

UPCOMING MEETING DATES (TO APRIL 15, 2018)

SCRD Board, Committee, and Advisory Committee Meetings

Roberts Creek (Area D) Advisory Planning Commission	March 19 at 7:00 p.m.
Corporate and Administrative Services Committee	March 22 at 9:30 a.m.
Regional Hospital District	March 22 at 1:00 p.m.
Regular Board	March 22 at 1:30 p.m.
Agricultural Advisory Committee (AAC)	March 27 at 3:30 p.m.
Halfmoon Bay (Area B) Advisory Planning Commission	March 27 at 7:00 p.m.
West Howe Sound (Area F) Advisory Planning Commission	March 27 at 7:00 p.m.
Pender Harbour / Egmont (Area A) Advisory Planning Commission	March 28 at 7:00 p.m.
Elphinstone (Area E) Advisory Planning Commission	March 28 at 7:00 p.m.
Planning and Community Development Committee	April 12 at 9:30 a.m.
Regular Board	April 12 at 1:30 p.m.

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

Public Information Meeting – Gilmour Road/Gibsons Ready Mix (Elphinstone – Area E)	March 19
Regional District Chairs/CAO Forum – Victoria	March 20-21
2018 High Ground: Centre for Civic Governance Forum - Vancouver	March 23-24
Association of Vancouver Island and Coastal Communities (AVICC) Convention	April 13-15

Please note: Meeting dates are current as of print date (March 16, 2018).



SUNSHINE COAST REGIONAL DISTRICT

March 8, 2018

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	B. Milne
Directors	I. Winn G. Nohr F. Mauro M. Lebbell L. Lewis D. Inkster J. Valeriotte K. Julius

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
GM, Infrastructure Services	R. Rosenboom
Deputy Corporate Officer / Recorder	S. Reid
Media	2
Public	6

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

086/18 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

087/18 THAT the Regular Board meeting minutes of February 22, 2018 be adopted as presented.

CARRIED

REPORTS

Director' Reports

Directors provided a verbal report of their activities.

Parcel Tax Roll **It was moved and seconded**

088/18 THAT the Parcel Tax Roll Review Panel minutes of February 22, 2018 be received.

CARRIED

Corporate **It was moved and seconded**

089/18 THAT Corporate and Administrative Services Committee recommendation Nos. 2-11 of February 22, 2018 be received, adopted and acted upon as follows:

Recommendation No. 2 *Hillside Development – Surplus Fund Options*

THAT the report titled Hillside Development-Surplus Fund Options be received;

AND THAT an Operating Reserve Bylaw be established for the Hillside Development function;

AND THAT the 2018 Dike Maintenance project in the amount of \$10,000 be amended to be funded from surplus/reserves versus taxation;

AND FURTHER THAT base budget operations for Hillside be funded from taxation and lease revenues.

Recommendation No. 3 *Mail Ballot Voting*

THAT the report titled Mail Ballot Voting be received;

AND THAT staff prepare an amendment to the election procedures bylaw to accommodate mail ballot voting.

Recommendation No. 4 *Board Procedures Bylaw*

THAT the report titled Board Procedures Bylaw be received;

AND THAT the draft Board Procedures Bylaw be referred to a Special Corporate and Administrative Service Committee meeting for further consideration.

Recommendation No. 5 *Gibsons and District Public Library Capital Projects Borrowing*

THAT the report titled Gibsons and District Public Library Capital Projects Borrowing Update be received;

AND THAT the remaining 2017 year end project funding requirement of \$37,657 for capital projects approved in 2016 be funded from capital reserves;

089/18 cont.

AND THAT the application for a short term loan approved through resolution 154/16 No. 3 and 350/16 be abandoned;

AND FURTHER THAT the 2018-2022 Financial Plan be amended accordingly.

Recommendation No. 6 *Information Technology Capital Plan*

THAT the report titled Information Technology Capital Plan be received for information.

Recommendation No. 7 *2018 Grant-in-Aid Timelines*

THAT the report titled 2018 Grant-in-Aid Timelines be received for information.

Recommendation No. 8 *Solid Waste Long-Term Outlook*

THAT the report titled SCRD Solid Waste Long-Term Outlook be received for information.

Recommendation No. 9 *Sechelt Landfill Closure Update*

THAT the report titled Sechelt Landfill Closure Update be received;

AND THAT the shortfall for the Sechelt Landfill Closure Liability be funded by an incremental annual taxation increase of \$125,000 per year for four years (2018-2021).

Recommendation No. 10 *Tipping Fee Review of Diverted Materials*

THAT the report titled Tipping Fee Review of Diverted Materials be received.

