarded to the February 16, 2017 Board meeting for adoption.

Recommendation No. 5 *Land Use Planning to Support Affordable Housing in Rural Areas*

The Planning and Community Development Committee recommended that the report titled Land Use Planning Opportunities to Support Affordable Housing in Rural Areas be received;

AND THAT a comprehensive review of the Official Community Plans to create a consistent approach for affordable housing and infill development be a priority for the 2017 Planning and Community Development Division work plan;

AND THAT the staff report be referred to the following agencies:

- *shíshálh* and Sk̓w̓x̓wú7mesh Nations;
- All Electoral Area Advisory Planning Commissions;
- Roberts Creek Official Community Plan Committee;
- District of Sechelt;
- Town of Gibsons;
- Sunshine Coast Housing Committee; and
- Pender Harbour Seniors Housing Society.

AND FURTHER THAT the outcome of the comprehensive review and feedback from the referrals be reported to the Committee.

Recommendation No. 6 *Applications ALR00003 for Non-Farm-Use and DVP00006 Development Variance Permit (Bottieri/Girard)*

The Planning and Community Development Committee recommended that the report titled Applications ALR00003 for Non-Farm-Use in the Agricultural Land Reserve and DVP00006 Development Variance Permit (Bottieri/Girard) for a Distillery at 943 Chamberlin Road – Electoral Area F be received;

AND THAT the SCRCD does not support ALR Application ALR00003 for Non-Farm-Use in the Agricultural Land Reserve and denies issuance of Development Variance Permit DVP00006 (Bottieri/Girard) for a Distillery at 943 Chamberlin Road at this time;

AND FURTHER THAT ALR Application ALR00003 be forwarded to the Agricultural Land Commission noting the reasons for SCRCD's non-support of the application including but not limited to:

- the application does not meet the requirements of Agricultural Land Commission Act;
- the proposed use could be established outside of the Agricultural Land Reserve.

The Committee recessed at 12:10 p.m. and reconvened at 12:45 p.m.

Recommendation No. 7 *Pender Harbour Golf Club Society Lease Agreement Renewal*

The Planning and Community Development Committee recommended that the report titled Pender Harbour Golf Club Society Lease Agreement Renewal – Electoral Area A be received;

AND THAT the Pender Harbour Golf Club Society submit an updated Environmental Management Plan for the five-year term;

AND FURTHER THAT the Chair and Corporate Officer be authorized to execute the Pender Harbour Golf Club Lease Agreement renewal for a five-year term for District Lot 7827.

Recommendation No. 8 *BC Hydro Statutory Right of Way Request at Katherine Lake Park*

The Planning and Community Development Committee recommended that the report titled BC Hydro Statutory Right of Way Request at Katherine Lake Park be received;

AND THAT the Chair and Corporate Officer be authorized to execute the Statutory Right of Way Agreement with BC Hydro and TELUS for Katherine Lake Park located at 4775 Garden Bay Road.

Recommendation No. 9 *Ports Monitors Committee Terms of Reference*

The Planning and Community Development Committee recommended that the report titled Ports Monitors Committee Terms of Reference be received;

AND THAT the Ports Monitors Committee Terms of Reference be approved as amended to include an Alternate for the Director Liaison;

AND FURTHER THAT staff place advertisements seeking expressions of interest from the community to serve on the Ports Monitors Committee.

Recommendation No. 10 *NRAC Revised Terms of Reference*

The Planning and Community Development Committee recommended that the report titled Natural Resources Advisory Committee (NRAC) – Revised Terms of Reference be received;

AND THAT the Natural Resources Advisory Committee Terms of Reference be amended to include an Alternate for the Director Liaison;

AND FURTHER THAT staff provide a report to Committee with amended Terms of Reference after consultation with the current Natural Resources Advisory Committee is completed.

Recommendation No. 11 *AAC Updated Terms of Reference*

The Planning and Community Development Committee recommended that the report titled Agricultural Advisory Committee – Updated Terms of Reference be received;

AND THAT the Agricultural Advisory Committee (AAC) Terms of Reference be approved as amended to include an Alternate for the Director Liaison.

