



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 21, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of January 31, 2019

Annex A
Pages 1-15

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Special Infrastructure Services Committee recommendation Nos. 1-3 of January 25, 2019 Annex B
pp 16-17
4. Corporate and Administrative Services Committee recommendation Nos. 1-3, 5, 7-9, 13-21 and 23-27 of January 31, 2019 (*recommendation Nos. 4, 6, 10, 11, 12 and 22 previously adopted*) Annex C
pp 18-26
5. Special Corporate and Administrative Services Committee (R1 Budget) recommendation Nos.1-31 of February 4, 2019 Annex D
pp 27-35
6. Special Corporate and Administrative Services Committee (R1 Budget) recommendation Nos.1-23 of February 5, 2019 Annex E
pp 36-42
7. Planning and Community Development Committee recommendation Nos. 1-16 of February 7, 2019 Annex F
pp 43-48

COMMUNICATIONS

MOTIONS

BYLAWS

- | | | |
|-----|--|----------------------|
| 8. | <i>Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.19, 2019</i>
– First, Second, Third reading and Adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2) | Annex G
pp 49-52 |
| 9. | <i>Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.10, 2019</i>
– First, Second, Third reading and Adoption
(Voting – All Directors – 1 vote each) | Annex H
pp 53- 55 |
| 10. | <i>Painted Boat Sewage Treatment Facility Fees and Charges Amendment Bylaw No. 644.3, 2019</i> – First, Second, Third reading and Adoption
(Voting – All Directors – 1 vote each) | Annex I
pp 56-58 |
| 11. | <i>Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.1, 2019</i>
– First, Second, Third reading and Adoption
(Voting – All Directors – 1 vote each) | Annex J
pp 59-61 |

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to March 15, 2019)

Roberts Creek (Area D) Advisory Planning Commission	February 18 at 7:00 pm
Special Infrastructure Services Committee	February 20 at 9:30 am
Natural Resources Advisory Committee (NRAC)	February 20 at 3:30 pm
Parcel Tax Roll Review Panel	February 21 at 9:00 am
Infrastructure Services Committee	February 21 at 9:30 am
Regular Board	February 21 at 1:30 pm
Agricultural Advisory Committee (AAC)	February 26 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	February 26 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	February 26 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	February 27 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	February 27 at 7:00 pm
Corporate and Administrative Services Committee	February 28 at 9:30 am
Regular Board	February 28 at 1:30 pm
Special Corporate and Administrative Services Committee (Round 2 Budget)	March 4 at 9:30 am
Special Corporate and Administrative Services Committee (Round 2 Budget)	March 5 at 9:30 am
Planning and Community Development Committee	March 14 at 9:30 am
Regular Board	March 14 at 1:30 pm

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

Short Term Rental Public Information Meeting (Roberts Creek Community Hall)	February 20
Short Term Rental Public Information Meeting (Pender Harbour School of Music)	February 27

Please note: Meeting dates are current as of print date (February 15, 2019).



SUNSHINE COAST REGIONAL DISTRICT

January 31, 2019

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	L. Pratt
	Directors	A. Tize D. McMahon L. Lee D. Siegers B. Beamish B. Rowe (Alt) M. Hiltz
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Infrastructure Services	R. Rosenboom
	GM, Planning and Community Development	I. Hall
	Executive Assistant / Recorder	T. Hincks
	Media	1
	Public	0

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

011/19 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

012/19 THAT the Regular Board meeting minutes of January 10, 2019 be adopted as amended to add Director Siegers to the list of attendees.

CARRIED

REPORTS

Planning

It was moved and seconded

013/19

THAT Planning and Community Development Committee recommendation Nos. 1, 2, 4, 7, 8, 10 and 11 of January 10, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *SCRD Fire Department Strategic Plan*

THAT the report titled SCR D Fire Department Strategic Plan be received;

AND THAT as per Recommendation 1 (in part) of the SCR D Fire Department Strategic Plan, through attrition of current positions of the Roberts Creek and Halfmoon Bay Fire Departments, the vacancies be transitioned to career Fire Chiefs;

AND THAT the following recommendation be postponed:

AND THAT as per Recommendation 4 of the SCR D Fire Department Strategic Plan; a Manager of Protective Services position be created from the existing Emergency Program Coordinator vacancy and that this position report to the Chief Administrative Officer;

AND THAT staff and/or the consultant present the SCR D Fire Department Strategic Plan to the Town of Gibsons;

AND THAT the SCR D Fire Department Strategic Plan be referred to the Gibsons and District Fire Commission;

AND FURTHER THAT 3 Year Service Plans for each of the SCR D Fire Departments be developed and brought back to Committee for consideration.

Recommendation No. 2 *SCR D Emergency Plan Review*

THAT the report titled SCR D Emergency Plan Review be received;

AND THAT the Emergency Plan Review be referred to the District of Sechelt, Town of Gibsons, shíshálh Nation, Sunshine Coast Emergency Program Planning Committee, Pender Harbour Fire Protection District, Sechelt Fire Protection District and School District 46;

AND FURTHER THAT a budget proposal with respect to Recommendations contained in Section 5 and 6 of the SCR D Emergency Plan Review be brought to the 2019 Round 1 Budget deliberations for consideration.

Recommendation No. 4 *Frontage Waiver for Subdivision SD000007 (Randson)*

THAT the report titled Frontage Waiver for Subdivision SD000007 (Randson) – Electoral Area E be received;

013/19 cont.

AND THAT the requirement for 10% road frontage for proposed Lots 9 - 14 in the subdivision of Lots 15, 16, and 17 District Lot 908 Plan 9768 be waived.

Recommendation No. 7 *Development Variance Permit DVP00040 (Carmichael)*

THAT the report titled Development Variance Permit DVP00040 (Carmichael) – Electoral Area A be received;

AND THAT Development Variance Permit DVP00040 to vary the rear parcel line setback, per Section 1100.2(a) of Zoning Bylaw No. 337, 1990, from 5 metres to 2 metres to permit the siting of an auxiliary building, be issued, subject to:

1. A location survey, prepared by a B.C. Land Surveyor, be submitted confirming that the foundation forms are sited no less than 2 metres from the rear parcel line;
2. The roof overhangs projecting no more than 0.3 metres into the 2 metre rear parcel line setback;
3. All rainwater collected on the roof of the building must be transported through gutters, downspouts and closed pipes and should be conveyed to appropriate discharge facilities as to not impact the west slope and adjacent properties;
4. The height of the proposed building not exceeding 6.6 metres;
5. Landscaping being installed at the rear parcel line, including the planting of native vegetation to mitigate storm water drainage and provide a buffer to the adjacent property.

Recommendation No. 8 *Recreation Sites and Trails Agreement Renewal for Klein Lake, Secret Cove, Big Tree and Sprockids*

THAT the report titled Recreation Sites and Trails Agreement Renewal for Klein Lake, Secret Cove, Big Tree and Sprockids be received;

AND THAT with respect to potential renewal of Recreation Sites and Trails BC Partnership Agreement PA12DS1-02:

1. SCR D decline the agreement for Klein Lake Recreation Site (REC0134);
2. SCR D decline the agreement for Secret Cove Falls Trail (REC0383);
3. The delegated authorities renew the agreement for Big Tree Trail (REC5890) for a period of 5 years;
4. SCR D request an extension to consider renewal of the agreement for Sprockids Park (REC6768).

013/19 cont.

AND FURTHER THAT staff engage Ministry of Forests, Lands, Natural Resource Operations & Rural Development staff and trail groups with respect to developing a sustainable management plan for Sprockids Park Recreation Site and report back to the Committee with further recommendations.

Recommendation No. 10 *Correspondence from Ocean Watch Task Force*

THAT the correspondence Kate-Louise Stamford, Gambier Island Trustee and Doug Race, District of Squamish, Ocean Watch Task Force dated December 3, 2018 regarding request for continued SCR D participation in the Ocean Watch Task Force be received;

AND THAT Director Hiltz be appointed to the Ocean Watch Task Force as the SCR D Board liaison for 2019-2022;

AND FURTHER THAT the Ocean Watch Task Force be invited to apply for funding through the 2019 Rural Areas Grant-in-Aid process.

Recommendation No. 11 *Correspondence from Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Mount Elphinstone Land Use Planning*

THAT the correspondence from Allan Johnsrude, Regional Executive Director, South Coast Natural Resource Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development dated December 21, 2018 regarding Mount Elphinstone Land Use Planning and request for meeting be received.

CARRIED

Infrastructure

It was moved and seconded

014/19

THAT Infrastructure Services Committee recommendation Nos. 1 and 3 - 11 of January 10, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Groundwater Investigation Phase 2 Results*

THAT the report titled Groundwater Investigation Phase 2 Results be received.

Recommendation No. 3 *Regional Water Service Area 2019 Rate Bylaw Amendment*

THAT the report titled Regional Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule B be amended to increase the Regional Water Service Area Land Charges (Parcel Taxes) by 2.0%, User Fees by 5.0%, and Metered Usage Fees by 5.0% in 2019;

014/19 cont.

AND THAT the Water Rates Bylaw 422 be amended to include:

- Invoicing details relating to pro-rated service;
- Invoices are due on the due date specified on the invoice and payments must be received by 4:30pm PST;
- Parameters around applying for a parcel tax reduction on properties with farm classification;
- Any amounts unpaid on the 31st of December will be deemed to be taxes in arrears and will be recovered in the manner provided in the *Local Government Act*;
- No rebate, refund or credit on any fees collected in error after two years from the date of payment will be issued;

AND THAT the Water Rates Bylaw 422, Schedule B be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 4 *South Pender Harbour Water Service Area 2019 Rate Bylaw Amendment*

THAT the report titled South Pender Harbour Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 5.5% in 2019;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area Parcel Taxes by 2.0% in 2019 and be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 5 *North Pender Harbour Water Service Area 2019 Rate Bylaw Amendment*

THAT the report titled North Pender Harbour Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 8.5% in 2019;

014/19 cont.