AND THAT the Proposed Tipping Fees be approved and incorporated in an amendment to Bylaw 405 as follows:

Diverted Material	Tipping Fee	Unit of Measure
Green Waste	\$86	Per Tonne
Mattress	\$10	Per Unit
Mattress – Wet	\$15	Per Unit
Mattress (5 or More)	\$35	Per Unit
Propane Tank – Camp Size	\$0.50	Per Unit
Propane Tank – over 25 lbs	\$5.50	Per Unit
Roofing	\$190	Per Tonne
Wood – clean	\$170	Per Tonne

089/18 cont. AND THAT a report be provided in the second quarter of 2018 regarding the residential green waste program;

AND FURTHER THAT a letter be sent to the BC Ministry of Environment requesting that mattresses and commercially generated packaging and printed paper be added to the Recycling Regulation.

Recommendation No. 11 *Curbside Collection Services – Service Options*

THAT the report titled Curbside Collection Services – Service Options be received;

AND THAT the Curbside Collection Services Request for Proposal include Service Option 1, as follows:

Service Option 1

Garbage	Bi-weekly
Organics	Weekly
Recycling	Bi-weekly - Areas B, D, E, F.

CARRIED

Special ISC **It was moved and seconded**

090/18 THAT Special Infrastructure Services Committee recommendation Nos. 1-3 of March 1, 2018 be received, adopted and acted upon as follows:

Recommendation No. 1 *Water Presentation*

THAT the presentation regarding water be received.

Recommendation No. 2 *Water Sources – Chapman System*

THAT the report titled Water Sources – Chapman System be received.

Recommendation No. 3 *Special Board Meeting Cancellation*

THAT the Special Board meeting scheduled to follow the Special Infrastructure Services Committee meeting of March 1, 2018 be cancelled.

CARRIED

Planning **It was moved and seconded**

091/18 THAT Planning and Community Development Committee recommendation Nos. 5 and 6 of March 8, 2018 be received, adopted and acted upon as follows:

091/18 cont.

Recommendation No. 5 *District of Sechelt Referral - OCP
Amendment 3370-20 2018-01*

THAT the report titled District of Sechelt Referral - OCP Amendment 3370-20 2018-01 (Apartment Building) be received;

AND THAT the SCRD respond to the District of Sechelt with the following comments:

1. The proposal has no negative impacts on SCRD's land use policies.
2. The proposal will impact the taxation apportionment between the Member Municipalities and Electoral Areas.
3. Consideration should be given to ensure the refuse room identified in the proposal has adequate storage for containers for separating garbage, recycling and organics, and is accessible to building occupants and collection service providers.
4. A Development Cost Charge of \$195,851 is required prior to development approval as per *Sunshine Coast Regional District Development Cost Charges Bylaw No. 693, 2015*.
5. Two new fire hydrants, located at the northeast corner of Lot 19 and southwest corner of Lot 21 will be required.
6. Water modelling of the proposed development will be required to ensure there will be adequate fire flows to support the proposed development and sustain service to the surrounding area. Depending on the results of the water modelling, further infrastructure improvements may be required.
7. Requirements of *SCRD Water Rates and Regulations Bylaw No. 422* must be complied with.
8. The SCRD strongly encourages and expects the use of water conservation measures when increasing density provisions within an OCP. This can include high efficiency appliances, xeriscaping, and rainwater harvesting for irrigation as detailed in the staff report.

Recommendation No. 6 *Provincial Referral 98713150 - 001 for
Intertidal Roadway to Turnagain Island*

THAT the report titled Provincial Referral 98713150 - 001 for Intertidal Roadway to Turnagain Island – Electoral Area B be received;

AND THAT the photograph of the application area provided by the Proponent be received;

AND THAT the proponent be encouraged to discuss an alternative access to Turnagain Island with Islands Trust;

091/18 cont.

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

a. SCRD recommends refusal of this roadway use of the intertidal area to access Turnagain Island, Provincial Referral 98713150 - 001 based on the information outlined below:

i. an eelgrass bed is indicated immediately west of the application area;

ii. known archeological sites are within the application area;

iii. adding gravel to an intertidal area disrupts foreshore ecosystems, and coastal processes and is inconsistent with *shíshálh* Nation's Best Management Practices for building and maintaining moorage facilities;

iv. water quality should not be impacted by maintenance or construction activities.

b. SCRD further requests that the Province:

i. make referrals to Department of Fisheries and Oceans and Islands Trust;

ii. ensure *shíshálh* Nation comments are addressed and that any work undertaken complies with the *Heritage Conservation Act*;

AND THAT this recommendation be forwarded to the March 2018 Halfmoon Bay Advisory Planning Commission and comments be forwarded to FLNRORD as late information.

CARRIED

BYLAWS

Bylaw 715

It was moved and seconded

092/18

THAT *Hillside Development Project Service Operating Reserve Fund Establishment Bylaw No. 715, 2018* be read a first time.

CARRIED

Bylaw 715

It was moved and seconded

093/18

THAT *Hillside Development Project Service Operating Reserve Fund Establishment Bylaw No. 715, 2018* be read a second time.