Recommendation No. 12 *Gambier Island – South West Peninsula - Trail Network Task Force Terms of Reference*

The Planning and Community Development Committee recommended that the report titled Gambier Island – South West Peninsula - Trail Network Task Force Terms of Reference be received;

AND THAT the Gambier Island – South West Peninsula Trail Network Task Force Terms of Reference be approved as amended to include:

- Consideration for members who represent perspectives of full-time, part-time and weekend residents;

- Consideration of central meeting locations to facilitate maximum attendance by members;
- Attach the Islands Trust Gambier Island Official Community Plan as a Reference Document.

AND FURTHER THAT staff place advertisements seeking expressions of interest from the community to serve on the Gambier Island – South West Peninsula Trail Network Task Force.

Recommendation No. 13 *Salish Sea Marine Trail Launch Strategy*

The Planning and Community Development Committee recommended that the report titled Salish Sea Marine Trail Launch Strategy be received;

AND THAT the SCRDC work with the BC Marine Trails Network Association to analyze potential launch sites;

AND FURTHER THAT staff report back to the Committee with recommendations for supporting BC Marine Trails Network designation of particular launch sites to access the Salish Sea Marine Trail.

Recommendation No. 14 *Egmont Community Club Agreement to Operate Klein Lake Campground*

The Planning and Community Development Committee recommended that the report titled Egmont Community Club Agreement to Operate Klein Lake Campground be received;

AND THAT the SCRDC support a Partnership Agreement between Recreation Sites BC and the Egmont Community Club to operate Klein Lake Campground.

Recommendation No. 15 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of January 31, 2017*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission (APC) meeting minutes of January 31, 2017 be received.

Recommendation No. 16 *Halfmoon Bay (Area B) APC Meeting Minutes of January 24, 2017*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission (APC) meeting minutes of January 24, 2017 be received.

Recommendation No. 17 *Roberts Creek (Area D) APC Meeting Minutes of January 16, 2017*

The Planning and Community Development Committee recommended that the Roberts Creek (Area D) Advisory Planning Commission (APC) meeting minutes of January 16, 2017 be received.

Recommendation No. 18 *West Howe Sound (Area F) APC Meeting Minutes of January 24, 2017*

The Planning and Community Development Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission (APC) meeting minutes of January 24, 2017 be received.

Recommendation No. 19 *Sunshine Coast Policing Committee Meeting Minutes of January 19, 2017*

The Planning and Community Development Committee recommended that the Sunshine Coast Policing Committee meeting minutes of January 19, 2017 be received.

COMMUNICATIONS

Recommendation No. 20 *Correspondence regarding Provincial Private Moorage Policy*

The Planning and Community Development Committee recommended that the correspondence from Donna Myketa, A/Director of Authorizations, Ministry of Forests, Lands and Natural Resource Operations dated January 17, 2017 regarding Provincial Private Moorage Policy Update be received.

Recommendation No. 21 *Meeting Request regarding Broadband and Cellular Connectivity on the Sunshine Coast*

The Planning and Community Development Committee recommended that the correspondence from Bette-Jo Hughes, Associate Deputy Minister and Government Chief Information Officer, Ministry of Technology, Innovation and Citizen's Services dated January 24, 2017 requesting a meeting regarding Broadband and Cellular Connectivity on the Sunshine Coast be received.

IN CAMERA

The Committee moved In Camera at 1:45 p.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (f), (g), (j) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “law enforcement”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages...”.

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

ADJOURNMENT 3:08 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

February 16, 2017

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.

PRESENT: Chair M. Lebell

Directors L. Lewis
F. Mauro
G. Nohr
J. Valeriotte
I. Winn
D. Wright

ALSO PRESENT: Chief Administrative Officer J. Loveys
GM, Planning and Community Development I. Hall (part)
Manager, Utility Services, Special Projects D. Crosby (part)
Manager, Solid Waste Services R. Cooper (part)
Sustainability and Education Coordinator R. Shay (part)
Recording Secretary T. Hincks
Media 3
Public 5

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PETITION AND DELEGATION

REPORTS

Recommendation No. 1 *Chapman Lake Water Supply Expansion Project Environmental Assessment Report*

The Infrastructure Services Committee recommended that the report titled Chapman Lake Water Supply Expansion Project Environmental Assessment Report be received;

AND THAT a report on the 2015 and 2016 Chapman Creek flow measurement data from below the intake be brought to a future Infrastructure Services Committee meeting.