AND THAT the Water Rates Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area Parcel Taxes by 2.0% in 2019;

AND THAT the revised Water Rates Bylaw 422, Schedule D be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 6 *Bylaw 627 Administrative Fees and Charges*

THAT the report titled Bylaw 627 Administrative Fees and Charges be received;

AND THAT Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019 be forwarded to the Board for three readings and adoption.

Recommendation No. 7 *2018 WildSafeBC Program*

THAT the report titled 2018 WildSafeBC Program be received for information;

AND THAT the appropriate applications be submitted to the British Columbia Conservation Foundation for 2019 WildSafeBC Program Funding with the SCRD as the host organization;

AND FURTHER THAT a budget proposal in support of the \$10,000 funding request for 2019 WildSafeBC Program be brought forward to Round 1 Budget.

Recommendation No. 8 *Transit Service Overview*

THAT the report titled Transit Service Overview be received for information.

Recommendation No. 9 *2019-2020 BC Transit Annual Operating Agreement Draft Budget*

THAT the report titled 2019-2020 BC Transit Annual Operating Agreement Draft Budget be received;

AND THAT the 2019-2023 Financial Plan be updated to reflect the draft Annual Operating Agreement budget;

AND FURTHER THAT staff bring forward a report with the feasibility of developing plans for improvement to the bus shelters and bus stops within the region.

014/19 cont. **Recommendation No. 10** *2019 Resolutions to the Association of Vancouver Island and Coastal Communities*

THAT the report titled 2019 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received;

AND THAT staff draft AVICC Resolutions for consideration at the January 31, 2019 Corporate and Administrative Services Committee meeting on the following topics:

- Declaration of a Climate Emergency;
- Involvement of local governments in Land Use Planning with First Nations and the provincial government;
- Parking enforcement in the rural areas; and
- Logging in the urban/rural interface.

Recommendation No. 11 *Infrastructure Services Department – 2018 Q4 Report*

THAT the report titled Infrastructure Services Department – 2018 Q4 Report be received.

CARRIED

The Chair was passed to Director Siegers at 1:40 p.m.

Infrastructure **It was moved and seconded**

015/19 THAT Infrastructure Services Committee recommendation No. 2 of January 10, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 2 *Groundwater Investigation Phase 2 Results*

THAT a 2019 Round 1 budget proposal with respect to the permitting phase for a well field in the Church Road area be brought forward;

AND THAT the *Mahon Road* site not be pursued at this time;

AND THAT a feasibility report with respect to the production well on the Gray Creek site be brought to Committee in Q4 2019;

AND THAT a feasibility report for the Dusty Road site be explored with staff resources;

AND FURTHER THAT staff share the Mahan Road data with the Town of Gibsons.

CARRIED

Director Pratt resumed the Chair at 2:12 p.m.

Corporate

It was moved and seconded

016/19

THAT Corporate and Administrative Services Committee recommendation Nos. 4, 10, 11, 12 and 22 of January 31, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 4 *Arena Floor Surface Scheduling*

THAT the decision to extend the arena ice season be deferred pending a staff report to a February Committee meeting with an analysis of the feasibility, financial implications and schedule;

AND THAT ice be maintained in one facility until April 30, 2019 as per current policy.

Recommendation No. 10 *Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions*

THAT the report titled Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions be received;

AND THAT the following resolutions for AVICC be approved:

Climate Change Emergency

WHEREAS the impacts of climate change in the form of extreme weather events, wildfires and drought are occurring at an accelerated rate and with growing frequency throughout BC and are creating major financial, social and environmental costs which are largely being borne by local governments and the residents they serve;

AND WHEREAS there is an urgency for action but a lack of resources and coordination to support local governments in their ability to adapt to and mitigate the ongoing effects of climate change, especially with respect to infrastructure upgrades, repairs and maintenance, and emergency preparedness measures:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to declare a province-wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change.

Intergovernmental Collaboration on Land Use Planning

WHEREAS the inclusion of local governments in joint indigenous - provincial land use planning processes would offer an opportunity for intergovernmental collaboration and open communication that supports relationship-building and government-to-government reconciliation efforts with First Nations;

016/19 cont.

AND WHEREAS local governments who are responsible for undertaking planning activities and providing services within defined geographic boundaries wish to engage with First Nations partners to address common interests and community needs:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to include local governments in land use planning discussions with First Nations to ensure continuity of government-to-government engagement and support collaborative and complementary approaches to land use planning that recognize community interests.

Logging in the Urban Interface

WHEREAS urban-rural fringe areas are transition zones where industrial land uses such as logging or other resource extraction, may conflict with local values or impact private water sources or contribute to property damage related to storm water management and erosion;

AND WHEREAS local government and private property owners have limited ability to influence resource extraction decisions:

THEREFORE BE IT RESOLVED THAT the provincial government establish buffer zones adjacent to residential properties that reduce conflict and ensure that property owners are protected from the adverse effects of resource extraction.

Parking Enforcement in Rural Areas

WHEREAS the RCMP are responsible for enforcing parking regulations in rural areas which takes policing resources away from other priorities;

AND WHEREAS the provincial response to UBCM Resolution 2014-B102 requesting that regional districts be granted the authority to enforce parking regulations within their boundaries indicated that further research was required prior to undertaking any policy change:

THEREFORE BE IT RESOLVED THAT that the Ministry of Transportation and Infrastructure and the Ministry of Public Safety and Solicitor General jointly review parking enforcement in the rural areas to either provide regional districts with the authority to enforce parking regulations within their boundaries or to adequately resource rural detachments to ensure that community safety issues related to illegal parking are addressed.

Recommendation No. 11 *Provincial Nominee Regional Pilot Program*

THAT the report titled Provincial Nominee Regional Pilot Program be received;

016/19 cont. AND THAT the delegated authorities of the Sunshine Coast Regional District (SCRD) execute the application for the SCRD to participate in the BC Provincial Nominee Program Entrepreneur Immigration – Regional Pilot;

AND THAT the Sunshine Coast Regional Economic Development Organization (SCREDO) be asked to monitor and evaluate *results in this program and report those results to the SCRD Board as part of their annual review process.*

Recommendation No. 12 *Parcel Tax Roll Review Panel*

THAT the report titled Parcel Tax Roll Review Panel be received;

AND THAT Directors Hiltz, Lee and Pratt be appointed to the Parcel Tax Roll Review Panel;

AND THAT the Parcel Tax Roll Review Panel sitting be scheduled for February 21, 2019 at 9:00 a.m. in the Sunshine Coast Regional District (SCRD) Field Road Office Board Room;

AND THAT the Chief Financial Officer be appointed Collector for the SCR D.

Recommendation No. 22 *Seniors Planning Table – Liaison Request*

THAT correspondence from the Sunshine Coast Seniors Planning Table regarding request for funding and request for Liaison to the Seniors Planning Table be received;

AND THAT Director Lee be appointed as the Liaison to the Sunshine Coast Seniors Planning Table;

AND THAT the funding request be referred to Round 1 budget.

CARRIED

Corporate

It was moved and seconded

017/19

THAT Corporate and Administrative Services Committee recommendation No. 6 of January 31, 2019 be received, adopted and acted upon as follows:

Recommendation No. 6 *Sunshine Coast Arena – Chiller Replacement*

THAT the report titled Sunshine Coast Arena – Chiller Replacement be received;

017/19 cont. AND THAT the Sunshine Coast Regional District (SCRD) proceed with replacement of the Sunshine Coast Arena chiller and compressor with a plate and frame chiller at an estimated total project cost (including compressors, associated plant reconfiguration, engineering and contingency) of \$741,000, as described in Option 1 of the report.

Director McMahon opposed.

CARRIED

APC Appointments **It was moved and seconded**

018/19 THAT the report titled 2019 Advisory Planning Commission (APC) appointments be received;

AND THAT Patrick Fitzsimons's appointment to the Area E APC be rescinded;

AND THAT the following individuals be appointed for a two-year term unless otherwise specified:

Area A APC

Janet Dickin
Alex Thomson
Dennis Burnham
Tom Silvey
Gordon Politeski
Peter Robson

Area B APC

Elise Rudland
Alda Grames
Eleanor Lenz
Marina Stjepovic
Nicole Huska
Catherine Ondzik

Area D APC

Marion Jolicoeur
Mike Allegretti
Heather Conn (one-year term)
Danise Lofstrom
Cam Landry (one-year term)
Chris Richmond
Alan Comfort
David Kelln

Area E APC

Rod Moorcroft
Dougald MacDonald
Mary Degan
Sandra Cunningham (one year term)
Michael McLaughlin

018/19 cont. Ann Cochran (one year term)
Mike Doyle
Ken Carson
Rick Horsley (one year term)

Area F APC

Fred Gazely
Bob Small (one-year term)
Susan Fitchell
John Rogers
Kate Louise Stamford (one-year term)

AND FURTHER THAT letters of appreciation be sent to outgoing members.

CARRIED

CAO Report **It was moved and seconded**

019/19 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

MOTIONS

Land Use Planning **It was moved and seconded**

020/19 THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Ministry of Indigenous Relations and Reconciliation be contacted to ask for active involvement for *local governments* as partners in the dialogue regarding land use planning processes, foreshore agreements, resource management within the district and any agreements that require the provision of services by the SCR D between the *shíshálh* and Squamish Nations and the Provincial Government.

CARRIED

Watershed **It was moved and seconded**

021/19 THAT staff provide a report to the Board in Q2 2019 regarding any initiatives regarding an integrated watershed management approach, including, but not limited to the (1) SCR D joint watershed management committee and (2) *shíshálh* Nation and SCR D water committee.

CARRIED

BYLAWS

Bylaw 627.3 **It was moved and seconded**

022/19 THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be read a first time.

CARRIED

Bylaw 627.3 **It was moved and seconded**

023/19 THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be read a second time.

CARRIED

Bylaw 627.3 **It was moved and seconded**

024/19 THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be read a third time.