CARRIED

Bylaw 715 **It was moved and seconded**

094/18 THAT *Hillside Development Project Service Operating Reserve Fund Establishment Bylaw No. 715, 2018* be read a third time.

CARRIED

Bylaw 715 **It was moved and seconded**

095/18 THAT *Hillside Development Project Service Operating Reserve Fund Establishment Bylaw No. 715, 2018* be adopted.

CARRIED

Bylaw 600.7 **It was moved and seconded**

096/18 THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* be adopted.

CARRIED

Bylaw 310.170 **It was moved and seconded**

097/18 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be adopted.

CARRIED

NEW BUSINESS

The CAO provided an update on the March 6, 2018 meeting with BC Ministry of Environment and Climate Change Strategy staff regarding the Chapman Lake Expansion Project.

Chapman Lake Expansion Project **It was moved and seconded**

098/18 THAT the SCRD abandon the Chapman Lake Expansion Project due to the delays that have occurred in getting the project started.

DEFEATED

The Board moved In Camera at 2:48 p.m.

IN CAMERA It was moved and seconded

099/18 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (b), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who is being considered for a municipal award or honour...”, “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...”.

CARRIED

The Board moved out of In Camera at 2:53 p.m.

ADJOURNMENT It was moved and seconded

100/18 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:53 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 22, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: **CHIEF ADMINISTRATIVE OFFICER’S REPORT**

RECOMMENDATION(S)

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

BACKGROUND

This report provides information on the activities of the Chief Administrative Officer (CAO).

DISCUSSION

Administration:

Corporate and divisional work planning is ongoing utilizing the tools and processes developed in 2016/2017. The Senior Leadership Team (SLT) are scheduled to meet on March 27 following the approval of the 2018 budget to ensure initiatives are aligned to resources and schedule. There is ongoing organizational capacity review and work continues to move forward.

SCRD’s external auditors, BDO LLP are finalizing the 2017 year end audit. The auditors were on site the week of November 20 for the interim audit and the weeks of March 5 and 12 for the year end audit. With the transition to the Unit4 Business World (Agresso) financial software, staff continue to work with the auditors on documenting and evaluating the new processes. The Audited Financial Statements, Independent Auditor’s Reports, and Audit Results and Communications Report will be presented by BDO LLP at the April 26 Corporate and Administrative Services Committee.

On March 13, 2018 a meeting was held with WorkSafe BC (WSBC), Unifor and Human Resources as a follow up to WSBC facility inspections and compliance issues. It was acknowledged much of the issues have been addressed and that staff continue to work cooperatively with WorkSafe BC and Unifor to ensure our work environment is safe for staff and the public.

The CAO participated in the Ombudsperson quarterly webinar Fairness in Practice: Why Relationships Matter in Public Service Delivery. It was good learning opportunity with a variety of topics such as essentials for fair treatment, building positive relationships, responding to challenging behavior and communication and conflict resolution. Staff plan to continue to participate in these webinars in the future.

Staff continue to meet and work collaboratively with SD46 staff on the implementation of the Joint Use Agreement. There is an incremental approach to the implementation to ensure a smooth and well-coordinated success.

The CAO is assisting Director Winn with facilitating the Association of Vancouver Island Coastal Communities (AVICC) Electoral Area Forum. Staff are appreciative of the opportunity and look forward to the Forum.

SCRD Staff Development and Engagement:

- Leadership Forum scheduled for March 27 will focus on strengthening staff’s skills and knowledge on project management and best practices for scope of work development.
- CAO is preparing for the April “On the Go with the CAO” staff meeting series. This is an opportunity for staff to hear more about corporate initiatives and engage in an ongoing dialogue.
- CAO has developed the next staff workshop for April which will continue to build on the cross functions team approach and internal corporate culture of leadership and cooperation.

External Engagements:

- AVICC Special Committee on Solid Waste Management - March 16, 2018
- 2018 Regional District Chairs/CAO Forum - March 20-21, 2018
- 2018 Columbia Institute - High Ground Forum - March 23-24, 2018
- 2018 AVICC Convention – April 13-15, 2018

STRATEGIC PLAN AND RELATED POLICIES

The Strategic Plan is a key document for the CAO’s office and provides the overall administrative guidance for the business of the SCRD.

Strategic Priority: Ensure Fiscal Sustainability

Strategic Priority: Embed Environmental Leadership

Strategic Priority: Support Sustainable Economic Development

Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations

Strategic Priority: Facilitate Community Development

Strategic Priority: Enhance Board Structures and Processes

Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers

Strategic Priority: Enhance Board Structures and Processes

CONCLUSION

The CAO provides a written report summarizing key initiatives which align to the priorities of the Strategic Plan and Board’s direction.

