



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 24, 2011

AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 10, 2011

Annex A
Pages 1-55

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

3. **Dale Peterson, Agricultural Advisory Committee**
Regarding ALR Application # E-37 for subdivision within the ALR by Mr. McLaughlin for Lot J, DL 909, Plan 3417 located at 331 Hough Road, Gibsons, BC.

COMMUNICATIONS

4. **Columbia Institute**
Regarding 2011 Centre for Civic Governance forum for progressive governance.

Annex B
pp 56-58

REPORTS

5. Administrators Report Annex C
pp 59-60
6. Directors Reports Verbal
7. Corporate and Administrative Services Committee (R2 Budget) recommendation Nos. 1-10 and 12 of February 10, 2011 (*No. 11 previously adopted*) Annex D
pp 61-66
8. Planning and Development Committee recommendation Nos. 1-4, 6-13 and 15 of February 10, 2011 (*Nos. 5 and 14 previously adopted*) Annex E
pp 67-74

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|-----|---|---------------------|
| 9. | Corporate and Administrative Services Committee (R2 Budget) recommendation Nos. 1-40 of February 11, 2011 | Annex F
pp 75-86 |
| 10. | Corporate and Administrative Services Committee (R2 Budget) recommendation Nos. 1-25 of February 14, 2011 | Annex G
pp 87-95 |
| 11. | AVICC Resolution concerning BC Hydro Fair Compensation | Annex H
pp 96 |

MOTIONS

12. THAT Jim Gurney, Ralph Shilling and Ron Kaiser be appointed to the Area E Advisory Planning Commission for a two year term.

BYLAWS

- | | | |
|-----|--|----------------------|
| 13. | “Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.18, 2011” – three readings and adoption (Voting-Participants-weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-5) | Annex I
pp 97-102 |
| 14. | “Sunshine Coast 9-1-1 Emergency Telephone Extended Service Amendment Bylaw No. 1025.2, 2011” – adoption (Voting-All Directors – 1 vote each) | Annex J
pp 103 |
| 15. | “Dakota Ridge Recreation Area Service Amendment Bylaw No. 1057.2, 2010” – adoption (Voting-All Directors – 1 vote each) | Annex K
pp 104 |

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

February 10, 2011

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

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

ALSO PRESENT:	Chief Administrative Officer	J. France
	Mgr, Legislative Services	A. Legault
	GM, Community Services	P. Fenwick
	GM, Infrastructure Services	B. Shoji
	Recording Secretary	S. Williams
	Media	0
	Public	2

CALL TO ORDER 7:30 p.m.

AGENDA It was moved and seconded

051/11 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

052/11 THAT the Regular Board minutes of January 27, 2011 be adopted as amended to change "modular homes" to "Mobile Home Parks" in resolution No. 027/11 Recommendation No. 10.

CARRIED

COMMUNICATIONS

Solid Waste Plan **It was moved and seconded**

053/11 THAT the correspondence from the Sechelt Indian Government District in support of the concept of the Solid Waste Management Plan be received.

CARRIED

REPORTS

Administrator's **It was moved and seconded**

054/11 THAT the Chief Administrative Officer's report be received.

CARRIED

Director's Reports

Directors provided a verbal report of their activities.

Budget **It was moved and seconded**

055/11 THAT the Corporate and Administrative Services (R1 Budget) Committee recommendation Nos. 1-15 of January 17, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Decisions Packages*

THAT for Round 2 budget discussions staff include information on the relationship between each of the decision packages to the Corporate Strategic Plan and the Financial Sustainability Policy.

Recommendation No. 2 *Planning Summer Student*

THAT the Manager of Planning and Development consider possible initiatives of hiring a summer student with particular respect to ongoing rural official community plans and how this would impact on the budget.

Recommendation No. 3 *Reports*

THAT the following reports be received for information:

- Transit [310] 2011 R1 Decision Package;
- Maintenance Facility [312] 2011 R1 Decision Package;
- Building Maintenance Services [313] 2011 R1 Decision Package;
- Ports [345] 2011 R1 Decision Package;
- Regional Street Lighting [320] 2011 R1 Decision Package;

055/11 cont.

- Regional Solid Waste 2011 R1 Decision Package;
- North Pender Water Service [365] Decision Package;
- South Pender Water Service [366] Decision Package;
- Regional Water Service [370] Decision Package; and
- Waste Water Treatment Facilities [381-393] Decision Package

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

Recommendation No. 4 *Public Transit*

THAT the Chair write to BC Transit notifying them that the communities in the Sunshine Coast Regional District support expanding the transit system to increase ridership;

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

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

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

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

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

Recommendation No. 5 *Maintenance Facility*

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

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

055/11 cont.

Recommendation No. 6 *Ports*

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

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

Recommendation No. 7 *Building Maintenance Services*

THAT staff report to Round 3 budget discussions on the breakdown of revenues for 2008 and 2009, including the work done in the corresponding function;

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

Recommendation No. 8 *Regional Street Lighting*

THAT Decision Package 1, \$5,250 Inventory of Street Lights within the Regional District, in the “Function 320 Regional Street Lighting 2011 R1 Budget Decision Package” report be included in 2011 budget;

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

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

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

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

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

- Langdale Street Lighting [322]
- Granthams Street Lighting [324]
- Veterans Street Lighting [326]
- Spruce Street Lighting [328]
- Woodcreek Street Lighting [330]
- Fircrest Street Lighting [332]
- Hydaway Street Lighting [334]

055/11 cont.

- Sunnyside Street Lighting [336]
- Burns Road Street Lighting [340]
- Stewart Road Street Lighting [342].

Recommendation No. 10 *Solid Waste / Recycling*

THAT staff meet with municipal staff on possible collaborative strategies for the solid waste and recycling functions and report back on what a coordinated plan might look like.

Recommendation No. 11 *Sechelt Landfill*

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

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

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

Recommendation No. 12 *Regional Solid Waste*

THAT the following decision packages in the “Regional Solid Waste [Functions 350-353] 2011 R1 Decision Package” report be referred to the Round 2 budget discussions for further consideration:

- Amended Package 1 - \$100,000 toward implementing select components of the Solid Waste Management Plan;
- Package 2 - \$3,000 for Pender Harbour Landfill Vehicle Replacement from Prior Year Surplus;
- Package 3 - \$4,000 increase to Training, Line Item 01-2-350-235, partly funded from savings from the discontinuance of the Sunshine Coast Reuses website;
- Package 4 - \$3,500 Landfill Office Supplies and Building Maintenance, funded from tipping fees; and
- Package 7 - \$20,000 for the Solid Waste Services Benchmarking Program;

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

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

055/11 cont.

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

Recommendation No. 13 *Landfill Closure*

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

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

Recommendation No. 14 *Refuse Collection*

THAT staff provide decision packages to increase funding for the coupon program to match expected costs, as well as to revisit options for user fees;

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

Recommendation No. 15 *Referrals*

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

- [365] North Pender Harbour Water Services
- [366] South Pender Harbour Water Services
- [370] Regional Water Service
- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant
- [381] Greaves Road Waste Water Plant
- [382] Woodcreek Park Waste Water Plant
- [383] Sunnyside Waste Water Plant
- [384] Jolly Roger Waste Water Plant
- [385] Secret Cove Waste Water Plant

055/11 cont.

- [386] Lee Bay Waste Water Plant
- [387] Square Bay Waste Water Plant
- [388] Langdale Waste Water Plant
- [389] Canoe Road Waste Water Plant
- [390] Merrill Crescent Waste Water Plant
- [391] Curran Road Waste Water Plant
- [392] Roberts Creek Cohousing Waste Water Plant
- [393] Lilly’s Lake Waste Water Plant.

CARRIED

Budget

It was moved and seconded

056/11

THAT the Corporate and Administrative Services (R1 Budget) Committee recommendation Nos. 1-26 of January 18, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *Gibsons & District Public Library*

THAT the budget for Gibsons & District Public Library [640] be referred to the second round of budget meetings as presented.

Recommendation No. 2 *Sechelt & Area Public Library*

THAT if, at the 2011 year-end, the Sechelt and Area Public Library has an operating surplus, they be entitled to retain it but scrutinized by the Board at the following year’s budget discussions.

Recommendation No. 3 *Surpluses*

THAT staff provide information to the Gibsons and District Public Library and the Sechelt and Area Public Library on the SCRDP policy on surpluses.

Recommendation No. 4 *Roberts Creek Library Service*

THAT the grant to the Roberts Creek Reading Room be increased by \$500 in the 2011 budget as a contingency amount for a total of \$11,000;

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

AND THAT unused amounts from contingency be carried forward to reduce taxation in the subsequent year;

056/11 cont.

AND THAT the Roberts Creek Library Committee be informed of this change;

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

Recommendation No. 5 *Sunshine Coast Tourism*

THAT staff report back for round 2 budget discussions on how the 2010 funding to Sunshine Coast Tourism was allocated between areas through the economic development functions.

Recommendation No. 6 *Sunshine Coast Tourism*

THAT staff contact Sunshine Coast Tourism to provide the following information:

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

Recommendation No. 7 *Halfmoon Bay Library Service*

THAT the budget for Halfmoon Bay Library Service [645] be referred to the second round of budget meetings as presented.

Recommendation No. 8 *Sunshine Coast Tourism*

THAT \$17,600 for Sunshine Coast Tourism be included in the 2011 budget, allocated based on population, as follows:

- Area A - \$4,964, Line Item 01-2-531-214;
- Area B - \$3,504, Line Item 01-2-532-214;
- Area D - \$3,018, Line Item 01-2-533-214;
- Area E - \$2,163, Line Item 01-2-534-214; and
- Area F - \$3,951, Line Item 01-2-535-214;

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

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

056/11 cont.

Recommendation No. 9 *Communications*

THAT the following communications be received:

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

AND THAT discussion on each be deferred to the appropriate function.

Recommendation No. 10 *Museum Service*

THAT the budget for Museum Service [648] be referred to the second round of budget meetings as presented.