CARRIED

Bylaw 627.3 **It was moved and seconded**

025/19 THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be adopted.

CARRIED

Bylaw 422.32 **It was moved and seconded**

026/19 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be read a first time.

CARRIED

Bylaw 422.32 **It was moved and seconded**

027/19 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be read a second time.

CARRIED

Bylaw 422.32 **It was moved and seconded**

028/19 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be read a third time.

CARRIED

Bylaw 422.32 **It was moved and seconded**

029/19 **THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be adopted.**

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board recessed at 3:28 p.m. and resumed at 3:37 p.m.

The Board moved In Camera at 3:37 p.m.

IN CAMERA It was moved and seconded

030/19 **THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k) and (2)(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”.**

CARRIED

The Board moved out of In Camera at 4:29 p.m.

706 Leek Road **It was moved and seconded**

031/19 **THAT following a site visit, a report be brought to the July 26 In Camera Corporate and Administrative Services Committee which identifies new conditions;**

AND FURTHER THAT the current covenant and amenity agreement on 706 Leek Road, Roberts Creek, BC be cancelled.

CARRIED

706 Leek Road **It was moved and seconded**

032/19 **THAT the current covenant and amenity agreement on 706 Leek Road, Roberts Creek be cancelled;**

AND THAT the following conditions be indicated in a new covenant;

- a) Protection of trees on both proposed parcels except for removal, subject to Sunshine Coast Regional District (SCRD) approval, of hazardous trees or for the purposes of farming and on the newly created lot to allow for construction of a new house and associated improvements such as a septic field;

032/19 cont. b) Location of a 3,000 square metre no build (except for greenhouse)/no septic field area on the new lot to ensure that area are available for farming;

AND THAT a voluntary community amenity of \$8,500 be accepted to support agriculture initiatives on the Sunshine Coast;

AND FURTHER THAT the balance of the security (\$11,500) be returned to the registered owner.

CARRIED

ADJOURNMENT It was moved and seconded

033/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:29 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL INFRASTRUCTURE SERVICES COMMITTEE**

January 25, 2019

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

PRESENT:	Chair	D. McMahon
	Directors	M. Hiltz L. Lee L. Pratt A. Tize A. Toth (Alt) B. Rowe (Alt) B. Beamish

ALSO PRESENT:	Chief Administrative Officer GM, Infrastructure Services GM, Corporate Services/Chief Financial Officer Manager, Solid Waste Operations Recording Secretary Media Public	J. Loveys R. Rosenboom T. Perreault A. Kumar T. Ohlson 1 7
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CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Staff provided a presentation regarding SCRD Solid Waste Management Overview.

REPORTS

Recommendation No. 1 *SCRD Solid Waste Management Overview*

The Infrastructure Services Committee recommended that the report titled SCRD Solid Waste Management Overview be received for information.

Recommendation No. 2 *Rural Area Curbside Collection Services Award Report*

The Infrastructure Services Committee recommended that the report titled Rural Area Curbside Collection Services Award Report be received.

The Infrastructure Services Committee recessed at 10:55 a.m. and resumed at 11:05 a.m.

Recommendation No. 3 *Rural Area Curbside Collection Services Award Report*

The Infrastructure Services Committee recommended that staff include an overview of the cost of manual collection options in the report to be brought forward at the January 31, 2019 Corporate and Administrative Services Committee.

ADJOURNMENT 12:10 p.m.

Committee Chair

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

January 31, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz L. Lee D. McMahon L. Pratt B. Rowe (Alt.)
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)
	Sr. Mgr., Human Resources	G. Parker (Part)
	Recording Secretary	T Crosby
	Media	1
	Public	55

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended, as follows:

- ADD: Correspondence dated January 31, 2019 from the Sunshine Coast Pickleball Association regarding Dry Floor Arena Use.

PRESENTATIONS and DELEGATIONS

Hope Keats of the Sunshine Coast Lacrosse Association addressed the Committee regarding dry floor arena use.

The Chair thanked Ms. Keats for her presentation.

Recommendation No. 1 *Sunshine Coast Lacrosse Association – Dry Floor Arena Use*

The Corporate and Administrative Services Committee recommended that the correspondence dated December 13, 2018 and the presentation “Sunshine Coast Rapids – The Sunshine Coast Lacrosse Association - Helping our youth play Canada’s national sport since 2003” from the Sunshine Coast Lacrosse Association be received.

Ian Overend and Terry Karleen of the Sunshine Coast Pickleball Association addressed the Committee regarding dry floor arena use.

The Chair thanked Mr. Overend and Mr. Karleen for their presentation.

Recommendation No. 2 *Sunshine Coast Pickleball Association – Dry Floor Arena Use*

The Corporate and Administrative Services Committee recommended that the correspondence dated January 31, 2019 from the Sunshine Coast Pickleball Association be received.

Director Rowe declared a conflict of role and left the meeting at 10:15 a.m.

REPORTS

Kate Turner’s request to speak from the gallery was granted by the Chair. Ms. Turner reported she is the Registrar of the Sunshine Coast Minor Hockey Association and Skating Club and provided clarification about additional ice related programming e.g. One Goal and public skating.

Ms. Turner stated the groups are requesting ice from August 1 to mid-March at the Gibsons and Area Community Centre and from the 3rd week of September to May 31 at Sunshine Coast Arena.

A further request from the gallery to address the dry floor requirements of the Sunshine Coast Roller Girls was granted by the Chair. Their season was identified as running from mid-March to the end of September. The representative also noted that boot camps and events bring visitors and revenue to the Sunshine Coast.

Recommendation No. 3 *Cost-Benefit Analysis for Year Round Ice*

The Corporate and Administrative Services Committee recommended that the report titled Cost-Benefit Analysis for Year Round Ice be received.

Recommendation No. 4 *Arena Floor Surface Scheduling*

The Corporate and Administrative Services Committee recommended that the decision to extend the arena ice season be deferred pending a staff report to a February Committee meeting with an analysis of the feasibility, financial implications and schedule;

AND THAT this recommendation be forwarded to the January 31, 2019 Regular Board Meeting.

Recommendation No. 5 *Arena Floor Surface Scheduling*

The Corporate and Administrative Services Committee recommended that the ice surface remain in place at one of the arena facilities until April 30, 2019 and the remainder of the ice allocation for 2019 be determined pending the staff report in February 2019.

The Committee recessed at 10:59 a.m. and reconvened at 11:09 a.m.

Director Rowe returned to the meeting at 11:09 a.m.

Recommendation No. 6 *Sunshine Coast Arena – Chiller Replacement*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Arena – Chiller Replacement be received;

AND THAT the Sunshine Coast Regional District (SCRD) proceed with replacement of the Sunshine Coast Arena chiller and compressor with a plate and frame chiller at an estimated total project cost (including compressors, associated plant reconfiguration, engineering and contingency) of \$741,000, as described in Option 1 of the report;

AND FURTHER THAT this recommendation be forwarded to the January 31, 2019 Regular Board Meeting.

Director McMahon opposed.

Recommendation No. 7 *2019 Recreation Facility Capital Funding Review*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Recreation Facility Capital Funding Review be received;

AND THAT the funding model change from a flat annual contribution to an increasing annual contribution, accounting for inflation;

AND THAT the annual contribution to the Recreation Facility Capital Fund be increased by an additional \$15,000 (or 2%) in 2019 and funded through taxation;

AND THAT the Recreation Facility Capital Funding Review be conducted annually prior to budget to account for changes in capital requirements at the facilities;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 8 *Wastewater Asset Management and Rate Reviews*

The Corporate and Administrative Services Committee recommended that the report titled Wastewater Asset Management and Rate Reviews be received;

AND THAT the Sewage Treatment Facilities Service Bylaw 428, Schedule C be amended to increase the Wastewater System User Fees by 25.0% in 2019;

AND THAT the Sewage Treatment Facilities Service Bylaw 428, Schedule B be amended to increase the Wastewater System Frontage Fees by 2.0% in 2019;

AND THAT the Woodcreek Park Sewer User Rates Bylaw 430, Schedule A be amended to increase the Wastewater System User Fees by 25.0% and the Frontage Fees by 2.0% in 2019;

AND THAT the Painted Boat Sewage Treatment Facilities Fees and Charges Bylaw 644, Schedule A be amended to increase the Wastewater System User Fees by 25.0% in 2019;

AND THAT the Sakinaw Ridge Community Sewage Treatment System Bylaw 714, Schedule A be amended to increase the Wastewater System User Fees by 25.0% and the Frontage Fees by 2.0% in 2019;

AND THAT Bylaws 428, 430, 644 and 714 be amended to include:

- Invoices are due on the due date specified on the invoice and payments must be received by 4:30pm PST;
- No rebate, refund or credit on any fees collected in error after two years from the date of payment will be issued;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Recommendation No. 9 *Rural Area Curbside Collection Services Award Report – Next Steps*

The Corporate and Administrative Services Committee recommended that the report titled Rural Area Curbside Collection Services Award Report – Next Steps be received;

AND THAT RFP 18 334 garbage, manual collection services be awarded to Waste Management;

AND THAT staff be authorized to negotiate both weekly and bi-weekly services to ensure business continuity of the service and report back the costs and terms;

AND FURTHER THAT a Special Infrastructure Service Committee meeting be scheduled in February 2019 to discuss policy decisions and service levels with respect to solid waste services.

Recommendation No. 10 *Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions*

The Corporate and Administrative Services Committee recommended that the report titled Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions be received;

AND THAT the following resolutions for AVICC be approved:

Climate Change Emergency

WHEREAS the impacts of climate change in the form of extreme weather events, wildfires and drought are occurring at an accelerated rate and with growing frequency throughout BC and are creating major financial, social and environmental costs which are largely being borne by local governments and the residents they serve;

AND WHEREAS there is an urgency for action but a lack of resources and coordination to support local governments in their ability to adapt to and mitigate the ongoing effects of climate change, especially with respect to infrastructure upgrades, repairs and maintenance, and emergency preparedness measures:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to declare a province-wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change.