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
2018-2022 Financial Plan
March 5, 2018**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 2 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	F. Mauro
	Directors	I. Winn G. Nohr L. Lewis M. Lebbell J. Valeriote D. Inkster B. Milne
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Planning and Community Development	I. Hall (Part)
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Manager, Solid Waste Services	R. Cooper (Part)
	Manager, Utility Services	S. Walkey (Part)
	Manager, Utility Services – Special Projects	D. Crosby (Part)
	Administrative Assistant/Recorder	T. Crosby
	Media	1
	Public	6

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Chief Administrative Officer and Chief Financial Officer provided an introduction to the 2018 Round 2 Budget.

Chair Mauro passed the Chair to Director Winn at 9:58 a.m. and resumed the Chair at 9:59 a.m.

Chair Mauro passed the Chair to Director Winn at 10:02 a.m. and resumed the Chair at 10:04 a.m.

Chair Mauro passed the Chair to Director Winn at 10:08 a.m. and resumed the Chair at 10:12 a.m.

Recommendation No. 1 *Final 2017 Project Carry-Forwards*

The Corporate and Administrative Services Committee recommended that the report titled Final 2017 Project Carry-Forwards be received;

AND THAT any remaining ongoing 2017 projects and associated funding be included in the 2018-2022 Financial Plan as presented.

Director Milne left the meeting at 10:15 a.m. and returned at 10:16 a.m.

Recommendation No. 2 *2017 Final Surplus / Deficit*

The Corporate and Administrative Services Committee recommended that the report titled 2017 Surplus / Deficits be received;

AND THAT the 2017 surpluses be allocated per the Board's Financial Sustainability Policy as detailed in Attachment A of the staff report;

AND THAT the following 2017 deficits be funded from operating reserves:

- [115] Human Resources - \$20,185
- [210] Gibsons and District Fire Protection - \$3,723
- [312] Fleet Maintenance - \$12,044
- [350] Regional Solid Waste - \$64,710
- [381] Greaves Road Waste Water Plant - \$3,028
- [384] Jolly Roger Waste Water Plant - \$11,670
- [385] Secret Cove Waste Water Plant - \$8,539
- [388] Langdale Waste Water Plant - \$17,506
- [389] Canoe Road Waste Water Plant - \$2,714
- [504] Rural Planning Services - \$34,921
- [630] School Facilities Joint Use - \$1,258
- [670] Regional Recreation Programs - \$8,186;

AND THAT the 2017 Public Transit deficit of \$40,069 be funded by 2018 taxation;

AND FURTHER THAT the 2017 Building Maintenance Services deficit of \$35,327 be funded by 2018 internal recoveries.

Recommendation No. 3 *Information Technology [117] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [117] Information Technology be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – 5 Year Capital Plan – Base Budget Increase - Replacement of Information Technology Equipment, \$50,000 funded from Support Services;

AND FURTHER THAT the budget for [117] Information Technology be moved to adoption in the 2018 Budget as presented.

Recommendation No. 4 *Gibsons and District Fire Protection [210] - 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [210] Gibsons and District Fire Protection be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 4 – Replace Fire Prevention Officer Vehicle, \$75,000 funded from Reserves;

AND FURTHER THAT the budget for [210] Gibsons and District Fire Protection be moved to adoption in the 2018 Budget as presented.

Recommendation No. 5 *Sunshine Coast Emergency Planning [222] - 2018 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [222] Sunshine Coast Emergency Planning be received;

AND THAT that the following budget proposals be incorporated into the 2018 Budget:

- Budget Proposal 1 – Community Emergency Preparedness Fund – Emergency Social Services, \$24,400 funded through UBCM Local Government Services Program grant;
- Budget Proposal 2 – Community Emergency Preparedness Fund – Emergency Operation Centres and Training, \$23,467 funded through UBCM Local Government Services Program grant (pending);

AND FURTHER THAT the budget for [222] Sunshine Coast Emergency Planning be moved to adoption in the 2018 Budget as amended.

Recommendation No. 6 *Regional Solid Waste [350-352] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [350-352] Regional Solid Waste be received;

AND THAT Budget Proposal 2 – Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station incorporated in Round 1 at \$40,000 funded from Reserves, be abandoned;

AND FURTHER THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 5 – [350] Islands Clean-Up Service Expansion \$31,000 funded through Taxation;

AND FURTHER THAT the budgets for [350-352] Regional Solid Waste be moved to adoption in the 2018 Budget as amended.

The Committee recessed at 10:42 a.m. and reconvened at 10:51 a.m.

Recommendation No. 7 *Regional Water Service [370] – 2018 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget, as amended:

- Budget Proposal 3 – Regional Water Storage Capacity, \$200,000 funded from Development Cost Charges (DCC's).