Recommendation No. 11 *Reports*

THAT the following reports be received for:

- Hillside Development Project 2011 R1 Decision Package;
- Legislative Services 2011 R1 Decision Package;
- Administrative Services Decision Package;
- Financial Services 2011 R1 Decision Package;
- General Offices, Building Maintenance 2011 R1 Decision Package;
- Human Resources 2011 R1 Decision Package;
- Information Technology 2011 Base Budget;
- Information Technology 2011 R1 Decision Package;
- Property Information and Mapping Services 2011 R1 Decision Package;
- House Numbering 2011 R1 Decision Package;
- Regional Hospital District 2011 R1 Decision;
- Elections Electoral Areas 2011 R1 Decision Package; and
- Corporate Sustainability 2011 R1 Decision Package;

AND THAT discussions on each be deferred to the appropriate function.

Recommendation No. 12 *Hillside Development*

THAT a “China Investment Attraction Strategy” be included as part of a future economic development workshop;

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

056/11 cont.

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

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

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

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

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

Recommendation No. 13 *Hillside Development*

THAT, for Round 2 budget discussions, staff provide a status report on the accumulated deficit for Hillside Development and the revenue for lot sales based on inventory.

Recommendation No. 14 *Legislative Services*

THAT the following correspondence be received for information:

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

AND THAT the 2011 budget be amended by increasing Dues & Subscriptions, *Line Item 01-2-111-338*, to reflect the 2011 increase for the Federation of Canadian Municipalities and LMTAC memberships;

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

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

056/11 cont.

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

Recommendation No. 15 *Administrative Services*

THAT, with respect to the “Function 112 Administrative Services 2011 R1 Budget Decision Package” report, the 2010 surplus be included in the 2011 budget as follows:

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

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

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

Recommendation No. 16 *Finance Services*

THAT the 2010 surplus be included in the 2011 budget to fund the following:

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

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

Recommendation No. 17 *General Offices, Building Maintenance*

THAT \$25,000 be transferred to a maintenance reserve, including the 2010 surplus;

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

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

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

056/11 cont.

Recommendation No. 18 *Human Resources*

THAT, with respect to the “Function 115 Human Resources 2011 R1 Budget Decision Package” report, the 2010 surplus be included in the 2011 budget for the following:

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

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

Recommendation No. 19 *Information Technology*

THAT the following adjustments be made to the 2011 base budget for Information Technology, Function 117:

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

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

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

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

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

Recommendation No. 20 *Property Information Mapping Services*

THAT the following adjustments be made to the 2011 base budget:

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

056/11 cont.

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

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

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

Recommendation No. 21 *House Numbering*

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

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

Recommendation No. 22 *Regional Hospital District Administration*

THAT the budget for Regional Hospital District Administration [118] be referred to the second round of budget meetings as presented, along with the “Function 118 Regional Hospital District 2011 R1 Budget Decision Package” report.

Recommendation No. 23 *UBCM/AVICC Electoral Area Services*

THAT the budget for UBCM/AVICC Electoral Area Services [130] be referred to the second round of budget meetings as presented.

Recommendation No. 24 *Elections Electoral Area Services*

THAT 2011 budget be amended to increase Contracts Operating, Line Item 01-2-131-262 by \$3,300 to reflect an increase for election officials’ honorariums;

AND THAT any 2010 surplus be used to reduce taxation;

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

Recommendation No. 25 *Member Municipality Debt*

THAT the budget for Member Municipality Debt [140] be referred to the second round of budget meetings as presented.

056/11 cont.

Recommendation No. 26 *Referrals*

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

Water and Sewer:

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

General Government:

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

Health Services:

- [410] Pender Harbour Health Care Centre.

CARRIED

Budget

It was moved and seconded

057/11

THAT the Corporate and Administrative Services (R1 Budget) Committee recommendation Nos. 1-17 of January 19, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *Reports*

THAT the following reports be received:

- Gibsons & District Volunteer Fire Department 2011 R1 Decision Package;
- Roberts Creek Volunteer Fire Department 2011 R1 Decision Package;
- Halfmoon Bay Volunteer Fire Department 2011 R1 Decision Package;
- Egmont Volunteer Fire Department 2011 R1 Decision Package;
- Community Recreation Facilities 2011 R1 Decision Package;
- Pender Harbour Aquatic and Fitness Centre 2011 R1 Decision Package;
- Cemetery 2011 R1 Decision Package;
- Joint Use 2011 R1 Decision Package;
- Community Parks 2011 R1 Decision Package;
- Cost Distribution of Parks and Recreation Master Plan;
- Dakota Ridge Recreation 2011 R1 Decision Package;
- Building Inspection 2011 R1 Decision Package;
- Bylaw Enforcement 2011 R1 Decision Package;
- Animal Control 2011 R1 Decision Package;
- Emergency Telephone 911 2011 R1 Decision Package;
- Sunshine Coast Emergency Planning 2011 R1 Decision Package;
- Regional Planning 2011 R1 Decision Package; and
- Rural Planning 2011 R1 Decision Package;

AND THAT discussions on each be deferred to the appropriate function.

Recommendation No. 2 *Gibsons & District Fire Protection*

THAT the following decision packages referred to in the ‘Gibsons & District Volunteer Fire Department [210] 2011 R1 Budget Decision Package’ report be included in the 2011 budget:

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

057/11 cont.

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

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

Recommendation No. 3 *Egmont Fire Protection*

THAT the 2010 surplus be transferred to capital reserves;

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

Recommendation No. 4 *Roberts Creek Fire Protection*

THAT capital reserves be reduced to \$35,000 for 2011 only;

AND THAT the 2010 surplus be transferred to capital reserves;

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

Recommendation No. 5 *Halfmoon Bay Fire Protection*

THAT the 2010 surplus be included in the 2011 budget toward the approved purchase of the mini-pumper truck;

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

Recommendation No. 6 *Recreation Facilities*

THAT the following decision packages referred to in the “Functions 616 – 621 Recreational Facilities 2011 R1 Budget Decision Package” report be included in the 2011 budget:

- Package 1 - \$675,000 for the Energy Project at the Sechelt Aquatic Centre;
- Package 2 - \$140,000 from capital reserves for the roof replacement of the Gibsons Aquatic Centre;
- Package 7 - \$75,000 for the condenser replacement at the Sechelt Arena;
- Package 9 - \$20,000 for Safety Procedures/Confined Space Rescue allocated as follows:
 - \$5,000 Other Professional Fees (Gibsons Aquatic Centre)
 - \$5,000 Other Professional Fee, (Gibsons & Area Community Centre)

057/11 cont.

- \$5,000 Other Professional Fees (Sechelt Arena)
- \$5,000 Other Professional Fees (Sechelt Aquatic Centre)
- Package 11 - \$20,000 for Pool Safety Plans allocated as follows:
 - \$6,667 Other Professional Fees (Gibsons Aquatic Centre)
 - \$6,667 Other Professional Fees (Sechelt Aquatic Centre)
 - \$6,666 Other Professional Fees (Pender Fitness and Aquatic Centre)
- Package 12 - \$85,000 for Hot Water Boilers/Heat Exchangers for Gibsons Aquatic Centre;
- Package 17 - \$25,000 for Facility Energy Audit allocated as follows:
 - \$8,334 Other Professional Fees (Gibsons Aquatic Centre);
 - \$8,333 Other Professional Fees (Gibsons and Area Community Centre; and
 - \$8,333 Other Professional Fees (Sechelt Arena)

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

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

Recommendation No. 7 *Recreation Facilities*

THAT, with respect to the “Functions 616-621 Recreational Facilities 2011 R1 Budget Decision Package” report, the following decision packages be referred to the second round of budget for further consideration:

- Package 3 - \$40,000 for a Division Service Review for Functions 616, 617, 620 and 621;
- Package 4 - \$52,000 for a Parks and Recreation Master Plan, funded amongst Functions 616, 617, 620 and 621 in 2011 and a \$14,000 contribution in 2012;
- Package 6 - \$120,000 for Acoustics Improvement in Gibsons and Area Community Centre, with additional information on the additional baffling of the childminding room;
- Package 8 - \$110,000 for Disabled Accessibility at the Sechelt Aquatic Centre;
- Package 10 – (\$5,000) for the Childminding Cancellation, with additional information on how this service could be enhanced to make it viable;

057/11 cont.

- Package 13 - \$75,000 for Electrical Service/Lighting in Sechelt Arena, with information on potential grants funding;
- Package 14: Cut-off Lighting for the recreation facilities, with information on how this could be funded through potential grants;
- Package 15 - \$140,000 for Board/Glass Replacement in the Sechelt Arena, with information on how this could be funded from potential advertising; and
- Package 16 - \$25,000 for Emergency Exit Doors in Sechelt Arena

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

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

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

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

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

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

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

THAT, with respect to the “Pender Harbour Aquatic and Fitness Centre [625] 2011 R1 Decision Package” report, Package 1, \$10,500 be included in the 2011 budget for the trial extended opening of the Aquatic Centre;

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

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

057/11 cont.

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

Recommendation No. 9 *Cemetery*

THAT the 2011 budget be amended to increase Other Professional Fees, for a Cemetery Development Plan, to be funded with a blend of the 2010 surplus and taxation;

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

Recommendation No. 10 *Schools Facilities Joint-Use*

THAT Joint Use [630] be referred to the second round of budget meetings as presented, along with the “Joint Use 2011 R1 Budget Decision Package” report.

Recommendation No. 11 *Community Parks*

THAT, with respect to the “Function 650 Parks 2011 R1 Budget Decision Package” report, the following decision packages be included in the 2011 budget:

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

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

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

057/11 cont.