Intergovernmental Collaboration on Land Use Planning

WHEREAS the inclusion of local governments in joint indigenous - provincial land use planning processes would offer an opportunity for intergovernmental collaboration and open communication that supports relationship-building and government-to-government reconciliation efforts with First Nations;

AND WHEREAS local governments who are responsible for undertaking planning activities and providing services within defined geographic boundaries wish to engage with First Nations partners to address common interests and community needs:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to include local governments in land use planning discussions with First Nations to ensure continuity of government-to-government engagement and support collaborative and complementary approaches to land use planning that recognize community interests.

Logging in the Urban Interface

WHEREAS urban-rural fringe areas are transition zones where industrial land uses such as logging or other resource extraction, may conflict with local values or impact private water sources or contribute to property damage related to storm water management and erosion;

AND WHEREAS local government and private property owners have limited ability to influence resource extraction decisions:

THEREFORE BE IT RESOLVED THAT the provincial government establish buffer zones adjacent to residential properties that reduce conflict and ensure that property owners are protected from the adverse effects of resource extraction.

Parking Enforcement in Rural Areas

WHEREAS the RCMP are responsible for enforcing parking regulations in rural areas which takes policing resources away from other priorities;

AND WHEREAS the provincial response to UBCM Resolution 2014-B102 requesting that regional districts be granted the authority to enforce parking

regulations within their boundaries indicated that further research was required prior to undertaking any policy change:

THEREFORE BE IT RESOLVED THAT that the Ministry of Transportation and Infrastructure and the Ministry of Public Safety and Solicitor General jointly review parking enforcement in the rural areas to either provide regional districts with the authority to enforce parking regulations within their boundaries or to adequately resource rural detachments to ensure that community safety issues related to illegal parking are addressed.

AND FURTHER THAT this recommendation be forwarded to the January 31, 2019 Regular Board Meeting.

Recommendation No. 11 *Provincial Nominee Regional Pilot Program*

The Corporate and Administrative Services Committee recommended that the report titled Provincial Nominee Regional Pilot Program be received;

AND THAT the delegated authorities of the Sunshine Coast Regional District (SCRD) execute the application for the SCRD to participate in the BC Provincial Nominee Program Entrepreneur Immigration – Regional Pilot;

AND THAT the Sunshine Coast Regional Economic Development Organization (SCREDO) be asked to monitor and evaluate involvement in this program and report back to the SCRD Board;

AND FURTHER THAT this recommendation be forwarded to the January 31, 2019 Regular Board Meeting.

Recommendation No. 12 *Parcel Tax Roll Review Panel*

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

AND THAT Directors Hiltz, Lee and Pratt be appointed to the Parcel Tax Roll Review Panel;

AND THAT the Parcel Tax Roll Review Panel sitting be scheduled for February 21, 2019 at 9:00 a.m. in the Sunshine Coast Regional District (SCRD) Field Road Office Board Room;

AND THAT the Chief Financial Officer be appointed Collector for the SCR D;

AND FURTHER THAT this recommendation be forwarded to the January 31, 2019 Regular Board meeting.

Recommendation No. 13 *Corporate and Administrative Services – Semi-Annual Report for 2018*

The Corporate and Administrative Services Committee recommended that the report titled Corporate and Administrative Services – Semi-Annual Report for 2018 be received for information.

Recommendation No. 14 *2019 Rural Areas' Grant-in-Aid Timelines and Procedures*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Rural Areas' Grant-in-Aid Timelines and Procedures be received;

AND THAT the following timeline with respect to the 2019 Rural Areas' Grant-in-Aid process be approved:

- April 1, 2019 – Rural Areas' Grant-in-Aid application intake deadline;
- May 2, 2019 – Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 23, 2019 – CAS Committee report and discussion of recommendations, if applicable, and referred to the May 23, 2019 Board meeting for adoption.

Recommendation No. 15 *Long Term Debt as at December 31, 2018*

The Corporate and Administrative Services Committee recommended that the report titled Long Term Debt as at December 31, 2018 be received for information.

Recommendation No. 16 *Revenue Anticipation Borrowing Cost-Benefit Analysis*

The Corporate and Administrative Services Committee recommended that the report titled Revenue Anticipation Borrowing Cost-Benefit Analysis be received for information.

Recommendation No. 17 *Contracts Between \$50,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from November 1 to December 3, 2108 be received for information.

Recommendation No. 18 *Director Constituency and Travel Expenses*

The Corporate and Administrative Services Committee recommended that the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2018 be received for information.

Recommendation No. 19 *Sunshine Coast Tourism and Municipal and Regional District Tax*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Tourism and the Municipal and Regional District Tax be received for information.

Recommendation No. 20 *Sechelt Public Library – Brief Funding History*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library – Brief Funding History be received for information.

COMMUNICATIONS**Recommendation No. 21** *Select Standing Committee on Crown Corporations*

The Corporate and Administrative Services Committee recommended that the correspondence from the Legislative Assembly of British Columbia regarding a call for written submissions for a select standing committee on Crown Corporations be received.

Recommendation No. 22 *Seniors Planning Table – Liaison and Funding Request*

The Corporate and Administrative Services Committee recommended that correspondence from the Sunshine Coast Seniors Planning Table regarding request for funding and request for Liaison to the Seniors Planning Table be received;

AND THAT Director Lee be appointed as the Liaison to the Sunshine Coast Seniors Planning Table;

AND THAT the funding request be referred to Round 1 Budget;

AND FURTHER THAT this recommendation be forwarded to the January 31, 2019 Regular Board meeting.

Recommendation No. 23 *Sunshine Coast Botanical Gardens Society – Request for Letter of Support*

The Corporate and Administrative Services Committee recommended that the correspondence received from the Sunshine Coast Botanical Garden Society be received;

AND THAT a letter be sent to the Sunshine Coast Botanical Garden Society in support of their application to the Canada-British Columbia Investing in Canada Infrastructure Program.

Recommendation No. 24 *Dry Arena Rental Request*

The Corporate and Administrative Services Committee recommended that the correspondence from the Sunshine Coast Quilters Club regarding Dry Arena Rental Request be received.

Recommendation No. 25 *Dry Arena Use*

The Corporate and Administrative Services Committee recommended that the correspondence from the Sunshine Coast Roller Girls regarding Dry Arena Use be received.

Recommendation No. 26 *Dry Arena Use*

The Corporate and Administrative Services Committee recommended that the correspondence from Eleanor Jenkins and Ted Bentley regarding use of the dry floor arena for pickleball be received.

Recommendation No. 27 *Canadian Award for Financial Reporting*

The Corporate and Administrative Services Committee recommended that the correspondence from the Government Finance Officers Association (GFOA) regarding the award to the

Sunshine Coast Regional District (SCRD) of the Canadian Award for Financial Reporting (CAAnFR) be received.

Chair Siegers congratulated staff for Canadian Award for Financial Reporting for fiscal year ended December 31, 2017.

IN CAMERA

The Committee moved In-Camera at 12:43 p.m.

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

The Committee moved out of In Camera at 1:00 p.m.

ADJOURNMENT 1:00 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
2019-2023 Financial Plan
February 4, 2019**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 1 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:

Chair	D. Siegers
Directors	A. Tize B. Beamish M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt (Part)

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
G.M., Infrastructure Services	R. Rosenboom
Sr. Mgr., Human Resources	G. Parker (Part)
Administrative Assistant/Recorder	T. Crosby
Media	1
Public	3

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended, as follows.

- ADD: NEW BUSINESS - Rural Director Compensation

REPORTS

Chief Administrative Officer Loveys and Chief Financial Officer Perreault provided an introduction to the 2019 Budget process (2019-2023 Financial Plan Overview).

Recommendation No. 1 2019-2023 Financial Plan Overview and Update

The Corporate and Administrative Services Committee recommended that the report titled 2019-2023 Financial Plan Overview and Update at Round 1 be received for information.

Director Pratt joined the meeting at 9:59 a.m.

Recommendation No. 2 *2019 BC Assessment Impacts*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Property Assessment Impacts be received for information.

Recommendation No. 3 *General Government [110] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposals for General Government [110] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Website (Phase 1) – Consulting Services, \$10,000 funded through Operating Reserves;

AND FURTHER THAT the following budget proposal be referred with a report to 2019 Round 2 Budget with further information based on a two camera video streaming system, including incremental costs over the existing audio recording system in the Sunshine Coast Regional District Boardroom:

- Budget Proposal 2 – Video Streaming Meetings, \$10,000 - \$45,000 funded through Taxation.

Recommendation No. 4 *SCRD Asset Management Program*

The Corporate and Administrative Services Committee recommended that the report titled SCR D Asset Management Program be received for information.

Recommendation No. 5 *Finance [113] – Asset Management [111] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Finance [113] – Asset Management [111] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Manager, Asset Management and Corporate Projects, an additional 1.0 FTE, funded \$108,000 from Support Services, Capital Projects and Prior Funding held in Operating Reserves for 2019, and future implications of a \$135,000 base budget increase.

Recommendation No. 6 *Human Resources [115] - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Human Resources [115] be received;

AND THAT that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Collective Agreement Negotiations Support, \$20,000 funded from Operating Reserves.

Recommendation No. 7 *Finance [113] – Purchasing and Risk Management [116] - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Finance [113] – Purchasing and Risk Management [116] be received;

AND THAT that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Insurance Asset Appraisal, up to \$25,000 funded from Operating Reserves.

The Committee recessed at 10:58 a.m. and reconvened at 11:07 a.m.

Recommendation No. 8 *Bylaw Enforcement [200] - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Bylaw Enforcement [200] be received;

AND THAT that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Increase Human Resource Plan by 0.2 FTE, \$15,680 increase to base budget funded through Taxation.

Director McMahon opposed.