Recommendation No. 8 *Regional Water Service [370] – 2018 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be incorporated into the 2018 Budget:

- Budget Proposal 4 – Groundwater Investigation – Stage 2 – Test Drilling Program, \$325,000 funded from Reserves;
- Budget Proposal 5 – Universal Water Meter Installations – Phase 3 – District of Sechelt, \$5,896,550 funded through Long Term Debt;

AND THAT the budget for [370] Regional Water Service be moved to adoption in the 2018 Budget as amended.

Recommendation No. 9 *Ports Services [345] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [345] Ports Services be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 2 - Vaucroft Capital Works, \$450,000 funded through Short Term Debt;

AND FURTHER THAT the budget for [345] Ports Services be moved to adoption in the 2018 Budget as presented.

Recommendation No. 10 *Hillside Development Project [540] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [540] Hillside Development Project be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – Hillside Development Project – Investment Attraction Analysis, \$60,000 funded through potential Grant and Reserves;

AND FURTHER THAT the budget for [540] Hillside Development Project be moved to adoption in the 2018 Budget as amended.

Recommendation No. 11 *Community Recreation [615] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [615] Community Recreation be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget, as amended:

- Budget Proposal 2 – Sunshine Coast Arena – Water Efficiency Plan, \$25,000 funded from Reserves and / or potential Grant;

AND FURTHER THAT the budget for [615] Community Recreation be moved to adoption in the 2018 Budget as amended.

Recommendation No. 12 *Community Parks [650] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget, as amended:

- Budget Proposal 2 – Sunshine Coast Regional District Sports Fields Potable Water Use Reduction, \$30,000 funded from Reserves;

AND FURTHER THAT the budget for [650] Community Parks be moved to adoption in the 2018 Budget as amended.

Recommendation No. 13 *Regional Recreation Programs [670] – 2018 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R2 Budget Proposal for [670] Regional Recreation Programs be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – Base Budget Adjustment, \$1,240 funded through Taxation;

AND FURTHER THAT the budget for [670] Regional Recreation Programs be moved to adoption in the 2018 Budget as amended.

IN CAMERA

The Committee moved In-Camera at 11:52 a.m.

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

The Committee moved out of In Camera at 11:57 a.m.

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

Director Inkster returned to the meeting at 1:02 p.m.

Recommendation No. 14 *Sechelt Public Library - 2018 Budget Special Project Requests*

The Corporate and Administrative Services Committee recommended that the Sechelt Public Library 2018 Special Project funding requests in the amount of \$262,274 be denied by Electoral Areas A, B and D.

Recommendation No. 15 *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the report titled Pender Harbour Health Centre amended 2018 Budget Special Project Submission be received;

AND THAT the Pender Harbour Health Centre Special Capital Project request for lobby flooring of \$12,000 funded from Reserves, be incorporated into the 2018 Budget;

AND FURTHER THAT the budget form Pender Harbour Health Centre [410] be moved to adoption in the 2018 Budget as amended.

Director Inkster left the meeting at 1:30 p.m. and returned at 1:32 p.m.

Recommendation No. 16 *Pender Harbour Reading Centre*

The Corporate and Administrative Services Committee recommended that the 2018 budget submission of \$2,000 for the Pender Harbour Reading Centre be incorporated into the 2018 Budget for Egmont / Pender Harbour Library Service [643];

AND THAT the budget for Egmont / Pender Harbour Library Service [643] be moved to adoption in the 2018 Budget as presented.

The Committee recessed at 1:34 p.m. and reconvened at 1:41 p.m.

Recommendation No. 17 *Rural Areas' Grant-In-Aid [121-129] – 2018 Summary*

The Corporate and Administrative Services Committee recommended that, for Area A Egmont / Pender Harbour [121], the 2017 surplus of \$6,296 and a reduction in discretionary funding of \$1,000 to \$19,000 be used to offset taxation and the budget for Area A Grant-in-Aid [121] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area B Halfmoon Bay [122], the 2017 surplus be added to discretionary funding for a total of \$21,564 and the budget for Area B Grant-in-Aid [122] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area E and F Elphinstone / West Howe Sound Grant-in-Aid [123], discretionary funding be reduced to \$6,685 with \$4,000 allocated to offset taxation and the budget for Area E and F Elphinstone / West Howe Sound Grant-in-Aid [123] be moved to adoption in the 2018 Budget as amended;

AND THAT for Community Schools Grant-in-Aid [125], the 2017 surplus of \$478 be used to offset taxation and the budget for Community Schools Grant-in-Aid [125] be moved to adoption in the 2018 Budget as amended;

AND THAT for Greater Gibsons Community Participation (GGCP) [126], the 2017 surplus of \$17,244 and a reduction in discretionary funding of \$15,000 to \$10,000 be used to offset taxation and the budget for GGCP Grant-in-Aid [126] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area D Roberts Creek [127], \$3,000 of the 2017 surplus be used to offset taxation and the remaining surplus of \$2,697 be added to discretionary for a total of \$26,697 and the budget for Area D Grant-in-Aid [127] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area E Elphinstone [128], \$1,706 of the 2017 surplus be added to discretionary for a total of \$10,706 and the remaining \$3,000 surplus be used to offset taxation and the budget for Area E Grant-in-Aid [128] be moved to adoption in the 2018 Budget as amended;

AND FURTHER THAT for Area F West Howe Sound [129], the 2017 surplus of \$8,930 be used to offset taxation and the budget for Area F Grant-in-Aid [129] be moved to adoption in the 2018 Budget as presented.