- Package 1 - \$30,000 Parks and Recreation Master Plan update;
- Package 3 - \$5,000 Suncoaster Trail Project Maintenance as an increase to the base budget;
- Package 4 - \$7,500 for the Dan Bosch Park swimmer safety improvements and enhanced parking and Klein Lake Campground improvements;
- Package 5 - \$7,000 for Tot Lot Safety Improvements, with more specific information on what repairs are required;
- Package 6 - \$1,200 Roberts Creek Estuary Park Professional Assessment, with more research on the cost of a professional assessment;
- Amended Package 7: \$10,000 Cliff Gilker Trail restoration program;
- Package 8 - \$4,500 Chaster House Access ramp, with information on replacing the former canopy on the patio;
- Package 9 - Sprockids Park Signage and Maintenance \$3,000, with a report on the feasibility of increasing the sign budget in Parks;
- Package 12 - \$1,000 Glass Sponge Reef Signage, with more logistical information on the project, as well as potential collaboration with the municipalities;
- Package 13 - \$14,300 Porta-pottie Funding, with the potential removal of the following portable toilets:
 - 2 year-round toilets at Madeira Government Dock
 - 1 seasonal toilet at Garden Bay Lake
 - 2 toilets at Laverns (1 year-round and 1 seasonal)

AND THAT staff provide the following information:

- Report on whether the one seasonal portable toilet at Garden Bay Lake could be funded from Function 365, North Pender Harbour Water;
- Report on whether the Harbour Authority would be interested in taking over the two year-round portable toilets at the Madeira Government Dock, with a possible one-year transition grant *for 50% co-funding* through Area A Grants-in-Aid;
- Report on whether the Madeira Park/Garden Bay community would be willing to take over the two portable toilets (one year-round and one seasonal) at Laverns, with a possible one-year transition grant paid through Area A Grants-in-Aid;

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

057/11 cont.

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

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

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

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

Recommendation No. 12 *Special Meeting*

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

Recommendation No. 13 *Community Parks*

THAT the Manager of Parks Services’ report regarding Parks Staff Allocation be received for information;

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

Recommendation No. 14 *Bicycle & Walking Paths*

THAT the following bicycle & walking paths be included in the 2011 budget from Gas Tax funds:

- Package 1 - \$115,000 Area B Redrooffs South from Coopers Green;
- Package 2 - \$148,000 Area D planning and construction of Lower Road *in consultation with the Area D Director noting that part of this amount could be applied to the Roberts Creek pedestrian project if required;*
- Package 3 - \$20,000 Area F Marine Drive *separated two-way bike/walking path design in consultation with the Area F Director;*

057/11 cont.

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

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

Recommendation No. 15 *Dakota Ridge Recreation*

THAT the budget for Dakota Ridge Recreation Area [680] be referred to the second round of budget meetings as presented, as well as the “Function 680 Dakota Ridge 2011 R1 Budget Decision Package” report.

Recommendation No. 16 *Community Plan Concerning Youth*

THAT the community plan entitled “Attracting, Retaining and Engaging Young Adults on the Sunshine Coast” prepared by the Attracting, Retaining and Engaging Task Force be referred to the second round of budget discussions;

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

Recommendation No. 17 Referrals

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

Water and Sewer:

- [365] North Pender Harbour Water Services
- [366] South Pender Harbour Water Services
- [370] Regional Water Service
- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant
- [381] Greaves Road Waste Water Plant
- [382] Woodcreek Park Waste Water Plant
- [383] Sunnyside Waste Water Plant
- [384] Jolly Roger Waste Water Plant
- [385] Secret Cove Waste Water Plant
- [386] Lee Bay Waste Water Plant
- [387] Square Bay Waste Water Plant
- [388] Langdale Waste Water Plant

057/11 cont.

- [389] Canoe Road Waste Water Plant
- [390] Merrill Crescent Waste Water Plant
- [391] Curran Road Waste Water Plant
- [392] Roberts Creek Cohousing Waste Water Plant
- [393] Lilly's Lake Waste Water Plant

General Government:

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

Health Services:

- [410] Pender Harbour Health Care Centre.

CARRIED

Budget

It was moved and seconded

058/11

THAT the Corporate and Administrative Services (R1 Budget) Committee recommendation Nos. 1-16 of January 20, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *Building Inspection*

THAT Package 1 –Taxation Increase to \$100,000 to establish a rate stabilization reserve contained in the “Function 520 Building Division 2011 R1 Budget Decision Package” report received at the January 19, 2011 Corporate and Administrative Services Committee meeting be referred to the second round of budget discussions;

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

Recommendation No. 2 *Bylaw Inspection*

THAT with respect to the “Function 200 Bylaw Enforcement 2011 R1 Budget Decision Package” report the 2011 budget be amended to include the 2010 surplus of \$6,000 as a transfer to the vehicle replacement reserve;

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

058/11 cont.

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

Recommendation No. 3 *Animal Control*

THAT the budget for Animal Control [290] be referred to the second round of budget meetings as presented, along with the corresponding decision package report;

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

Recommendation No. 4 *Halfmoon Bay Smoke Control*

THAT the 2011 budget for Halfmoon Bay Smoke Control [204] be increased by \$2,200;

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

Recommendation No. 5 *Roberts Creek Smoke Control*

THAT Taxation, Line Item 01-1-206-015 for Roberts Creek Smoke Control [206] be decreased to \$1,000 and offset through Salaries and Wages, Line Item 01-2-206-220;

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

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

Recommendation No. 6 *Emergency Telephone 911*

THAT the 2010 surplus for Emergency Telephone 911 [220] be transferred to capital reserves;

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

- Capital Package 2 - \$32,000 replacement of quantar base radios for Roberts Creek, Sechelt, Halfmoon Bay and the spare;
- Package 3 - \$18,000 replacement of quantar base radios for Gibsons and Pender Harbour;

058/11 cont.

- Package 4 - \$10,000 relocation of selected components from the Gibsons and District Volunteer Fire Department site to Mount Gardner; and
- Package 5 - \$12,000 structural assessments of towers;

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

AND THAT Package 6 regarding tower replacement be deferred pending the report on the structural assessments of the towers;

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

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

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

Recommendation No. 7 *Reserves*

THAT Round 2 decision package reports include the current reserves for the function, along with a five or ten-year running table illustrating the annual contributions and expenditures, if applicable.

Recommendation No. 8 *Emergency Planning*

THAT the following be included in the 2011 budget from the 2010 surplus;

- \$5,000 Transfer to reserves for a future portable water purification unit, and
- \$5,000 Increase to Training, for a major training exercise;

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

Recommendation No. 9 *Regional Planning*

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

058/11 cont.

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

Recommendation No. 10 *Rural Planning*

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

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

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

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

Recommendation No. 11 *Heritage Conservation Service*

THAT the budget for Heritage Conservation Service [515] be referred to the second round of budget meetings as presented.

Recommendation No. 12 *North Pender Harbour Water Services*

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

- Package 1 - \$35,000 Garden Bay Lake control structure;
- Package 2 - \$10,000 Panorama Drive reservoir demolition; and
- Package 3 - \$10,000 metering of new connections and on existing connections requiring repairs;

AND THAT the 2010 surplus be transferred to capital reserves;

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

058/11 cont.

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

Recommendation No. 13 *South Pender Harbour Water Services*

THAT the following decision packages referenced in the “South Pender Harbour Water Service [366] 2011 R1 Budget Decision Package” report be included in the 2011 budget:

- Package 1 - \$4,790,000 South Pender Harbour Water Treatment Plant and universal metering, funded from a combination of federal and provincial grants and new debt; and
- Package 2 - \$10,000 Installation of water meters on new connections and on existing connections needing repairs, funded from operating reserves;

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

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

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

Recommendation No. 14 *Regional Water Services*

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

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

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

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

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

058/11 cont.

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

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

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

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

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

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

Recommendation No. 15 *Regional Water Services*

THAT the following topics be referred to a future Infrastructure Services Committee meeting for discussion:

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

Recommendation No. 16 *Referrals*

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

Water & Sewer:

- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution

058/11 cont.

- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant.
- [381] Greaves Road
- [382] Woodcreek Park
- [383] Sunnyside
- [384] Jolly Roger
- [385] Secret Cove
- [386] Lee Bay
- [387] Square Bay
- [388] Langdale
- [389] Canoe Road
- [390] Merrill Crescent
- [391] Curran Road
- [392] Roberts Creek Cohousing
- [393] Lilly's Lake

General Government:

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

Health Services:

- [410] Pender Harbour Health Care Centre.

CARRIED

Budget

It was moved and seconded

059/11

THAT the Corporate and Administrative Services (R1 Budget) Committee recommendation Nos. 1-21 of January 21, 2011 be received, adopted and acted upon as follows:

059/11 cont.

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

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

- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant.

Recommendation No. 2 *Waste Water Plants*

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

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

AND THAT the 2010 surplus be transferred to reserves;

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

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

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

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

059/11 cont.

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

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

Recommendation No. 3 *Corporate Sustainability [135]*

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

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

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

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

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

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

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

059/11 cont.

Recommendation No. 5 *Corporate Sustainability [135]*

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

- Package 1 – \$28,600 Community Energy and Emissions Plan (CEEP), with more detailed information on how the incentive programs could work in collaboration with municipal counterparts;
- Package 3 - \$6,600 for Corporate Energy and Emissions Plan, Support and Staff Education, with information on how this could potentially be integrated into the Human Resources training budget;
- Package 4 - \$2,000 for training, recovered from support services, with information on where this would be charged; and
- Package 5 - \$7,500 Summer Student, with information on whether the Integrated Transportation Planning grant could be used to fund this.

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

THAT the Administrative Assistant’s report regarding Grant-in-aid Balances be received;

AND THAT \$45,952 of the 2010 surplus pertaining to the Pender Harbour bus be used to reduce taxation in 2011 in this function as the bus feasibility costs are now being funded under Area A Feasibility, Function 151;

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

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

Recommendation No. 7 *Tetrahedron Outdoor Club*

THAT staff report back with information on where the Regional District stands with the Tetrahedron Outdoor Club.

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

THAT the 2011 budget be amended to increase Grants Unconditional, Line Item 01-2-121-212 to \$31,071;

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

059/11 cont.

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

THAT the budget for Grants-in-aid, Areas E and F [123] be referred to the third round of budget discussions, as presented.

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

THAT the budget for Grants-in-aid, Community Schools [125] be referred to the second round of budget discussions, as presented.

Recommendation No. 11 *Greater Gibsons Community Participation*

THAT the budget for Greater Gibsons Community Participation [126] be referred to the third round of budget discussions, as presented.