Recommendation No. 9 *Potential Weekend Bylaw Enforcement Coverage*

The Corporate and Administrative Services Committee recommended that the report titled Potential Weekend Bylaw Enforcement Coverage be received for information.

Recommendation No. 10 *Protective Services {210-218} - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Gibsons and District Fire Protection [210], Roberts Creek Fire Protection [212, Halfmoon Bay Fire Protection [216] and Egmont Fire Protection [218] be received.

Recommendation No. 11 *Sunshine Coast Emergency Planning [222] - 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Sunshine Coast Emergency Planning [222] be received.

Recommendation No. 12 *Protective Services {210-218} and Sunshine Coast Emergency Planning [222] - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposals be referred to 2019 Round 2 Budget pending a report to a February 2019 Committee meeting with the results of the consultation:

- Budget Proposal 1 – [210-218] Manager, Protective Services, an additional 0.4 FTE, funded \$32,000 for Q2 2019 start date through Taxation, and estimated \$20,000 future base budget increase;
- Budget Proposal 1 – [222] Sunshine Coast Emergency Planning, with no financial impact in 2019 and approximately \$15,000 funded through Taxation in 2020;
- Budget Proposal 2 – [222] Contracted Services for Statutory, Regulatory and Bylaw Reviews, funded \$20,000 from Operating Reserves.

Recommendation No. 13 *Maintenance Facility (Fleet) [312] - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Maintenance Facility (Fleet) [312] be received.

Recommendation No. 14 *Maintenance Facility (Fleet) [312] and Regional Water Service [370] - 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to the 2019 Round 2 Budget with a report for information regarding the purchase, operation and maintenance costs of an electric forklift:

- Budget Proposal 1 – [312] Mason Road Forklift Replacement, \$10,000 funded from Reserves (shared cost with Regional Water Services [370] \$15,000 for a total project cost of \$25,000);
- Budget Proposal 9 – [370] Mason Road Forklift Replacement, \$15,000 funded from Reserves (shared cost with Maintenance Facility (Fleet) [312] \$10,000 for a total project cost of \$25,000).

Director Tize declared a conflict of interest as he is an advisor to the ports maintenance contractor and left the meeting at 11:43 a.m.

Recommendation No. 15 *Ports Services [345] - 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposals for Ports Services [345] be received;

AND THAT that the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Ports Capital Maintenance, \$315,000 annual contribution to Capital Reserves funded through Taxation;
- Budget Proposal 2 – Ports Major Inspections (Halfmoon Bay and Hopkins Landing docks in 2019), \$18,000 increase to base budget funded through Taxation.

Director Tize returned to the meeting at 11:48 a.m.

Recommendation No. 16 *Regional Solid Waste [350] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposals for Regional Solid Waste [350] be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Annual Landfill Maintenance for Various Landfill Sites, \$40,000 increase to base budget funded through Taxation;
- Budget Proposal 2 – 2019 WildSafeBC Program, \$10,000 funded through Taxation.

Recommendation No. 17 *Regional Recreation [670] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Regional Recreation [670] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Recreation Partnership with School District 46 – Roberts Creek School, \$4,000 increase to base budget funded through Taxation.

Director Beamish left the meeting at 12:04 p.m.

The Committee recessed at 12:04 p.m. and reconvened at 12:45 p.m.

Recommendation No. 18 *North Pender Harbour Water Service [365] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposals for North Pender Harbour Water Service [365] be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Daniel Point Reservoir Water Quality Monitoring Improvement, \$7,500 funded from Capital Reserves;
- Budget Proposal 2 – Katherine Creek Flow Summary Report, \$7,000 funded through User Fees;
- Budget Proposal 3 – Utility Services Vehicle Replacement, \$90,000 funded through MFA 5-Year Equipment Financing Loan;

AND FURTHER THAT for the Utility Services Vehicle a loan of up to \$90,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Replacement Vehicle.

Recommendation No. 19 *South Pender Harbour Water Service [366] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for South Pender Harbour Water Service [366] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Building Maintenance – Preventative Maintenance Plan – South Pender Treatment Plant, \$5,000 funded through User Fees.

Recommendation No. 20 *Regional Water Service [370] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposals for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Water Sourcing Policy, \$25,000 funded through User Fees;
- Budget Proposal 2 – Building Maintenance – Mason Road and Chapman Water Treatment Plant, \$25,000 funded through User Fees;
- Budget Proposal 3 – Groundwater Investigation (Phase 3), \$300,000 funded from Reserves.

Recommendation No. 21 *Regional Water Service [370] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2019 Round 2 Budget pending the staff report to the February 21, 2019 Infrastructure Services Committee meeting detailing the results of the feasibility study to develop one or more Raw Water Reservoirs:

- Budget Proposal 4 – Raw Water Reservoir (Phase 3), \$TBD at 2019 Round 2 Budget from Reserves.

Recommendation No. 22 *Regional Water Service [370] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be referred to the 2019 Round 2 Budget pending a report to the February 21, 2019 Infrastructure Services Committee meeting regarding the existing staffing complement in the water and utility services division including any existing overtime and incremental costs of additional staff:

- Budget Proposal 5 – Senior Utility Technician, additional 0.4 FTE, funded \$55,000 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$93,000;
- Budget Proposal 6 – Utility Engineering Technician, additional 1.0 FTE, funded \$43,000 (anticipated Q3 2019 start) through User Fees for 2019, and future base budget increase \$86,500;

- Budget Proposal 7 – Utility Operations Assistant, additional 0.4 FTE, funded \$40,000 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$68,500.

Recommendation No. 23 *Regional Water Service [370] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2019 Round 2 Budget

- Budget Proposal 8 – Utility Service Vehicle Replacements, \$170,000 funded through MFA 5-Year Equipment Financing Loan;

AND THAT for the Utility Service Vehicles a loan of up to \$170,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Replacement Vehicle.

Recommendation No. 24 *Water Supply and Distribution Services – Regional Water*

The Corporate and Administrative Services Committee recommended that the report titled Water Supply and Distribution Services – Regional Water be received.

Recommendation No. 25 *Wastewater Treatment Services [381-395] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposals for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Wastewater Technician Coordinator, additional 1.0 FTE, funded \$39,000 (anticipated Q3 2019 start) from User Fees, and future base budget increase to \$104,000;
- Budget Proposal 2 – [382] Woodcreek Park Sand Filter Remediation – Engineering Design, \$40,000 funded from Operating Reserves;
- Budget Proposal 3 – [387] Square Bay Infiltration Reduction, \$25,000 funded from Capital Reserves;
- Budget Proposal 4 – Wastewater Services Vehicle Replacement, \$45,000 for purchase through MFA 5 –Year Equipment Financing Loan and \$7,000 increase to base budget from User Fees for Operation, Maintenance and Borrowing Costs for ½ year of 2019;

AND FURTHER THAT for the Wastewater Services Vehicle Replacement a loan of up to \$45,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Replacement Vehicle.

Recommendation No. 26 *Wastewater Treatment Facilities – Organizational Capacity*

The Corporate and Administrative Services Committee recommended that the report titled Wastewater Treatment Facilities – Organizational Capacity be received.

Recommendation No. 27 *Building Inspection Services [520] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for [520] Building Inspection Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Base Budget Funding Update, (\$75,000) be used to reduce Taxation.

Recommendation No. 28 *Pender Harbour Aquatic and Fitness Centre [625] – 2019 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Pender Harbour Aquatic and Fitness Centre [625] be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – 2019 Annual Maintenance and Capital Repairs, \$42,200 funded from Operating Reserves;
- Budget Proposal 2 – Facility Maintenance Services (Asset Management), additional 0.16 FTE, \$29,900 increase to base budget funded through Taxation and User Fees.

Recommendation No. 29 *Community Parks – Operations [650] – 2019 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Proposal for Community Parks – Operations [650] be received;

AND THAT the following budget proposal be approved and incorporated into the 2019 Round 2 Budget:

- Budget Proposal 1 – Parks Unit #439 Vehicle Replacement, \$68,000 funded through Reserves.

Recommendation No. 30 *2019 R1 Budget Staff Report and Proposal for Community Parks [650] – Lower Road – Ocean Beach Esplanade Connector Trail*

The Corporate and Administrative Services Committee recommended that the report titled 2019 R1 Budget Staff Report and Proposal for Community Parks [650] – Lower Road – Ocean Beach Esplanade Connector Trail be received;

AND THAT a budget proposal for Option 2: Enhancing Existing Connector Route(s) be brought forward to the 2019 Round 2 Budget with an estimated budget of \$20,000 for a concept design including public participation plans and wayfinding.

NEW BUSINESS

The Committee discussed Rural Area Director Compensation.

Recommendation No. 31 *Rural Area Director Stipend*

The Corporate and Administrative Services Committee recommended that a report be brought forward to 2019 Round 2 Budget regarding increasing the Rural Area Director Stipend Supplement to \$50.00 per week in Bylaw No. 636 Sunshine Coast Regional District Directors' Remuneration;

AND THAT the previous report presented in June 2018 be included for reference.

ADJOURNMENT 2:42 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
2019-2023 Financial Plan
February 5, 2019**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 1 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish (Part) M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Administrative Assistant/Recorder	T. Crosby
	Media	1
	Public	21

CALL TO ORDER 9:32 a.m.

AGENDA The agenda was adopted as amended.

PETITIONS AND DELEGATIONS

Heather Evans-Cullen, Library Director and Rob Flux and Janet Hodgkinson, Board Members, Gibsons and District Public Library addressed the Committee regarding the 2019 Budget Request.

The Chair thanked the delegation for their presentation.

Recommendation No. 1 *Gibsons and District Public Library – 2019 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from the Gibsons and District Public Library be received:

- 2019-2022 Strategic Plan;
- 2018 Annual Report;

AND THAT the 2019 budget submission of \$610,309 from the Gibsons and District Public Library be approved and incorporated into the 2019 Round 2 Budget.

Ann Hopkins, Board Chair, Shelley (Elle) Archibald, Chief Librarian and Susan Egerman, Board Vice-Chair of Sechelt Public Library addressed the Committee regarding the 2019 Budget Request.