Recommendation No. 18 *Economic Development [531]*

The Corporate and Administrative Services Committee recommended that for [531] Economic Development Area A, the remaining discretionary amount be reduced to \$3,000 and the total of \$17,744.35 be used to offset taxation and the budget for Area A Economic Development [531] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 19 *Economic Development [532]*

The Corporate and Administrative Services Committee recommended that for [532] Economic Development Area B, the 2017 surplus of \$7,096 be used to offset taxation and the budget for Area B Economic Development [532] be moved to adoption in the 2018 Budget as presented.

Recommendation No. 20 *Economic Development [533]*

The Corporate and Administrative Services Committee recommended that for [533] Economic Development Area D, the 2017 surplus of \$4,770.67 be used to offset taxation and the budget for Area D Economic Development [533] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 21 *Economic Development [534]*

The Corporate and Administrative Services Committee recommended that for [534] Economic Development Area E, the 2017 surplus of \$18,154.10 be used to offset taxation and the budget for Area E Economic Development [534] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 22 *Economic Development [535]*

The Corporate and Administrative Services Committee recommended that for [535] Economic Development Area F, the remaining discretionary amount be reduced to \$5,000 and the total of \$12,954.75 be used to offset taxation and the budget for Area F Economic Development [535] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 23 *Roberts Creek Community Library [646]*

The Corporate and Administrative Services Committee recommended that the contribution from Electoral Area D to [640] Gibsons and District Public Library be increased to \$69,435 with Electoral Areas E, F and Town of Gibsons contributions adjusted accordingly;

AND THAT the Roberts Creek Community Library [646] be moved to adoption as amended.

Recommendation No. 24 *Moving Functions to Adoption*

The Corporate and Administrative Services Committee recommended that all functions be moved to adoption in the 2018 Budget.

The Chief Financial Officer provided the preliminary taxation impact for each electoral area and municipality.

NEW BUSINESS

ADJOURNMENT 2:15 p.m.

Committee Chair

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

March 8, 2018

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	J. Valeriote
	Directors	M. Lebbell F. Mauro G. Nohr L. Lewis I. Winn K. Julius B. Milne D. Inkster
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	GM, Planning & Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom (part)
	Manager, Planning & Development	A. Allen
	Manager, Utility Services, Special Projects	D. Crosby (part)
	Senior Planner	D. Rafael (part)
	Senior Planner	Y. Siao (part)
	Administrative Assistant / Recording Secretary	A. Ruinat
	Public	9 (part)
	Media	2

CALL TO ORDER 9:30 a.m.

AGENDA The amended agenda was adopted.

REPORTS

Recommendation No. 1 *Regional Groundwater Task Force – Consultation Report*

The Planning and Community Development Committee recommended that the report titled Regional Groundwater Task Force – Consultation Report be received for information.

Recommendation No. 2 *Keats Island Park Dedication Update District Lot 696*

The Planning and Community Development Committee recommended that the report titled Keats Island Park Dedication Update District Lot 696 be received;

AND THAT SCRCD respond to Islands Trust indicating no objection to the Nature Area Community Park (P1) zoning for the future Keats Landing Park dedication.

The Committee recessed at 10:00 a.m. and reconvened at 10:10 a.m.

Recommendation No. 3 *OCP Amendments to Support Housing Densification*

The Planning and Community Development Committee recommended that the report titled OCP Amendments to Support Housing Densification - Analysis of Public Consultation Input and Considerations for Second Reading be received;

AND THAT reference to the term “low-rise apartment” be replaced by “multi-unit building” within Densification Strategies to Support Affordable Housing Policy (b) of the proposed OCP Amendment bylaws;

AND FURTHER THAT consideration of the OCP Amendments to Support Housing Densification be postponed to a future Standing Committee meeting.

Recommendation No. 4 *Short Term Rental Policy Options*

The Planning and Community Development Committee recommended that the report titled Short Term Rental Policy Options be received;

AND THAT a report be provided to a Standing Committee in Q4 with draft bylaw amendments that include:

- i) Definition of Short Term Rental (STR) in Zoning Bylaw No. 310 and Zoning Bylaw No. 337;
- ii) Consideration of Temporary Use Permits (TUP) for STR with regulations to be noted in the general use provisions of the Zoning Bylaws;
- iii) Proposed fines for “unauthorized Bed & Breakfast or Short Term Rental establishments” in *Municipal Ticket Information (MTI) Bylaw No. 558* and *Bylaw Notice Enforcement (BEN) Bylaw No. 638*.