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

THAT the 2011 budget be amended to increase Grants Unconditional, Line Item 01-2-127-212 to \$26,695;

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

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

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

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

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

THAT 2011 budget be amended to increase Grants Unconditional, Line Item 01-2-129-212 to \$39,681;

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

Recommendation 15 *Jervis Inlet Resort & Spa Amenities Agreement*

THAT a grant-in-aid of \$2,500 be given to the Pender Harbour Lions Club from Electoral Area A to provide signage at the SCR D Lions Field in Pender Harbour;

059/11 cont.

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

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

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

Recommendation No. 16 *Regional Feasibility*

THAT the budget for Regional Feasibility [150] be referred to the third round of budget discussions, as presented.

Recommendation No. 17 *Area A Feasibility*

THAT approval be given to recode costs associated with Pender Harbour Community bus within Function 119, Feasibility to a new function specific for Area A Feasibility, Function No. 151;

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

Recommendation No. 18 *Area F Feasibility*

THAT approval be given to recode Function 119, Feasibility Studies for Langdale Dock to Function 155, Area F Feasibility and amend the 2010 budget accordingly;

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

Recommendation No. 19 *Pender Harbour Health Care Clinic*

THAT Grants Unconditional, Line Item 01-2-410-212 be increased to \$101,745 in the 2011 budget;

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

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

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

059/11 cont.

Recommendation No. 20 *Round 2 Staff Reports*

THAT the decision packages provided for the second round of budget discussions include the following:

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

Recommendation No. 21 *Work Reports*

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

CARRIED

Infrastructure

It was moved and seconded

060/11

THAT the Special Infrastructure Services Committee recommendation No.1 of January 24, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Proposed Water Sustainability Act*

THAT staff submit the following points of concern with regards to the Proposed Water Sustainability Act to the Ministry of Environment prior to their imposed deadline of January 30, 2011:

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

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

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

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

060 cont.

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

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

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

Board comment: Source protection should be incorporated into this objective.

Although source protection appears to be present in the proposed Act, source protection should be more clear and consistent.

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

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

Although a door remains open to delegating some responsibilities to local or regional agencies, it appears that these responsibilities will be more on the development of management plans through collaboration rather than delegating land use control. Other branches of government are asked to consider water in land-use decisions and PWO’s are in place to guide statutory decision makers, yet there appears to be no overriding priority for fresh water resource decisions in this proposed Act. We continue to maintain that Local Governments are responsible for making these types of decisions and should be given control.

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

060 cont.

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

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

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

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

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

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

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

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

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

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

Cumulative impacts from all groundwater wells should be considered in the WSA. It is suggested to map all of the aquifers that supply drinking water in order to prevent non-problem areas from becoming problem

areas as a result of new small wells being drilled without regulation or monitoring. Also, those applying for water licenses should have to clearly define the need of that license and higher priority should be placed on applications in areas with no alternative water supply.

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

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

CARRIED

Corporate

It was moved and seconded

061/11

THAT the Special Corporate and Administrative Services Committee recommendation Nos. 1-7 of January 24, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Director Remuneration*

THAT the following items be received;

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

Recommendation No. 2 *Constituency Expenses*

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

061/11 cont.

Recommendation No. 3 *Community Services Committee Meetings*

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

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

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

Recommendation No. 4 *Director Remuneration - Stipend*

THAT the SCRD Director Remuneration bylaw be amended to include a clause that provides for an annual increase to all stipends on Schedule A equivalent to the Consumer Price Index for the City of Vancouver, for the preceding 12 months, to take effect January 1 each year.

Recommendation No. 5 *Director Remuneration – Meeting Rates*

THAT all meeting rates on Schedule A of Bylaw No. 568 be increased by 7.7%;

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

Recommendation No. 6 *Alternate Director Remuneration*

THAT a monthly stipend be introduced for Alternate Directors equivalent to the stipend for a Standing Committee Chair.

Recommendation No. 7 *Alternate Director Remuneration*

THAT discussion on a separate stipend for rural area directors be deferred to the end of the workshop scheduled for Thursday, February 3, 2011 on the Bylaw Enforcement Notifications System;

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

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

CARRIED

Corporate

It was moved and seconded

062/11

THAT the Corporate and Administrative Services Committee recommendation Nos.1-6, 8, 10-11 and 13-18 of January 27, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Langdale Dock*

THAT the Manager of Legislative Services' report regarding Langdale Dock Service Establishing Bylaw No. 1079, 2011 Alternative Approval Process be tabled to the end of the meeting.

Recommendation No. 2 *BC Ferries / Langdale Dock*

THAT the Manager of Transportation and Facilities' report regarding BC Ferries Langdale Dock License Final Draft Agreement be referred to the In Camera portion of the meeting.

Recommendation No. 3 *Strategic Plan Target Workshop Notes*

THAT the Strategic Planning Targets Workshop Notes of January 10, 2011 be received for information, along with the Work Plan & Strategic Targets 2010-2011;

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

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

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

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

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

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

062/11 cont.

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

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

Recommendation No. 4 *2011 Resolutions AVICC*

THAT the Manager of Legislative Services' report regarding 2011 resolutions for submission to the Association of Vancouver Island and Coastal Communities (AVICC) Conference be received;

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

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

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

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

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

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

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

062/11 cont.

Recommendation No. 5 *Standing Committee Terms of Reference*

THAT the Manager of Legislative Services' report regarding Standing Committee Terms of Reference be received;

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

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

THAT the Accounting Technician's report regarding the Service Equity Review Annual Update be received;

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

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

Recommendation No. 8 *Purchasing Policy*

THAT the Purchasing Officer's report regarding the Purchasing Policy be received as amended:

- Section 4.3, include:

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

AND FURTHER THAT the Purchasing Policy be adopted and amended.

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

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

Recommendation No. 11 *Director Constituency & Travel Expenses*

THAT the Accounts Payable Technician's report regarding Director Constituency and Travel Expenses to December 31, 2010 be received;

062/11 cont.

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

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

Recommendation No. 13 *UBCM Electoral Area Directors Meeting*

THAT the Executive Assistant's report regarding the UBCM Electoral Area Directors Meeting held February 15th and 16th, 2011 be received;

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

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

Recommendation No. 14 *Gibsons & District Public Library*

THAT the Chief Administrative Officer's report regarding the Gibsons and District Public Library Facility Audit be received;

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

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

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

Recommendation No. 15 *Correspondence*

THAT the following correspondence be received:

- Association of Vancouver Island and Coastal Communities regarding the 2011 AVICC Annual General Meeting and Convention;
- Union of BC Municipalities (UBCM) regarding amendments to the Community Works Fund Agreement;

062/11 cont.

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

Recommendation No. 16 *Local Government Awareness Week*

THAT the correspondence from UBCM regarding Local Government Awareness Week from May 15th to May 21st, 2011 be referred to the Communications Officer to develop a plan to highlight awareness;

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

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

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

Recommendation No. 17 *National Household Survey*

THAT staff send a letter to the Communications team of Statistics Canada inviting them to an SCR D Standing Committee meeting when they visit the area to discuss the National Household Survey.

Recommendation No. 18 *Langdale Dock Service Establishing Bylaw*

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

CARRIED

Infrastructure

It was moved and seconded

063/11

THAT the Infrastructure Services Committee recommendation Nos. 1-12 of February 3, 2011 be received, adopted and acted upon as amended as follows:

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

THAT the correspondence from Squamish Lillooet Regional District, dated December 22, 2010, regarding Nominations for Appointment to the BC Ferry Authority Board of Directors be received.

Recommendation No. 2 *Deadline - Infrastructure Stimulus Projects*

THAT the correspondence from the Federation of Canadian Municipalities, dated January 4, 2011, regarding the new deadline for completing Infrastructure Stimulus Projects be received.

Recommendation No. 3 *Small Water Systems Working Group*

THAT the correspondence from the Union of BC Municipalities, dated January 10, 2011, regarding Small Water Systems Working Group be received.

Recommendation No. 4 *Transportation Advisory Committee minutes*

THAT the Transportation Advisory Committee meeting minutes of January 10, 2011 be received with the following amendments;

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

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

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

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

Recommendation No. 4 *– Alternative Transportation Advisory Committee*

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

063/11 cont.

Recommendation No. 5 – *Bike Lane Sweeping*

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

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

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

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

THAT the Manager of Transportation and Facilities' report entitled "Street Lighting – Bluff Place Road" be received;

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

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

THAT the Manager of Transportation and Facilities' report entitled "Dock Lease Agreements with Upland Owners" be received;

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

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

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

Recommendation No. 7 *Acceptance of Large Loads*

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

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

063/11 cont.

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

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

Recommendation No. 8 *Gypsum Recycling Update*

THAT the Solid Waste Management Coordinator’s report entitled “Gypsum Recycling Update” be received.

Recommendation No. 9 *Community Energy Modeling Tool*

THAT the Community Energy Manager’s report entitled “Community Energy Modeling Tool” and attachments be received;

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

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

Recommendation No. 10 *Special Committee Meetings*

THAT the Manager of Sustainable Services’ report entitled “Request for Special Infrastructure Services Committee Meetings Re: Draft Solid Waste Management Plan” be received;

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

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

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

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

063/11 cont.

AND FURTHER THAT the Manager of Sustainable Services *request to be a delegation at the District of Sechelt’s Committee of Whole meeting scheduled for February 23, 2011 to address questions related to the Draft Solid Waste Management Plan.*

Recommendation No. 11 *Town of Gibsons Water Agreement*

THAT the General Manager, Infrastructure Services’ report entitled “Town of Gibsons Water Agreement” be received;

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

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

Recommendation No. 12 *Monthly Report for January 2010*

THAT the Section Secretary’s report entitled “Monthly Report for January 2011” be received.

CARRIED

Corporate

It was moved and seconded

064/11

THAT the Corporate and Administrative Services (R2 Budget) Committee recommendation No. 11 of February 10, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 11 *Sunshine Coast Central Baseball League*

THAT the Administrative Assistant’s report regarding the grant-in-aid request from the Sunshine Coast Arts and Recreation Foundation and the Sunshine Coast Central Baseball League to assist with the completion of the playing field at the Chatelech Secondary School be received;

AND THAT a grant of \$5,000 be provided to the Sunshine Coast Central Baseball League and funded from Grants, 01-2-122-212, Area B Grant in Aid;

AND THAT the cheque be accompanied with a letter expressing that the funds are a one-time grant;

AND THAT this recommendation be acted upon prior to the adoption of the 2011 – 2015 Financial Plan.