The Chair thanked the delegation for their presentation.

Recommendation No. 2 *Sechelt Public Library - 2018 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from the Sechelt Public Library be received:

- 2019-2020 Budget (with 2018 Budget);
- Five Year Agreement Proposal;
- Technology and Automation in Sechelt Public Library;
- Funders 2013-2017 Per Capita Results; and
- Correspondence from Sechelt Public Library dated January 24, 2019;

AND THAT the 2019 Funding Request from the Sechelt Public Library be referred to the 2019 Round 2 Budget pending a staff report providing apportionment options for the 2019 operating budget request and funding options for the contributing Electoral Areas on additional project requests presented by the Sechelt Public Library.

Mike Clement, Board President and Lorraine Goddard, Past President of the Sunshine Coast Museum and Archives addressed the Committee regarding the 2019 Budget Request.

The Chair thanked the delegation for their presentation.

Recommendation No. 3 *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that the following new information from the Sunshine Coast Museum and Archives be received:

- Correspondence dated January 26, 2019;
- 2019 Budget Summary with 2018 Budget vs. Actuals; and
- 2019-2023 Financial Plan;

AND THAT the 2019 budget submission of \$87,137.75 for Sunshine Coast Museum and Archives be approved and incorporated into the 2019 Round 2 Budget for Museum Services [648].

Billy Griffiths, President and Sandra (Sam) Hughes, Manager of the Skookumchuck Heritage Society / Egmont Heritage Centre addressed the Committee regarding the 2019 Budget Request.

The Chair thanked Mr. Griffiths and Ms. Hughes for their presentation.

Recommendation No. 4 *Skookumchuck Heritage Society / Egmont Heritage Centre– 2019 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- 2019 Budget Revised – January 8, 2019;

AND THAT the 2018 budget submission of \$32,200 for Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2019 Round 2 Budget for Museum Services [648];

AND FURTHER THAT the Special Request for signage project be approved for \$700 and funded from Museum Services [648].

The Committee recessed at 10:50 a.m. and reconvened at 10:58 a.m.

Sue Lamb and Stephanie Anderson, Coordinators from the Halfmoon Bay – Chatelech Community School Association addressed the Committee regarding the 2019 Budget Request.

The Chair thanked Ms. Lamb and Ms. Anderson for their presentation.

Recommendation No. 5 *Halfmoon Bay – Chatelech Community School Association*

The Corporate and Administrative Services Committee recommended that the Halfmoon Bay-Chatelech Community School Association 2019 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2019 Round 2 Budget from Rural Areas' Grant-in-Aid Community Schools [125];

AND THAT the Special Project request for Halfmoon Bay Tween Night be approved and incorporated into the 2019 Round 2 Budget for Regional Recreation [670] as a base budget increase.

Francine Clohosey, Manager, Pender Harbour Community School Society addressed the Committee regarding the 2019 Budget Request.

The Chair thanked Ms. Clohosey for her presentation.

Recommendation No. 6 *Pender Harbour Community School Society – 2019 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from the Pender Harbour Community School Society be received:

- Community Recreation Program Final Report dated December 30, 2018;
- Community Recreation Program Quarterly Report dated December 31, 2018;

AND THAT the 2019 budget submission of \$10,000 for Youth Programs and the 2019 budget submission of \$40,000 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2019 Round 2 Budgets for Regional Recreation [670] - \$42,000 and for Rural Areas' Grant-in-Aid [121] - \$8,000.

Paul Kamon, Executive Director, Sunshine Coast Tourism addressed the Committee regarding the 2019 Budget Request.

The Chair thanked Mr. Kamon for his presentation.

Recommendation No. 7 *Sunshine Coast Tourism– 2019 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from Sunshine Coast Tourism be received:

- Introduction to Sunshine Coast Tourism;
- Financial Statements Year Ended April 30, 2017;
- Financial Statements Year Ended April 30, 2018;
- Budget – Fiscal 2018-2019;
- Destination British Columbia Cooperative Marketing Partnership Program – Post Project Report 2017-2018;
- Destination British Columbia Cooperative Marketing Partnership Program – 2018-2019 Interim Report;

AND THAT the 2019 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2019 Round 2 Budget, by assessed value for each of Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Linda Williams, Verna Chan, Deanne Mineau and Lee Turnbull of the Coast Cultural Alliance addressed the Committee regarding the 2019 Budget Request.

The Chair thanked the delegation for their presentation.

Recommendation No. 8 *Coast Cultural Alliance– 2019 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from the Coast Cultural Alliance be received:

- 2018 Sunshine Coast Art Crawl Information;
- Statistics for Art Crawl;
- 2019 Arts and Culture Calendar;

AND THAT the 2019 budget submission of \$3,100 for Sunshine Coast Art Crawl and the 2019 budget submission of \$2,400 for the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2019 Round 2 Budget, funded evenly between Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Jen Davey, Lead Youth and Special Services, Youth Outreach Workers, Lisa Wietendorf and Darcie Murray and Petra Haas, Financial Director addressed the Committee regarding the 2019 Budget Request.

The Chair thanked the delegation for their presentation.

Recommendation No. 9 *Sunshine Coast Community Services Society – 2019 Budget Request - Youth Outreach Worker Program*

The Corporate and Administrative Services Committee recommended that the 2019 budget submission of \$39,486 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2019 Round 2 Budget apportioned based on 50% assessed value and 50% population from Rural Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]);

AND THAT staff report to a future committee with options, feasibility, and financial and legislative requirements of establishing a service for the Youth Outreach Worker Program and other youth related programs.

The Committee recessed at 12:29 p.m. and reconvened 1:04 p.m.

COMMUNICATIONS

Recommendation No. 10 *Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the following new information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated January 28, 2019;

AND THAT the Gibsons and District Chamber of Commerce 2019 budget request for a total of \$7,700 be approved and incorporated into the 2019 Round 2 Budget as follows:

- Visitor Services - Electoral Area E [534] \$2,000 and Electoral Area F [535] \$4,100;
- BC Ferries Travel Ambassador Program - Electoral Area E [534] \$600 and Electoral Area F [535] \$1,000.

Recommendation No. 11 *Roberts Creek Community Library*

The Corporate and Administrative Services Committee recommended that the 2019 budget submission of \$13,500 for the Roberts Creek Community Library be incorporated into the 2019 Round 2 Budget for Roberts Creek Library Service [646];

Recommendation No. 12 *Pender Harbour Reading Centre*

The Corporate and Administrative Services Committee recommended that the 2019 budget submission of \$2,000 for the Pender Harbour Reading Centre be incorporated into the 2019 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

Recommendation No. 13 *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the Sechelt Community Archives budget request of \$9,548 be approved and incorporated into the 2019 Round 2 Budget for Museum Services [648].

Recommendation No. 14 *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the 2019 budget submission of \$134,040 for the Pender Harbour Health Centre be incorporated into the 2019 Round 2 Budget for Pender Harbour Health Clinic [410].

Recommendation No. 15 *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the 2019 budget submission of \$10,000 for Youth Programs and the 2019 budget submission of \$35,000 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2019 Round 2 Budget for Regional Recreation [670].

Recommendation No. 16 *Roberts Creek Community School Society*

The Corporate and Administrative Services Committee recommended that the 2019 budget submission from the Roberts Creek Community School Society of \$10,000 for Youth Programs be approved and incorporated into the 2019 Round 2 Budget for Regional Recreation [670].

Recommendation No. 17 *Pender Harbour and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the Pender Harbour and District Chamber of Commerce 2019 budget request of \$18,200 be approved and incorporated into the 2019 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,550
- Visitor Information Centre Washrooms \$5,150
- Visitor Information Booths \$8,000
- Economic Development \$2,500.

Recommendation No. 18 *Seniors Planning Table – Funding Request*

The Corporate and Administrative Services Committee recommended that the correspondence dated December 13, 2018 Request for Funding for Seniors Planning Table for the Budget Year 2019/2020 be received;

AND THAT the funding request for the Seniors Planning Table be referred to 2019 Round 2 Budget pending the discussion of the Rural Areas' Grant-in-Aid [121-129] discretionary and clarification from the Community Resource Centre Seniors Planning Table of a detailed budget for the program, the use of the funds requested, and specific funding ask from the Sunshine Coast Regional District.

Director Beamish left the meeting at 1:36 p.m.

REPORTS

Recommendation No. 19 *Rural Areas' Grant-in-Aid and Economic Development Status Updates*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid and Economic Development Status Updates be received for information.

Director Pratt declared a conflict and left the bursary discussion at 1:48 p.m. as her child is eligible for a bursary in 2019.

Recommendation No. 20 *Rural Areas' Grant-in-Aid Bursary Contribution*

The Corporate and Administrative Services Committee recommended that the topic of Sunshine Coast Regional District bursary contribution and criteria for being eligible for this bursary be brought forward for discussion to a future Rural Area Director workshop.

Director Pratt returned to the meeting at 1:50 p.m.

Recommendation No. 21 *Rural Areas' Grant-in-Aid Update*

The Corporate and Administrative Services Committee recommended that all 2018 surpluses for each of the Rural Areas' Grant-in-Aid Functions be used to reduce taxation for 2019 as follows:

- Electoral Area A [121] \$4,220.68
- Electoral Area B [122] \$9,237.56
- Electoral Areas E and F [123] \$361.40
- Community Schools [125] \$306.56
- Greater Gibsons Community Participation [126] \$2,511.30
- Electoral Area D [127] \$1,870.31
- Electoral Area E [128] \$7,079.06
- Electoral Area F [129] \$48.25

Recommendation No. 22 *Economic Development Update*

The Corporate and Administrative Services Committee recommended that all 2018 surpluses for each of the Economic Development be used to reduce taxation for 2019 as follows:

- Electoral Area A [531] \$2,956.39
- Electoral Area B [532] \$5,602.64
- Electoral Area D [533] \$2,059.03
- Electoral Area E [534] \$10,934.91
- Electoral Area F [535] \$4,956.34

Recommendation No. 23 *Outdoor Dry Floor Facility Feasibility Study*

The Corporate and Administrative Services Committee recommended that staff provide a budget proposal to 2019 Round 2 Budget for a feasibility study for an outdoor dry floor facility.