Recommendation No. 5 *District of Sechelt Referral - OCP Amendment 3370-20 2018-01*

The Planning and Community Development Committee recommended that the report titled District of Sechelt Referral - OCP Amendment 3370-20 2018-01 (Apartment Building) be received;

AND THAT the SCRD respond to the District of Sechelt with the following comments:

1. The proposal has no negative impacts on SCRD’s land use policies.
2. The proposal will impact the taxation apportionment between the Member Municipalities and Electoral Areas.
3. Consideration should be given to ensure the refuse room identified in the proposal has adequate storage for containers for separating garbage, recycling and organics, and is accessible to building occupants and collection service providers.
4. A Development Cost Charge of \$195,851 is required prior to development approval as per Sunshine Coast Regional District Development Cost Charges Bylaw No. 693, 2015.
5. Two new fire hydrants, located at the northeast corner of Lot 19 and southwest corner of Lot 21 will be required.

6. Water modelling of the proposed development will be required to ensure there will be adequate fire flows to support the proposed development and sustain service to the surrounding area. Depending on the results of the water modelling, further infrastructure improvements may be required.

7. Requirements of SCRD Water Rates and Regulations Bylaw No. 422 must be complied with.

8. The SCRD strongly encourages and expects the use of water conservation measures when increasing density provisions within an OCP. This can include high efficiency appliances, xeriscaping, and rainwater harvesting for irrigation as detailed in this report.

AND FURTHER THAT this recommendation be forwarded to the March 8, 2018 Regular Board meeting.

Recommendation No. 6 *Provincial Referral 98713150 - 001 for Intertidal Roadway to Turnagain Island*

The Planning and Community Development Committee recommended that the report titled Provincial Referral 98713150 - 001 for Intertidal Roadway to Turnagain Island – Electoral Area B be received;

AND THAT the photograph of the application area provided by the Proponent be received;

AND THAT the Proponent be encouraged to discuss an alternative access to Turnagain Island with Islands Trust;

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

a. SCRD recommends refusal of this roadway use of the intertidal area to access Turnagain Island, Provincial Referral 98713150 - 001 based on the information outlined below:

- i. an eelgrass bed is indicated immediately west of the application area;
- ii. known archeological sites are within the application area;
- iii. adding gravel to an intertidal area disrupts foreshore ecosystems, and coastal processes and is inconsistent with shíshálh Nation's Best Management Practices for building and maintaining moorage facilities;
- iv. water quality should not be impacted by maintenance or construction activities.

b. SCRD further requests that the Province:

- i. make referrals to Department of Fisheries and Oceans and Islands Trust;
- ii. ensure shíshálh Nation comments are addressed and that any work undertaken complies with the Heritage Conservation Act;

AND THAT this recommendation be forwarded to the March 2018 Halfmoon Bay Advisory Planning Commission and comments be forwarded to FLNRORD as late information;

AND FURTHER THAT this recommendation be forwarded to the March 8, 2018 Regular Board meeting.

Director Nohr opposed.

Recommendation No. 7 *Agricultural Advisory Committee Minutes - January 23, 2018*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of January 23, 2018 be received.

COMMUNICATIONS

Recommendation No. 8 *Correspondence from MoTI regarding UBCM Meeting Thank you*

The Planning and Community Development Committee recommended that the correspondence from Hon. Claire Trevena, Minister of Transportation and Infrastructure, regarding UBCM Meeting Thank You dated January 25, 2018, be received;

AND THAT SCR D respond to the Minister of Transportation and Infrastructure letter dated January 25, 2018, expressing appreciation for the opportunity to work with the Province and other Regional Districts to develop frameworks to enable shared goals with respect to sidewalks and bike paths in the right-of-way.

Director Nohr opposed.

Recommendation No. 9 *Correspondence regarding BCEAO regarding SCR D Comments on EA process for BUR NCO project*

The Planning and Community Development Committee recommended that the correspondence from Kevin Jardine, Associate Deputy Minister, BC Environmental Assessment Office regarding Environmental Assessment Office reply to SCR D Comments on Environmental Assessment process for the BUR NCO project, dated February 28, 2018 be received.

ADJOURNMENT 11:32 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

March 15, 2018

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	G. Nohr
	Directors	D. Inkster M. Lebbell L. Lewis F. Mauro A. Lutes (Alt.) J. Valeriotte I. Winn
 ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	GM, Infrastructure Services	R. Rosenboom
	Sr. Mgr, Administration and Legislative Services	A. Legault
	Manager, Utility Services	S. Walkey (part)
	Manager, Planning and Development	A. Allen (part)
	Water and Energy Projects Coordinator	R. Shay (part)
	Manager, Solid Waste Services	R. Cooper (part)
	Administrative Assistant / Recorder	T. Hincks
	Media	2
	Public	7

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted with a change to the order of business as follows:
Agenda Item #2 to be considered following Agenda Item #4.