CARRIED

Planning

It was moved and seconded

065/11

THAT the Planning and Development Committee recommendation Nos. 5 and 14 of February 10, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 5 – 2011 BC Timber Sales Operating Plan – Mt. Elphinstone

THAT the report titled “2011 BC Timber Sales Operating Plan – Mt. Elphinstone” dated February 2, 2011, be received;

AND THAT the following comments be forwarded to BC Timber Sales (BCTS) regarding the 2011 BC Timber Sales Operating Plan for Mt. Elphinstone:

1. THAT the SCRD thank BCTS for the opportunity to comment;
2. The Regional District expresses to BCTS that the community places a high value on beauty, hiking, recreation, mushroom picking and other aesthetic and other non-timber values of the unlogged forest on the slopes of Mt. Elphinstone.
3. The Regional District recommends that BCTS consider requesting their contractors to use low impact methods such as selective *logging and partial* canopy retention logging methods or alternative practices to harvest on Mt. Elphinstone.
4. The Regional District recommends that BCTS forest management practices on Mt. Elphinstone are conducted so that they protect water quantity and quality for all water licence holders, and the SCRD ask BCTS to engage in a conversation with the SCRD in regard to old growth timber in different geo-climatic zones.
5. The Regional District does not support logging of old growth trees on Mt. Elphinstone.
6. The Regional District invites BCTS to enter into a discussion about old growth forest values in all sub-zones.
7. The Regional District would like BCTS to consider substantial no-harvest buffer zones around the protected areas on Mt. Elphinstone.
8. The Regional District would like BCTS to remove Block G042C16Y from the current plan and request it be added to the BC Parks Inventory, and advise BC Parks of this request.
9. The Regional District recommends that BCTS ensure connectivity amongst the three provincial Mt. Elphinstone Provincial Parks either through extending OGMA's, creating wildlife corridors or agreeing to have a no harvest buffer around them.
10. That the Regional District will forward the proposed route of the Suncoaster Trail as it passes through the lower slopes of Mt. Elphinstone to BCTS once it has been mapped and that BCTS consider a no harvest buffer around the route.

065/11 cont.

11. The Regional District will provide BCTS with the location of the gates and warming hut for Dakota Ridge.
12. The Regional District recognizes potential trail opportunities/connections for Dakota Ridge if Block A84612 and /or WC022 are re-scheduled for sale.
13. The Regional District requests that BCTS establish the Coastal Tailed Frog conservation areas on Mt. Elphinstone.
14. The Regional District will forward a map to BCTS depicting creek names as they are locally known for the area on Mt. Elphinstone.
15. That the Regional District invites BCTS to a meeting to discuss the Operating Plan for Mt. Elphinstone.
16. That the Regional District request BCTS to complete a CWAP on the Wilson Creek Watershed.
17. That staff report back to the Board respecting the designated Community Watersheds in the Regional District *following which there may be further comment to BCTS on the Dakota Creek Community Watershed.*

Recommendation No. 14 *Agricultural Land Reserve Application A-1*

THAT the report titled “Agricultural Land Reserve Application A-1 for non-farm use (water treatment plant and reservoir for South Pender Harbour Water Service Area) in the ALR by Sunshine Coast Regional District Infrastructure Services Department” dated February 2, 2011 be received;

AND THAT the Agricultural Land Reserve Application A-1 for Non-Farm Use within the ALR for the purpose of a water treatment facility and reservoir be forwarded to the Agricultural Land Commission with a recommendation of support;

AND THAT the SCRDC discuss with the Agricultural Land Commission about expanding the Agricultural Land Reserve boundary to include the boundary within Provincial Crown land on either side of McNeil Lake to accommodate the non-farm use of ALR land associated with this application.

CARRIED

AVICC Resolutions **It was moved and seconded**

066/11

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

066/11 cont.

AND THAT the following resolutions be adopted and forwarded to AVICC for consideration at the Annual General Meeting:

Bike Lane Sweeping

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

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

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities urge the Ministry of Transportation and Infrastructure to amend road maintenance contracts to increase the frequency of bike lane sweeping.

Treaty Advisory Committees

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

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

AND WHEREAS the information gained from these advisory committees is invaluable for negotiations with First Nations thereby benefitting all parties;

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities urge the Ministry of Aboriginal Relations and Reconciliation to provide adequate core funding to Treaty Advisory Committees and related organizations.

Glass Sponge Reef Protection

WHEREAS ancient and fragile glass sponge reefs previously thought to be extinct exist off British Columbia's coast and are at risk from disturbances caused by trawling, trapping and anchoring;

AND WHEREAS Fisheries and Oceans Canada has designated the Hecate Strait/Queen Charlotte Sound glass sponge reefs as an Area of Interest within the Pacific North Coast;

066/11 cont.

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities urge Fisheries and Oceans Canada to also designate the glass sponge reefs in the Southern Strait of Georgia (specifically McCall Bank, Howe Sound, Fraser Ridge, Active Pass, Nanaimo, Coulee Bank and Parksville) as “areas of interest” for protection.

Illegal Dumping

WHEREAS illegal waste disposal is detrimental to the environment and our communities;

AND WHEREAS local governments are being called on to expend greater resources in order to monitor and clean up illegal dump sites;

THEREFORE BE IT RESOLVED THAT the Ministry of Environment be requested to make additional financial and human resources available to assist with enforcement, monitoring and clean up of illegal dump sites on Crown land.

Natural Area Tax Exemption Program

WHEREAS the Islands Trust currently offers a Natural Area Protection Tax Exemption Program which provides property tax relief of up to 65% for owners who wish to enter into a conservation covenant to protect important natural features of their property;

AND WHEREAS Regional Districts may wish to support and encourage property owners to preserve natural areas for the benefit of future generations;

THEREFORE BE IT RESOLVED THAT the Ministry of Community, Sport and Cultural Development be requested to grant regional districts the legislative authority to implement natural area protection tax exemption programs.

CARRIED

Meeting Schedule

It was moved and seconded

067/11

THAT the report regarding the September 2011 meeting schedule conflict be received and that the Community Services Committee meeting be rescheduled to 1:30 p.m. on September 15th, 2011.

CARRIED

MOTIONS

APC Appointments **It was moved and seconded**
068/11 THAT Rob Bone be appointed to the Area E Advisory Planning Commission for a two year term.
CARRIED

APC Appointments **It was moved and seconded**
069/11 THAT Catherine Gage, Elise Rudland, Alda Grames, Brian Lucas and Ron Kernohan be appointed to the Area B Advisory Planning Commission for a two year term.
CARRIED

APC Appointments **It was moved and seconded**
070/11 THAT Michael Ross be appointed to the Area A Advisory Planning Commission for a two year term.
CARRIED

BYLAWS

Bylaw 1014.3 **It was moved and seconded**
071/11 THAT “Roberts Creek Fire Protection Service Amendment Bylaw No. 1014.3, 2010” be adopted.
CARRIED

Bylaw 1027.5 **It was moved and seconded**
072/11 THAT “Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.5, 2010” be adopted.
CARRIED

Bylaw 636 **It was moved and seconded**
073/11 THAT the Manager of Legislative Services’ report regarding “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011” be received.
CARRIED

Bylaw 636 **It was moved and seconded**
074/11 THAT “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011” be read a first time.
CARRIED

Bylaw 636 **It was moved and seconded**

075/11 THAT “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011” be read a second time.

CARRIED

Bylaw 636 **It was moved and seconded**

076/11 THAT “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011” be read a third time.

CARRIED

Bylaw 636 **It was moved and seconded**

077/11 THAT “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011” be adopted.

CARRIED

The Board moved In Camera at 9:03p.m.

IN CAMERA It was moved and seconded

078/11 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (c), (e), (j) and (k) of the *Community Charter* as “personal information about an identifiable individual ...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “information that is prohibited, or information that if it were presented in a document ...”, and “negotiations and related discussions respecting the proposed provision of a municipal service ...” are to be discussed.

CARRIED

The Board moved out of In Camera at 9:10 p.m.

Hillside **It was moved and seconded**

079/11 THAT a letter be forwarded to Community Futures Development Corporation asking them to consider nominating someone to the Hillside Development Group committee;

AND THAT staff also explore options of nominating someone from the marine services sector (someone not wishing to locate there, but has interests);

AND FURTHER THAT someone from the residential area also be considered.

CARRIED

ADJOURNMENT **It was moved and seconded**

080/11 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 9:13 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair



January 26, 2011

Dear Director Garry Nohr:

Garry!

I'm writing to invite you to our 2011 Centre for Civic Governance forum for progressive governance at Harrison Hot Springs. The forum is a rich mix of discussion and networking focused on key governance issues for municipal councillors and school trustees. It's a great opportunity to find inspiration and exchange ideas with other municipal councillors and respected policy experts.

Placemaking: Cool Ideas for Locally Elected Leaders
March 25 - 26, 2011, at Harrison Hot Springs
Early Bird Registration Deadline – Friday, February 25

Session Highlights:

The Small Mart Revolution: the case for local business; building a sense of place with arts and culture; seven steps for sustainable communities; schools as hubs; food security; and a full-day workshop on Marshall Ganz community organizing tools are all on the agenda

Confirmed Speakers include:

- **Michael Shuman**, author of *Small Mart Revolution* and public policy director of BALLE (Business Alliance for Local Living Economies)
- **Elizabeth Sheehan**, CEO of Climate Smart
- **Grant Pearsell**, Director of the Office of Natural Areas, City of Edmonton
- **Patrick Condon**, Professor of Landscape Architecture at UBC; Author of *Seven Rules of Sustainable Communities*

PLEASE NOTE!