ADJOURNMENT 2:16 p.m.

Committee Chair

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

February 7, 2019

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	B. Beamish
	Directors	A. Tize L. Lee L. Pratt D. McMahon M. Hiltz D. Siegers T. Lamb
ALSO PRESENT:	Sr. Mgr. Administration & Legislative Services GM, Planning and Community Development Manager, Planning and Development Manager, Recreation and Community Partnerships Senior Planner Senior Planner Parks Planning Coordinator Administrative Assistant / Recording Secretary Public Media	A. Legault I. Hall A. Allen K. Preston (part) Y. Siao (part) J. Jackson (part) S. Adams (part) A. O'Brien 13 (part) 0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Maggie Scott, Sarah Hynd and Rob Hynd, Chinook Swim Club addressed the Committee regarding a request to reconsider the policy to keep two pool lanes open for public use at all times; allow the swim club to increase pool lane rentals by 4-6 hours per week; consider a reduction in lane rental fees; and reconsider the timing of the Sechelt Aquatic Facility shutdown.

Recommendation No. 1 *Chinook Swim Club Delegation*

The Planning and Community Development Committee recommended that the delegation materials and letters of support provided by the Chinook Swim Club be received;

AND THAT staff provide a report on the Chinook Swim Club request for reconsideration of the pool lane policy, increased lane access, lane fee reduction and change to facility shutdown timing.

REPORTS**Recommendation No. 2** *Planning and Community Development Department - 2018 Q4 / Year-End Report*

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department - 2018 Q4 / Year-End Report be received.

Clinton McDougall and Patrick Connolly, Sunday Cider Company provided the Committee with background on the project.

Recommendation No. 3 *LCRB Endorsement Applications for Lounge and Picnic Area - Sunday Cider Company*

The Planning and Community Development Committee recommended that the report titled LCRB Endorsement Applications for Lounge and Picnic Area - Sunday Cider Company (Electoral Area E) be received;

AND THAT SCRD respond to BC Liquor and Cannabis Regulation Branch (LCRB) indicating support for the proposed Lounge and Picnic Area Endorsements.

Recommendation No. 4 *Park Dedication for Lot 6 Largo Road Subdivision*

The Planning and Community Development Committee recommended that the report titled Park Dedication for Lot 6 Largo Road Subdivision – Electoral Area D be received;

AND THAT the SCRD accept the following conditions as part of a proposed 13-lot residential subdivision as outlined in Option 1:

- a. maximum statutory 5% park requirement in a combined form of approximately 2.3% land dedication and approximately 2.7% market value monetary contribution towards the SCRD's Future Park Acquisition Reserve Fund; and
- b. donation of additional 8,848 m² of parkland.

AND FURTHER THAT concerns received from the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and in correspondence from area residents related to the potential safety, traffic and noise impacts of the construction of Largo Road as a through-road be conveyed to the Ministry of Transportation and Infrastructure.

Recommendation No. 5 *Development Permit Application DP000061 (Bonniebrook Industries)*

The Planning and Community Development Committee recommended that the report titled Development Permit Application DP000061 (Bonniebrook Industries) be received;

AND THAT the Development Permit DP000061 located within Form and Character Development Permit Area 8 (Stewart Road Light Industrial) be issued, subject to the following conditions:

1. The applicant submit a landscape plan acceptable to the Manager, Planning and Development, that addresses the following:

- a. Creating a visual buffer using shrubs and trees along the west side of the existing cedar fence located near the west property boundary;
- b. Specify a variety of drought-tolerant deciduous and evergreen native plant species suited to the site-specific growing conditions and promote water conservation;
- c. Provide an estimated cost of the recommended landscape works in order to establish the value of a security deposit.

2. The applicant must provide a cash security deposit based on the estimated amount of the landscape works plus 10%. The security deposit will be refunded upon confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

3. Confirmation from the Director of the Land Remediation Section of the Ministry of Environment and Climate Change Strategy that all requirements pertaining to site remediation have been met in accordance with the *Environmental Management Act* and the *Contaminated Sites Regulation*.

Recommendation No. 6 *Licence of Occupation No. 240720 Renewal – Ocean Beach Esplanade*

The Planning and Community Development Committee recommended that the report titled Licence of Occupation No. 240720 Renewal – Ocean Beach Esplanade be received;

AND THAT SCRD send a letter to the Ministry of Transportation and Infrastructure requesting their support as the upland land owners for the renewal;

AND THAT SCRD respond to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting a 10-year renewal of Licence of Occupation No. 240720 for the Ocean Beach Esplanade Foreshore for the purposes of recreation;

AND FURTHER THAT SCRD Delegated Authorities be authorized to sign the licence of occupation renewal documents.

Recommendation No. 7 *Fitness Equipment Replacement RFP 18 352 Award Report*

The Planning and Community Development Committee recommended that the report titled Fitness Equipment Replacement RFP 18 352 Award Report be received;

AND THAT a contract be awarded to Matrix Canada/STAK Fitness (Johnson Health Technologies Canada Commercial Inc.) for up to \$189,086 (inclusive of taxes) for a portion of the equipment;

AND THAT a contract be awarded to Flaman Fitness BC Ltd. for up to \$6,151 (inclusive of taxes) for a portion of the equipment;

AND FURTHER THAT a contract be awarded to Life Fitness-Western Canada 116 for up to \$14,107 (inclusive of taxes) for a portion of the equipment.

Recommendation No. 8 *Whispering Firs Park Name Change Request*

The Planning and Community Development Committee recommended that the report titled Whispering Firs Park Name Change Request be received;

AND THAT the report be referred to Skwxwú7mesh Nation, Elphinstone Advisory Planning Commission, and Gibsons and District Volunteer Fire Department;

AND THAT a public participation process be initiated to garner feedback on name change;

AND THAT Transit staff review the consistency of bus stop names in the area;

AND FURTHER THAT staff report to a future Committee summarizing the consultation and feedback.

Recommendation No. 9 *Child Care Planning Grant for the Sunshine Coast (District of Sechelt) – Additional Clause*

The Planning and Community Development Committee recommended that the report titled Child Care Planning Grant for the Sunshine Coast (District of Sechelt) – Additional Clause be received;

AND THAT the 2019 Child Care Planning grant application submitted by District of Sechelt is a collaborative application for the Sunshine Coast, and the SCR D is a partner (in-kind services) in the project, and fully supports and gives permission to the District of Sechelt to apply for, receive and manage the child care planning grant funding on behalf of the partnership.

Recommendation No. 10 *2019 High Ground: Centre for Civic Governance*

The Planning and Community Development Committee recommended that the staff report titled 2019 High Ground: Centre for Civic Governance be received;

AND THAT Directors Lee, Pratt, Tize, McMahon and Hiltz be authorized to attend the 2019 High Ground: Centre for Civic Governance Forum;

AND FURTHER THAT stipend and travel expenses be paid for Directors approved to attend the 2019 High Ground: Centre for Civic Governance Forum.

Recommendation No. 11 *AAC Minutes of January 22, 2019*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of January 22, 2019 be received;

AND THAT as per Recommendation No. 3 from the January 22, 2019 minutes, the Agricultural Advisory Committee be advised that the SCR D Board welcomes their suggestions regarding priority policy areas, including water use, for the remainder of their term.

Recommendation No. 12 *Area D APC Minutes of January 21, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek Advisory Planning Commission minutes of January 21, 2019 be received.

Recommendation No. 13 *Area E APC Minutes of January 23, 2019*

The Planning and Community Development Committee recommended that the Elphinstone Advisory Planning Commission minutes of January 23, 2019 be received.

COMMUNICATIONS**Recommendation No. 14** *Correspondence regarding BC Ferries Horseshoe Bay Terminal Redevelopment Project Update*

The Planning and Community Development Committee recommended that the correspondence titled BC Ferries Key Stakeholder Update dated January 21, 2019 regarding Horseshoe Bay Terminal Redevelopment Project Update be received.

Recommendation No. 15 *Correspondence from Ministry of Transportation and Infrastructure regarding Pedestrian Safety on Sunshine Coast Highway 101*

The Planning and Community Development Committee recommended that the correspondence from Honourable Claire Trevena, Minister of Transportation and Infrastructure dated January 24, 2019 regarding Pedestrian Safety on Sunshine Coast Highway 101 be received;

AND THAT staff request more information from the Ministry of Transportation and Infrastructure regarding the corridor review study of the 2.4 kilometre stretch of Highway 101 for further pedestrian safety measures as mentioned in the letter.

NEW BUSINESS**Recommendation No. 16** *SCRD Declaration of Climate Emergency*

The Planning and Community Development Committee recommended that consideration of the Notice of Motion – SCR D Declaration of Climate Emergency be postponed until after the Association of Vancouver Island and Coastal Communities April 2019 Convention, as follows:

THAT the SCR D declare a “Climate Emergency”;

AND THAT staff reports back on the feasibility and time frames of executing the following measures:

- Creating a climate change action plan committee to help create, advise, and monitor progress on the Climate Change Action Plan.
- Creating a Climate Change Action Plan, including mitigation measures, adaptation measures and setting aggressive, yet achievable targets for reducing greenhouse gas emissions.
- Adopting the Building Step Code to improve the performance of houses built in the SCR D.
- Reviewing building permit applications and standardizing energy efficiency measures with the municipalities in the SCR D. eg.: Require the prewiring of electric car chargers into all new carports/garages.

- Communicating and keeping track of the cost of climate change to our community
- Making all new buildings built by the SCRD net zero with rainwater collection to run toilets and for irrigation.
- Communicating this initiative to the AVICC as a potential province-wide resolution.