Recommendation No. 2 *Water Demand Management Rebate program*

The Infrastructure Services Committee recommended that the report titled Water Demand Management Rebate Program be received;

AND THAT the Toilet Rebate Program's expiry at the end of 2017 be communicated to the community;

AND THAT staff report in the third quarter of 2017 on Washing Machine and Rainwater Harvesting Rebate Programs which include diverse approaches such as cisterns, cast in place concrete ponds and hardware and if deemed feasible presented as 2018 budget proposals.

Recommendation No. 3 *Waste Reduction Initiatives Program Update*

The Infrastructure Services Committee recommended that the report titled Waste Reduction Initiatives Program Update be received.

Recommendation No. 4 *SCRD Solid Waste – Proposed Next Steps*

The Infrastructure Services Committee recommended that the report titled SCR D Solid Waste – Proposed Next Steps be received;

AND THAT a Special Infrastructure Services Committee meeting be scheduled for March 2, 2017.

Recommendation No. 5 *SCRD 50th Anniversary Committee*

The Infrastructure Services Committee recommended that the report titled Sunshine Coast Regional District (SCR D) 50th Anniversary Committee be received;

AND THAT:

- The Terms of Reference for the Sunshine Coast Regional District 50th Anniversary Committee as presented in Attachment 1 be approved;
- Advertisements seeking expressions of interest from the community to serve on the Committee be placed;
- The Board Chair and Chief Administrative Officer review the expressions of interest and select the community members for the Committee;
- The Committee designate Director Winn to participate on the 50th Anniversary Committee;

AND THAT staff be authorized to apply to the Community Fund for Canada's 150th for a grant to support the celebration;

AND FURTHER THAT the 50th Anniversary Committee report to a future meeting on a plan to conduct the anniversary celebration in a cost effective manner.

Recommendation No. 6 *Transportation Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee (TAC) minutes of January 19, 2017 be received for information.

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT 10:12 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 23, 2017

AUTHOR: Paul Preston, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

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

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of The South 380 Feet of Block D (Reference Plan 807), District Lot 809, Group 1, NWD PID 012-461-709;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block A, District Lot 3250, Plan 16718, NWD PID 007-372-337.

BACKGROUND

Section 57(1) of the *Community Charter* allows a building official to recommend that a notice be registered against the land title where a building official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists properties where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit(s) or an inspection(s) under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

A minimum of three letters have been sent advising the registered owners that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all of the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered.

DISCUSSION

Report of properties with permits applied for or issued but no inspections called or construction has taken place without a valid permit:

1. 2950 Lower Road, **The South 380 Feet of Block D (Reference Plan 807), District Lot 809, Group 1, NWD**
PID 012-461-709
Electoral Area D

In February 2012 it was observed that construction on the above noted property had taken place without a valid building permit. An incomplete building permit application was made on the 28th February 2013 to convert an auxiliary to a single family dwelling. The permit application expired due to insufficient information to issue the permit. The SCRD building division are not aware of any life safety issues at this time and recommend notice be placed on title.

2. Sakinaw Lake, **Block A, District Lot 3250, Plan 16718, NWD**
PID 007-372-337
Electoral Area A

On the 1st June 2012 an incomplete application for a building permit was received for an existing single family dwelling that was constructed in 1990 without a building permit. The permit application expired and a further application was received in January 2015. The second application also expired and was not processed by the SCRD building division due to the lack of information. No inspections have been carried out by the SCRD building division. The SCRD building division are not aware of any life safety issues at this time and recommend notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a building official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the building division that is summarized above show that these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property(s).

Reviewed by:			
Manager	X - PP	Finance	
GM		Legislative	X - AL
CAO	X - JL	Other	