- ❖ **Early-bird (discounted) registration deadline: Friday, February 25**
- ❖ **Regular registration deadline: Friday, March 18**



If you haven't been able to attend our governance forum before, we hope you will join us this year. Although we've worked hard to keep the fees low, we know these are challenging times for budgets. If the fee poses a problem, just give us a call. We have a number of ways to plug you into the event. Please also note that there is a travel subsidy available.

You'll find information about some of our confirmed speakers and registration form enclosed. More details and agenda updates can be found at www.civicgovernance.ca. You are welcome to share your invitation with interested colleagues.

Thank you for all the work you do to make your communities inclusive and sustainable. We hope you will be inspired by this chance to connect with other trustees and locally-elected leaders around the issues that matter in all of our schools and communities.

Sincerely,



Charley Beresford
Executive Director

Enclosures

PS: You can register online at www.civicgovernance.ca/harrison2011 or fax (604-408-2525) or email (salbertson@columbiainstitute.ca) the enclosed registration form.

FEATURED SPEAKERS

Our Key Note Speaker is a well-known and gifted speaker. Michael Shuman's expertise on local economies speaks very well to our forum theme of placemaking -- deepening community ties, working with what is unique in your community, encouraging community self-sufficiency and resiliency. One of today's progressive thought leaders, he's one of the contributors to the upcoming movie ECONOMICS of HAPPINESS



MICHAEL SHUMAN is research and public policy director for BALLE (Business Alliance for Local Living Economies). An economist, attorney, author, and entrepreneur, Michael has authored, co-authored, or edited seven books, including *The Small Mart Revolution: How Local Businesses Are Beating the Global Competition* (Berrett-Koehler, 2006) and *Going Local: Creating Self-Reliant Communities in the Global Age* (Free Press, 1998). The *Small-Mart Revolution* was awarded a bronze medal for best business book by the Independent Publishers' Association. In recent years, Michael has led community-based economic-development efforts in St. Lawrence County (NY), Hudson Valley (NY), Katahdin Region (ME), Martha's Vineyard (MA), and Carbondale (CO), and served as a senior editor for the recently published *Encyclopedia of Community*. He has given an average of more than one invited talk per week for 25 years throughout the United States and the world.

Deeping community ties and a sense of place is hugely informed by how your community is designed. Patrick Condon is deeply immersed in the question of how to make systemic change in the way cities are built and operated. Patrick will be giving a workshop on "Seven Rules for Sustainable Communities" and joining the final plenary on a panel with Michael Shuman.



PATRICK CONDON - UBC Professor Patrick M. Condon has over 25 years' experience in sustainable urban design; first as a professional city planner and then as a teacher and researcher. He started his academic career in 1985 at the University of Minnesota, moving to the University of British Columbia in 1992, acting first as the Director of the Landscape Architecture program and later as the James Taylor Chair in Landscape and Livable Environments. He is now senior researcher with the Design Centre for Sustainability at UBC, a sustainable urban design think tank that evolved from the original efforts of the Chair.

In that capacity he has worked to advance sustainable urban design in scores of jurisdiction, both here in Canada and abroad. He has lectured widely, and is the author of several books, most recently *"Seven Rules for Sustainable Communities"*, 2010 from Island Press.

Professor Condon and his partners have recently received awards from the Planning Institute of Canada and the American Society of Landscape Architects.

SPECIAL SESSION -- CHILD CARE COALITION

Every community member, especially the small ones, need a place in their community. At the forum, you'll hear a team from the Child Care Coalition of BC speaking about their current work researching the relationship between free universal and publicly-funded full school-day kindergarten for 5 and 4 year olds and BC's existing child care services. The coalition has been providing briefings about the project around the Province. Now they are poised to move to the second phase of the project: the final recommendations. Expect the recommendations to be sweeping and provide essential new thought to address early care and education against the backdrop of BC's poor performance on child poverty. If you've been briefed already, you'll be looking for an update. If you haven't, you'll be inspired. This is a must workshop for Trustees.

SCRD STAFF REPORT

DATE: February 18, 2011
TO: Regular Board – February 24, 2011
FROM: John France – Chief Administrative Officer
RE: **CHIEF ADMINISTRATOR'S REPORT**

RECOMMENDATION

That the Board receive this report for information.

TOPIC	COMMENTS
Langdale Dock	Report to Committee January CAS. Staff to meet with Dir. Lee on suggested changes. Staff, Directors Nohr & Turnbull met on Feb 22nd.
TOG GACC Lease	Awaiting comments back from Town of Gibsons
TOG Water Agreement	Approved ISC February, minor changes worked out, completion/signing in late Feb/early March.
SIB Water	Waiting comments back from SIB- meeting will be scheduled for March
Strategic Plan	Revisions made, was sent to three local governments for comment this week, posted for comment on website by next week, and included in weekly ad. No public response, ToG responded and no comment from Sechelt and SIGD. Plan and suggested amendments to CAS March 3rd.
Purchasing Policy	Adopted as amended.
Strategic Plan Priorities	Have met with managers to discuss plan and objectives. Progress update to come in November CAS or early December. Strategic Planning Targets meeting held January 10/11. Next update on Strategic Plan set for April.

Director Remuneration	<p>Report received at CAS committee on Oct 28/10, Special CAS meeting completed and direction given. Bylaw addressing decisions made will be sent to Board meeting February 10th. Bylaw adopted.</p> <p>Staff are working on a report to address the two outstanding issues (formula for increases to Director Remuneration on an ongoing basis and options for compensation when the Vice Chair is required to preside for a portion of a meeting) and will present the report to a future CAS meeting.</p>
Chekwelp	<p>In process of putting together concepts around the service agreement and the service agreement itself. Meeting scheduled for Mar 10th, ToG staff rep will be present.</p>
Budget	<p>Preparing for Round 3.</p>
Finance	<p>Working with Finance staff/Jackie to ensure major issues are being addressed. Treasurer hiring process progressing.</p>
CAO Conference	<p>Attended CAO conference. Report to CAS in February on “Local Prosperity” report – generating new local government revenues.</p>
Electoral Area Directors Workshop Feb 15-16	<p>Interesting session with several items (Water Act, transmission lines and other topics) coming back to Board for discussion.</p>

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

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

2011 – 2015 Financial Plan

February 10, 2011

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

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

ALSO PRESENT:	Chief Administrative Officer	J. France
	Acting Treasurer	J. Day
	GM Infrastructure Services	B. Shoji
	GM Community Services	P. Fenwick (Partial)
	Manager, Legislative Services	A. Legault (Partial)
	Manager, Transportation & Facilities	B. Sagman (Partial)
	Manager, Ports	C. Bowles (Partial)
	Transportation Assistant	J. White (Partial)
	Accounting Technician III	T. Perreault
	Recording Secretary	J. Fraser
	Media	0
	Public	1

CALL TO ORDER 9:07 a.m.

AGENDA

The agenda was adopted as amended to include a report from the Chief Administrative Officer regarding Round 2 Budget Transfers.

PROCESS INTRODUCTION Chief Administrative Officer

Director Thirkell arrived at 9:13 a.m.

Director Lewis arrived at 9:21 a.m.

Recommendation No. 1 *Recreational Facilities*

The Corporate and Administrative Services Committee recommended that staff report back to the third round of budget discussions as to the recreation facilities' budgets since the referendum (i.e. where the tax numbers started including the year by year tax increase), along with the repairs done to the facilities and how they have been addressed to date.

The Committee recessed at 10:10 a.m. and reconvened at 10:17 a.m.

BUDGETS**Infrastructure Services (Transportation)****Recommendation No. 2** *Function 310 Public Transit*

The Corporate and Administrative Services Committee recommended that the following reports by the Manager of Transportation and Facilities' be received:

- Public Transit [310] 2011 R2 Decision Package; and
- Pilot Saturday Handy-Dart Service

AND THAT the following decision packages be included in the 2011 budget:

- Package 2 - \$5,000 for Bus Shelter Construction; and
- Package 3 - \$1, 700 Transit Marketing Plan

AND THAT, while the Committee supports the continuation of the Saturday handydart service in principal, this report be referred to the third round of budget discussions as a decision package, along with more specific information on where the ridership is increasing, as well as a comparison of the service to other similar local governments;

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

Recommendation No. 3 *Variance Reporting*

The Corporate and Administrative Services Committee recommended that staff provide quarterly variance reporting for Transit, Function 310, to the Corporate and Administrative Services Committee beginning in April 2011.

Recommendation No. 4 *Function 312 Maintenance Facility*

The Corporate and Administrative Services Committee recommended that the Manager of Transportation and Facilities' report regarding Maintenance Facility [312] 2011 R2 Decision Package be received;

AND THAT the 2010 surplus be included in the 2011 budget to fund:

- Package 1 - \$5,800 integration of the fuel management system with Cartegraph maintenance management software; and
- \$6,200 transfer to reserves.

AND FURTHER THAT the budget for Maintenance Facility [312] be referred to the third round of budget meetings as amended.

Recommendation No. 5 *Function 345 Ports*

The Corporate and Administrative Services Committee recommended that the Manager of Transportation and Facilities' report regarding Ports [345] 2011 R2 Decision Package be received;

AND THAT \$3,300 be included in the 2011 budget for the dock divestiture consultation process from the 2010 surplus, with the remaining surplus transferred to rate stabilization;

AND THAT the following decision packages be included in the 2011 budget:

- Package 1 - \$29,000 capital funding for major repairs as presented; and
- Package 2 - \$22,000 for capital funding for minor repairs as presented

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

Recommendation No. 6 *Keats Island Moorage*

The Corporate and Administrative Services Committee recommended that Manager of Transportation and Facilities' report regarding Keats Island Moorage Society Lease Agreement be received;

AND THAT staff report back with a history of the current lease between the Regional District and the Keats Island Moorage Society;

AND FURTHER THAT the report be referred to a future Infrastructure Services Committee meeting.

Recommendation No. 7 *Function 320 Regional Street Lighting*

The Corporate and Administrative Services Committee recommended that the budget for Regional Street Lighting [320] be referred to the third round of budget meetings as presented.