PETITIONS AND DELEGATIONS

REPORTS

Recommendation No. 1 *Regional Groundwater Task Force – Next Steps*

The Infrastructure Services Committee recommended that the report titled Regional Groundwater Task Force – Next Steps be received;

AND THAT the SCRD proceed with Phase 2 of the Groundwater Investigation Project and that staff bring forward a future report with the results;

AND THAT the SCRD exchange information with local governments and other potentially affected parties on Phase 2 Test Drilling with respect to monitoring results;

AND THAT the SCRD collaborate on a framework with the Town of Gibsons to establish a Groundwater Management Zone related to the Gibsons Aquifer and that staff bring forward a future report;

AND THAT the SCRD establish a working group with infrastructure staff from all four local governments to discuss upcoming projects and opportunities for collaboration;

AND FURTHER THAT the Mahan well drilling be delayed until such time as data is available from the other three well sites.

Recommendation No. 2 *Drought Management Plan 2017 Review*

The Infrastructure Services Committee recommended that the report titled Drought Management Plan 2018 Review be received;

AND THAT a 2018 Drought Management Plan Implementation Report be brought to the April 19, 2018 Infrastructure Services Committee.

Recommendation No. 3 *SCRD Zoning Amendment Bylaw No 310.173, 2017 (BC Ferries)*

The Infrastructure Services Committee recommended that the report titled *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017 (BC Ferries) Public Hearing – Electoral Area F* be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017* be forwarded to the Board for Third Reading:

AND FURTHER THAT the following conditions be met before the bylaw be considered for adoption:

1. an agreement be concluded with BC Ferries regarding Lot 7, District Lot 1401, Plan VAP14295 to resolve:
 - i. Access to the Langdale well; and
 - ii. BC Ferries' use of part of the parcel for parking;
2. Ministry of Transportation and Infrastructure approval pursuant to Section 52 of the *Transportation Act*.

Recommendation No. 4 *Transportation Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee Minutes of January 18, 2018 be received.

Recommendation No. 5 *Appointment of Chief and Deputy Chief Election Officers*

The Infrastructure Services Committee recommended that the report titled Appointment of Chief and Deputy Chief Election Officers be received;

AND THAT pursuant to Section 58 (1) and (2) of the *Local Government Act* Angie Legault be appointed Chief Election Officer for conducting the 2018 general local elections with the power to appoint other election officials as required for the administration and conduct of the 2018 general local elections;

AND FURTHER THAT Sherry Reid be appointed Deputy Chief Election Officer for the 2018 general local elections.

Recommendation No. 6 *Speaking to Resolutions at the 2018 AVICC AGM & Convention*

The Infrastructure Services Committee recommended that the report titled Speaking to Resolutions at the 2018 Association of Vancouver Island Coastal Communities (AVICC) Annual General Meeting and Convention be received;

AND THAT the following Directors speak to the Sunshine Coast Regional District Resolutions at the 2018 AVICC Annual General Meeting and Convention:

1. Director(s) Valeriote / Nohr - BC Ferries Medical Priority Loading
2. Director Nohr - Re-evaluation of Resolutions by the Province
3. Director(s) Lebbell / Mauro - Watershed Governance Model
4. Director Valeriote - Cycling Infrastructure Funding

COMMUNICATIONS**Recommendation No. 7** *Correspondence Regarding GVS&DD Commercial Waste Hauler Licensing Bylaw*

The Infrastructure Services Committee recommended that the correspondence from Greg Moore, Chair, Metro Vancouver, dated January 18, 2018 regarding *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017*, be received.

Recommendation No. 8 *Correspondence Regarding SCRD Groundwater Investigation*

The Infrastructure Services Committee recommended that the correspondence from Emanuel Machado, CAO, Town of Gibsons dated November 21, 2017 regarding SCRD Groundwater Investigation, be received.

Director Lutes left the meeting at 10:38 a.m.

NEW BUSINESS

IN CAMERA

The Infrastructure Services Committee moved In-Camera at 10:43 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service...”.

The Infrastructure Services Committee moved out of In-Camera at 10:55 a.m.

ADJOURNMENT 10:55 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 716

A bylaw to adopt the Five Year Financial Plan for the years 2018 - 2022

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. 716, 2018*.
2. Schedule A, attached hereto, and forming part of this bylaw, is hereby adopted pursuant to Section 374 of the *Local Government Act* and is the Sunshine Coast Regional District 2018 – 2022 Financial Plan.

READ A FIRST TIME this 22nd day of March, 2018

READ A SECOND TIME this 22nd day of March, 2018

READ A THIRD TIME this 22nd day of March, 2018

ADOPTED this 22nd day of March, 2018

CORPORATE OFFICER

CHAIR