AND THAT the Notice of Motion and background information be included as an agenda item for the upcoming inter-governmental meeting.

ADJOURNMENT 11:45 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT**BYLAW NO. 428.19**

A bylaw to amend *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996*

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.19, 2019*.
2. *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996* is hereby amended as follows:
 - a) Delete section 5.3 in its entirety and replace with the revised section 5.3 as follows:
 - 5.3 (a) The general rates or charges payable under Schedule “B” and “C” as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on June 15th of the billing year. If June 15th falls on a Saturday, Sunday or Statutory Holiday the due date shall become the 1st business day immediately following June 15th for that year. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.
 - (b) The general rates or charges other than annual charges payable under Schedule “B” and “C” as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on the date specified on the invoice which is generally within thirty (30) days of the date of billing. If the due date falls on a Saturday, Sunday or Statutory Holiday, the due date shall become the first business day immediately following the thirtieth day for that billing cycle. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.
 - (c) No rebate, refund or credit whatsoever of any monies paid or payable shall be made save as in this Bylaw provided. Refunds or adjustments to rates or charges collected in error may be issued for up to two (2) years following the date of payment.
 - (d) The following conditions apply to the general rates or charges payable:
 - i) non-receipt of the utility bill will not be recognized as a valid reason for failure to pay the fees when due;
 - ii) postmarks will not be considered as date of payment;

- iii) all payments received will be applied firstly against arrears, then to current balances;
- iv) interest is imposed on outstanding account balances in excess of \$10.00;
- b) Delete schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.
- c) Delete schedule "C" in its entirety and replace with the revised Schedule "C" attached hereto.

READ A FIRST TIME this 21st day of February, 2019

READ A SECOND TIME this 21st day of February, 2019

READ A THIRD TIME this 21st day of February, 2019

ADOPTED this 21st day of February, 2019

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 428

SCHEDULE "B"

FRONTAGE AND CONNECTION CHARGES

1.	<u>Frontage Charges</u>	<u>Per Annum</u>
	Sewage Treatment Facilities	
a.	Greaves Road (Bowsprit)	\$102.00
b.	Canoe Road	\$153.00
c.	Curran Road (Hydaway)	\$153.00
d.	Langdale	\$102.00
e.	Lee Bay	\$102.00
f.	Jolly Roger	\$20.40
g.	Merrill Crescent	\$265.20
h.	Secret Cove	\$102.00
i.	Square Bay	\$102.00
j.	Sunnyside	\$51.00
k.	Roberts Creek Co-Housing	\$204.00
l.	Lillies Lake Village	\$204.00

2. Connection Charges

Deposit of \$1,500.00 shall be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred shall be borne by the property owner.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 428

SCHEDULE "C"

<u>USER CHARGES</u>	<u>ANNUAL</u>
1. For each Single Detached Family Residence or each multiplex residential or apartment unit (including residence auxiliary to principal use)	
a. Greaves Road (Bowsprit)	\$255.00
b. Canoe Road	\$218.75
c. Curran Road	\$475.00
d. Langdale	\$562.50
e. Lee Bay	\$412.50
f. Jolly Roger	\$412.50
g. Merrill Crescent	\$681.25
h. Secret Cove	\$412.50
i. Square Bay	\$412.50
j. Sunnyside	\$125.00
k. Roberts Creek Co-Housing	\$562.50
l. Lillies Lake Village	\$562.50
2. Restaurant, Cafeteria, Coffee Shop, Licensed Lounge or Pub.	\$1,035.00
3. For a marina operating within the specified area.	\$727.50
4. For all other users not herein provided for.	\$457.50
5. Credit to be applied to user charges for Secret Cove Treatment Plant users Providing SCRD approved pre-treatment of their waste water prior to treatment by the SCRD equipment	25%

SUNSHINE COAST REGIONAL DISTRICT**BYLAW NO. 430.10**

A bylaw to amend *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996*

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

1. This bylaw may be cited as *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.10, 2019*.
2. *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996* is hereby amended as follows:
 - a) Delete section 3 in its entirety and replace with the revised section 3 as follows:
 3. (a) The general rates or charges payable under Schedule "A" as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on June 15th of the billing year. If June 15th falls on a Saturday, Sunday or Statutory Holiday the due date shall become the 1st business day immediately following June 15th for that year. If not paid by the due date a non-compounding 2% monthly interest charge shall be imposed upon any unpaid balance.
 - (b) The general rates or charges other than annual charges payable under Schedule "A" as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on the date specified on the invoice which is generally within thirty (30) days of the date of billing. If the due date falls on a Saturday, Sunday or Statutory Holiday, the due date shall become the first business day immediately following the thirtieth day for that billing cycle. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.
 - (c) No rebate, refund or credit whatsoever of any monies paid or payable shall be made save as in this Bylaw provided. Refunds or adjustments to rates or charges collected in error may be issued for up to two (2) years following the date of payment.
 - (d) The following conditions apply to the general rates or charges payable:
 - i) non-receipt of the utility bill will not be recognized as a valid reason for failure to pay the fees when due;
 - ii) postmarks will not be considered as date of payment;
 - iii) all payments received will be applied firstly against arrears, then to current balances;
 - iv) interest is imposed on outstanding account balances in excess of \$10.00.

b) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.

READ A FIRST TIME this 21st day of February, 2019

READ A SECOND TIME this 21st day of February, 2019

READ A THIRD TIME this 21st day of February, 2019

ADOPTED this 21st day of February, 2019

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 430

SCHEDULE "A"

USER CHARGES

For each Single Detached Family Residence

Annual Rate
\$500.00

FRONTAGE CHARGES

Per Annum
\$102.00

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 644.3

A bylaw to amend *Painted Boat Community Sewage Treatment Fees and Charges Bylaw No. 644, 2012*

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

1. This bylaw may be cited as *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.3, 2019*.
2. *Painted Boat Sewage Treatment Facilities Fees and Charges Bylaw No. 644, 2012* is hereby amended as follows:
 - a) Delete section 4.2 in its entirety and replace with the revised section 4.2 as follows:
 - 4.2 (a) The general rates or charges payable under Schedule "A" as applicable shall be due and payable by 4:30 p.m. PST on June 15th of the billing year. If June 15th falls on a Saturday, Sunday or Statutory Holiday the due date shall become the first business day immediately following June 15th for that year. If not paid by the due date a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.
 - (b) The general rates or charges other than annual charges payable under Schedule "A" as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on the date specified on the invoice which is generally within thirty (30) days of the date of billing. If the due date falls on a Saturday, Sunday or Statutory Holiday, the due date shall become the first business day immediately following the thirtieth day for that billing cycle. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.
 - (c) No rebate, refund or credit whatsoever of any monies paid or payable shall be made save as in this Bylaw provided. Refunds or adjustments to rates or charges collected in error may be issued for up to two (2) years following the date of payment.
 - (d) The following conditions apply to the general rates or charges payable:
 - i) non-receipt of the utility bill will not be recognized as a valid reason for failure to pay the fees when due;
 - ii) postmarks will not be considered as date of payment;
 - iii) all payments received will be applied firstly against arrears, then to current balances;
 - iv) interest is imposed on outstanding account balances in excess of \$10.00.

- b) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.

READ A FIRST TIME this 21st day of February, 2019

READ A SECOND TIME this 21st day of February, 2019

READ A THIRD TIME this 21st day of February, 2019

ADOPTED this 21st day of February, 2019

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 644

SCHEDULE "A"

<u>USER CHARGES</u>	<u>MONTHLY</u>	<u>ANNUAL</u>
1. For each Strata Unit	\$44.79	\$537.50
2. For a Restaurant operating within the service area.	\$190.63	\$2,287.50
3. For a Spa operating within the service area.	\$93.75	\$1,125.00
4. For all other users not herein provided for.	\$44.79	\$537.50

CONNECTION CHARGES

5. Deposit of \$1,500.00 shall be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred shall be borne by the property owner.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 714.1

A bylaw to amend *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018*

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

1. This bylaw may be cited as *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.1, 2019*.
2. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018* is hereby amended as follows:
 - a) Delete section 5.3 in its entirety and replace with the revised section 5.3 as follows:
 - 5.3 (a) The general rates or charges payable under Schedule "A" as applicable will be due and payable by 4:30 p.m. PST on June 15th of the billing year. If June 15th falls on a Saturday, Sunday or Statutory Holiday the due date will become the first business day immediately following June 15th for that year. If not paid by the due date a non-compounding 2% monthly interest charge will be imposed upon the unpaid balance.
 - (b) The general rates or charges other than annual charges payable under Schedule "A" as applicable will be due and payable by 4:30 p.m. PST on the date specified on the invoice which is generally within thirty (30) days of the date of billing. If the due date falls on a Saturday, Sunday or Statutory Holiday, the due date will become the first business day immediately following the thirtieth day for that billing cycle. If not paid by the due date, a non-compounding 2% monthly interest charge will be imposed upon the unpaid balance.
 - (c) No rebate, refund or credit whatsoever of any monies paid or payable will be made save as in this Bylaw provided. Refunds or adjustments to rates or charges collected in error may be issued for up to two (2) years following the date of payment.
 - b) Delete schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.

READ A FIRST TIME	this	21 st	day of	February, 2019
READ A SECOND TIME	this	21 st	day of	February, 2019
READ A THIRD TIME	this	21 st	day of	February, 2019
ADOPTED	this	21 st	day of	February, 2019

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW No. 714

SCHEDULE "A"

- | | | |
|----|--|---------------|
| 1. | <u>FRONTAGE CHARGES</u> | <u>ANNUAL</u> |
| | For each parcel of land capable of being connected to the sewage treatment facility. | \$418.20 |
| 2. | <u>USER CHARGES</u> | |
| | For each residential or apartment unit (including residence auxiliary to principal use) | \$718.75 |
| 3. | <u>CONNECTION CHARGES</u> | |
| | A deposit of \$2,500.00 will be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred must be borne by the property owner. | |