Recommendation No. 8 *Function 370 Regional Water Service*

The Corporate and Administrative Services Committee recommended that the Manager of Utility Services' report regarding Function 370 Regional Water 2011 R2 Budget Decision Package be received;

AND THAT the following decision packages be included in the 2011 budget package from 2010 surplus:

- Package 7 - \$100,000 Bathroom Fixture Replacement Program; and
- Package 8 - \$20,000 Toilet Rebate Program

AND THAT the remaining 2010 surplus be transferred to capital reserves;

AND THAT Package 4 - \$80,000 for the replacement of two new vehicles be funded from capital reserves;

AND THAT the 2011 budget be adjusted to increase the Machinery and Equipment capital base budget by \$20,000 while reducing the Contribution to Operating Reserves;

AND THAT \$50,000 be included in Transfer from Operating Reserves, Line Item 02-1-370-145, in the 2011 budget to fund the source assessment program;

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

Recommendation No. 9 *Meeting Time*

The Corporate and Administrative Services Committee waived notice and recommended that the February 11th, 2011 Corporate and Administrative Services Committee meeting scheduled for 9:30 a.m. commence at 9:00 a.m.

Recommendation No. 10 *Function 371 – 379 Regional Water Services*

The Corporate and Administrative Services Committee recommended that the budgets for the following Regional Water Services be referred to the third round of budget discussions as presented:

- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply

- [374] Transmission and Distribution
- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant

Recommendation No. 11 *Sunshine Coast Central Baseball League*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding the grant-in-aid request from the Sunshine Coast Arts and Recreation Foundation and the Sunshine Coast Central Baseball League to assist with the completion of the playing field at the Chatelech Secondary School be received;

AND THAT a grant of \$5,000 be provided to the Sunshine Coast Central Baseball League and funded from Grants, 01-2-122-212;

AND THAT the cheque be accompanied with a letter expressing that the funds are a one-time grant;

AND THAT this recommendation be acted upon prior to the adoption of the 2011 – 2015 Financial Plan;

AND FURTHER THAT this recommendation be referred to the February 10, 2011 Regular Board meeting for adoption.

Recommendation No. 12 *Function 381 – 393 Waste Water*

The Corporate and Administrative Services Committee recommended that the Engineering Technician's report regarding Function 393 Lillies Lake Waste Water Treatment Facility 2011 R2 Budget Decision Package be received;

AND THAT \$2,570 be transferred from operating reserves to offset the 2010 deficit;

AND THAT Schedule B of Bylaw No. 428 be amended to increase the frontage charges of Lillies Lake Waste Water Plant to \$200 per year;

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

- [381] Greaves Road
- [382] Woodcreek Park
- [383] Sunnyside
- [384] Jolly Roger
- [385] Secret Cove
- [386] Lee Bay
- [387] Square Bay
- [388] Langdale
- [389] Canoe Road

- [390] Merrill Crescent
- [391] Curran Road
- [392] Roberts Creek Cohousing

AND FURTHER THAT the budget for Lillies Lake Waste Water Plant [393] be referred to the third round of budget meetings as amended.

ADJOURNED 12:24 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND DEVELOPMENT COMMITTEE
February 10, 2011**

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

PRESENT:	Chair	L. Turnbull
	Directors	G. Nohr D. Shugar L. Lewis B. Wilbee B. Janyk (in-part) K. Thirkell (in-part)

ALSO PRESENT:	Chief Administrative Officer General Manager, Community Services Manager, Planning and Development Senior Planner Planner Planner Planning Technician Recording Secretary Media Public	J. France (in-part) P. Fenwick (in-part) M. McMullen D. Rafael T. Fortin (in-part) A. Allen (in-part) L. Staats (in-part) J. Stevens 2 6
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CALL TO ORDER 1:32 p.m.

AGENDA The amended Agenda was adopted as amended:

- Mr. Dave Ryan, delegation regarding the Agricultural Advisory Committee (AAC).

PETITIONS AND DELEGATIONS

Mr. McLaughlin, applicant regarding Agricultural Land Reserve (ALR) Application E-37 for subdivision within the ALR, address the committee regarding the soil conditions of the subject land and a summary of the reasons why he believed the land should be removed from the ALR.

REPORTS

Recommendation No. 1 – *Agricultural Land Reserve Application E-37*

The Planning and Development Committee recommended that the report titled “Agricultural Land Reserve (ALR) Application #E-37 for Subdivision within the ALR by Mr. McLaughlin for Lot J, DL 909, Plan 3417, located at 331 Hough Road, Gibsons, BC” be received;

AND THAT ALR Application E-37 for Subdivision within the ALR be forwarded to the ALR with a recommendation of support.

Director Shugar and Director Turnbull opposed.

COMMUNICATIONS

Recommendation No. 2 – *Communications*

The Planning and Development Committee recommended that the following Communications be received;

- Letter dated January 13, 2011 from Mr. Glenn Wong, Chair, Alberni-Clayoquot Regional District, regarding proposed Pacific Coast Council for sustainability for rural, remote and resources communities across the coast;
- Letter received January 19, 2011 from BC Communities in Bloom regarding enhancing community liveability;
- Letter dated December 10, 2010 and attachments from Dr. Paul Martiquet, Medical Health Officer, Rural Vancouver Coastal Health regarding Health Profile Rural Vancouver Coastal Health British Columbia 2010;
- Union of British Columbia Municipalities (UBCM) regarding 2011 Province-Wide Community to Community Forum Registration.

Recommendation No. 3 – *Union of British Columbia Municipalities (UBCM)*

The Planning and Development Committee recommended that Directors Shugar, Lewis and Nohr attend the 2011 Province-Wide Community to Community Forum.

REPORTS

Recommendation No. 4 – *LMTAC Feedback Bill C-24 and Additions to Reserves and Related Items*

The Planning and Development Committee recommended that the report titled “LMTAC Feedback Bill C-24 and Additions to Reserves/and Related Items” dated February 2, 2011, be received;

AND THAT the SCRD send a letter to LMTAC to thank them for a thorough report and to request clarification on the lack of democratic representation of non-aboriginal population on reserves (taxation without representation concerns);

AND FURTHER THAT the SCRD supports LMTAC in providing a strong voice for local government in the discussions relating to the implementation of the *First Nations Commercial and Industrial Development Act* (FNCIDA) and the *First Nations Certainty of Land Title Act* (FNCLTA) policy and implementation.

Recommendation No. 5 – 2011 BC Timber Sales Operating Plan – Mt. Elphinstone

THAT the report titled “2011 BC Timber Sales Operating Plan – Mt. Elphinstone” dated February 2, 2011, be received;

AND THAT the following comments be forwarded to BC Timber Sales (BCTS) regarding the 2011 BC Timber Sales Operating Plan for Mt. Elphinstone:

1. That the Sunshine Coast Regional District (SCRD) thank BCTS for the opportunity to comment.
2. The Regional District expresses to BCTS that the community places a high value on beauty, hiking, recreation, mushroom picking and other aesthetic and other non-timber values of the unlogged forest on the slopes of Mt. Elphinstone.
3. The Regional District recommends that BCTS consider requesting their contractors to use low impact methods such as selective logging and partial canopy retention logging methods or alternative practices to harvest on Mt. Elphinstone.
4. The Regional District recommends that BCTS forest management practices on Mt. Elphinstone are conducted so that they protect water quantity and quality for all water licence holders, and the SCRD ask BCTS to engage in a conversation with the SCRD in regard to old growth timber in different geo-climatic zones.
5. The Regional District does not support logging of old growth trees on Mt. Elphinstone.
6. The Regional District invites BCTS to enter into a discussion about old growth forest values in all sub-zones.
7. The Regional District would like BCTS to consider substantial no harvest buffer zones around the protected areas on Mt. Elphinstone.
8. The Regional District would like BCTS to remove Block G042C16Y from the current plan and request it be added to the BC Parks Inventory, and advise BC Parks of this request.
9. The Regional District recommends that BCTS ensure connectivity amongst the three provincial Mt. Elphinstone Provincial Parks either through extending OGMAs, creating wildlife corridors or agreeing to have a no harvest buffer around them.
10. The Regional District will forward the proposed route of the Suncoaster Trail as it passes through the lower slopes of Mt. Elphinstone to BCTS once it has been mapped and that BCTS consider a no harvest buffer around the route.
11. The Regional District will provide BCTS with the location of the gates and warming hut for Dakota Ridge.
12. The Regional District recognizes potential trail opportunities/connections for Dakota Ridge if Block A84612 and/or WC022 are re-scheduled for sale.

13. The Regional District requests that BCTS establish the Coastal Tailed Frog conservation areas on Mt. Elphinstone.
14. The Regional District will forward a map to BCTS depicting creek names as they are locally known for the area on Mt. Elphinstone.
15. The Regional District invites BCTS to a meeting to discuss the Operating Plan for Mt. Elphinstone.
16. The Regional District requests BCTS to complete a CWAP on the Wilson Creek Watershed.
17. Staff report back to the Board respecting the designated Community Watersheds in the Regional District following which there may be further comment to BCTS on the Dakota Creek Community Watershed.

AND FURTHER THAT this recommendation be forwarded to the February 10th Board meeting for adoption.

Recommendation No. 6 – *Draft SCRD and BC Timber Sales Protocol Agreement*

The Planning and Development Committee recommended that the report titled “Draft Sunshine Coast Regional District and BC Timber Sales Protocol Agreement” be received;

AND THAT the Draft “Sunshine Coast Regional District and BC Timber Sales Protocol Agreement” be forwarded to BC Timber Sales for comment;

AND FURTHER THAT “Schedule B: Draft Forest Management and Communication Strategy for Mt. Elphinstone” be amended as follows:

Under paragraph ”Commitments 1. BCTS agrees to:” replace the phrase that reads:

- “Include a clause in their harvesting agreements that would restrict BCTS contractors to work only between the hours of 8 am and 8 pm.”
- with
- “Include a clause in their harvesting agreements that would restrict contractors who purchase or lease rights from BCTS to work only between the hours of 8 am to 8 pm in the designated Sunshine Coast Community Interface Area.”

Replace the phrase that reads:

- “Inform downstream water licence holders of harvesting activities within 100 m of affected stream.”
- with
- “Inform downstream water licence holders of harvesting activities within 100 m of affected stream prior to commencement of harvesting. (Notification time to be discussed with BCTS to find an appropriate period).”

Recommendation No. 7 – *Regional Affordable Housing Committee Draft Terms of Reference*

The Planning and Development Committee recommended that the report titled “Regional Affordable Housing Committee Draft Terms of Reference” be received;

AND THAT the Regional District staff meet with the Technical Advisory Group (TAG) to review the Memorandum of Understanding (MOU) and seek to be a delegate to the relevant committees of the Town of Gibsons and District of Sechelt to present their proposals for a Housing Committee;

AND THAT the TAG members be invited to give a presentation at the March 10, 2011 Planning and Development Committee Meeting after the above meeting is held;

AND FURTHER THAT staff report back on the above as well on an investigation of the issue of banking Provincial Crown land to be used for affordable housing without the need for establishing a Housing Function.

The meeting recessed at 3:15 p.m. and reconvened at 3:30 p.m.

Mr. Dave Ryan, Agricultural Advisory Committee (AAC) member, appeared as a delegate on behalf of the AAC to answer questions from the Board in regard to the Role and Continuation of the AAC.

Recommendation No. 8 – *Role and Continuation of the Agricultural Advisory Committee*

The Planning and Development Committee recommended that the report titled “Role and Continuation of the Agricultural Advisory Committee” dated February 3, 2011 be received;

AND THAT the Agricultural Advisory Committee (AAC) Terms of Reference be amended to remove the current clause concerning its being disbanded after its first two year term that reads as follows under “Procedures”:

- “9. Upon the expiry of a period of two years from the date of its first appointment, the Regional District Board will consider whether to re-appoint the Committee. Otherwise the Committee will dissolve at this point.”

AND THAT the AAC Terms of Reference be amended to review only applications and planning issues that are referred to it by the SCRD, the Town of Gibsons or the District of Sechelt by amending the first sentence under “Purpose and Role:”

“The Agricultural Advisory Committee *shall* make recommendations on the following planning issues referred to it by Regional District:”

AND THAT letters be sent to the Sunshine Coast Botanical Garden Society, One Straw Society and the Farmers Market President inviting them to have a member serve on the AAC, prior to the SCRD commencing public advertising for new membership applications;

AND FURTHER THAT Planning staff advise the AAC at their next meeting that requests for external correspondence from the AAC are to be directed to the SCR D Planning and Development Committee.

Recommendation No. 9 – *Water Bottling Policy*

The Planning and Development Committee recommended that the report titled “Water Bottling Policy” dated December 9, 2010 be received;

AND THAT a Board Policy which states “The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.” be adopted.

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

The Planning and Development Committee recommended that the report titled “Planning and Development Division Monthly Report for January 2011” be received;

AND THAT, in regard to Item I, Development Permits, Electoral Area D, DP-96 (Ryan for Various Owners), that the SCR D write to the Department of Fisheries and Oceans to request that foreshore access to future development not be permitted unless there is no other option.

Recommendation No. 11 – *Advisory Committee Minutes*

The Planning and Development Committee recommended that the Agricultural Advisory Committee Draft minutes of February 1, 2011 and the Natural Resources Advisory Committee minutes of January 26, 2011 be received.

Recommendation No. 12 – *Sustainability Checklist*

The Planning and Development Committee recommended that the report titled “Sustainability Checklist” dated February 2, 2011 be received;

AND THAT the Checklist be amended to include on-site retention of storm water as the default approach and if this approach is not pursued that an explanation be provided;

AND THAT an amendment be made to clause 12 of the Form and Character section of the Checklist include addressing noise being created by the development;

AND THAT an amendment be made to the Form and Character section of the Checklist by adding a new clause 8 after Clause 7 for a requirement to protect existing trails and provide connections to existing adjacent trails and renumbering the other clauses as required;

AND FURTHER THAT the SCR D Sustainability Checklist be endorsed as amended.

Recommendation No. 13 – *Roberts Creek Pathway*

The Planning and Development Committee recommended that the report titled “Roberts Creek Pathway Project Invitation to Tender” and “Roberts Creek Pathway Concept Plan” dated February 2, 2011, be received;

AND THAT staff be directed to proceed with tendering phases one to three of the Roberts Creek Pathway Project, as outlined in this report and the attached Concept Plan once the Ministry of Transportation and Infrastructure (MoTI) issues a works permit for the project;

AND THAT staff be directed to proceed with obtaining rights of way for the SCRD with owners of property on which some of improvements are planned to the mutual satisfaction of both parties;

AND THAT staff work with the Purchasing Officer to ensure that the local aesthetic is addressed;

AND FURTHER THAT staff consult with Capilano University for input from their Park and Trail Design and Building Course.

Recommendation No. 14 – *Agricultural Land Reserve Application A-1*

The Planning Committee recommended that the report titled “Agricultural Land Reserve Application A-1 for non-farm use (water treatment plant and reservoir for South Pender Harbour Water Service Area) in the ALR by Sunshine Coast Regional District Infrastructure Services Department” dated February 2, 2011 be received;

AND THAT the Agricultural Land Reserve Application A-1 for Non-Farm Use within the ALR for the purpose of a water treatment facility and reservoir be forwarded to the Agricultural Land Commission with a recommendation of support;

AND THAT the SCRD request the Agricultural Land Commission to consider expanding the Agricultural Land Reserve boundary to include Provincial Crown Land in an appropriate location in the vicinity of McNeil Lake to accommodate the non-farm use of ALR land associated with this application;

AND FURTHER THAT this recommendation be forwarded to the February 10th Board meeting for adoption.

Recommendation No. 15 – *Advisory Planning Commission (APC) Minutes*

The Planning and Development Committee recommended that the following Minutes be received;

- Egmont/Pender Harbour (Area A) APC minutes of January 26, 2011;
- Roberts Creek (Area D) APC minutes of January 31, 2011;
- Elphinstone (Area E) APC minutes of January 26, 2011;
- West Howe Sound (Area F) APC minutes of January 25, 2011.

The Planning and Development Committee moved to In-Camera at 4:56 p.m.

THAT the public be excluded from attendance at the meeting in accordance with the *Community Charter* Section 90 (1) (c) and (i) - as "labour relations or other employee relations" and "the receipt of advice that is subject to solicitor-client privilege..." are to be discussed.

ADJOURNMENT 5:25 p.m.

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

2011 – 2015 Financial Plan

February 11, 2011

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

PRESENT:	Chair	B. Janyk
	Directors	L. Turnbull G. Nohr B. Wilbee (Alternate) K. Thirkell D. Shugar L. Lewis J. Louie
ALSO PRESENT:	Chief Administrative Officer	J. France
	Acting Treasurer	J. Day
	Manager, Legislative Services	A. Legault
	GM Community Services	P. Fenwick (Partial)
	GM Infrastructure Services	B. Shoji (Partial)
	Human Resources Officer	T. Forrest (Partial)
	Accounts Technician III	T. Perreault
	Recording Secretary	J. Fraser
	Media	0
	Public	14

CALL TO ORDER 9:03 a.m.

AGENDA The agenda was adopted as presented.

Recommendation 1 *Function 210 Gibsons Volunteer Fire Department*

The Corporate and Administrative Services Committee recommended that the budget for Gibsons and Area Volunteer Fire Department [210] be referred to the third round of budget discussions as presented.

Recommendation 2 *Function 290 Animal Control*

The Corporate and Administrative Services Committee recommended that the budget for Animal Control [290] be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting for further discussion.

Recommendation 3 *Function 212 Roberts Creek Fire Protection*

The Corporate and Administrative Services Committee recommended that the budget for Roberts Creek Fire Protection [212] be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting for further discussion.

DELEGATIONS

Fred Lehner and Manjit Kang of the Gibsons and District Public Library addressed the Committee regarding their 2011 budget submission.

The Chair thanked Mr. Lerner and Mr. Kang for their presentation.

Recommendation 4 *Function 640 Gibsons & District Public Library*

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

- Correspondence from the Gibsons Public Library's Chief Librarian regarding their 2011 budget submission; and
- Chief Administrative Officer's report regarding Gibsons & District Public Library [640] 2011 R2 Decision Package

AND THAT the operating grant to the Gibsons Public Library be approved for \$502,832;

AND THAT the 2010 surplus be included in the 2011 budget to fund the capital repairs as presented totalling \$87,500 to the Library building;

AND THAT sufficient funds be transferred from capital reserves for the remaining cost of the capital repairs listed on the Facility Audit Summary, excluding the \$1,000 HVAC work which is to be funded from the Function 640 operating budget;

AND THAT the recommended list of 2012 deficiencies to the library building be referred to 2012 budget discussions;

AND THAT staff be authorized to commence work on the capital repairs prior to the adoption of the 2011 – 2015 Financial Plan;

AND FURTHER THAT the budget for Gibsons & District Public Library [640] be referred to the third round of budget meetings as amended.

Recommendation No. 5 *Function 646 Roberts Creek Library Service*

The Corporate and Administrative Services Committee recommended that the funding allocation for the Roberts Creek contribution be amended to reflect an equivalent net operating grant (operating and support services) to Gibsons & District Public Library and Sechelt and Area Public Library;

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

Recommendation 6 *Support Services*

The Corporate and Administrative Services Committee recommended that the topic of Support Services for the Gibsons Library [640] and Museum Services [648] be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting.

Helen Prosser, Chief Librarian and Dan Fivehouse, Chair of the Sechelt and Area Public Library addressed the Committee regarding their 2011 budget submission.

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

Recommendation 7 *Sechelt & Area Public Library*

The Corporate and Administrative Services Committee recommended that the correspondence from the Sechelt & Area Public Library's Chief Librarian regarding their 2011 budget submission be received for information;

AND THAT the operating grant to the Sechelt and Area Public Library be approved in the amount of \$467,200.

Lorraine Goddard, Treasurer of the Sunshine Coast Museum and Archives Society, addressed the Committee regarding their 2011 budget submission.

Recommendation 8 *Function 648 Museums Service*

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

- Correspondence from the Sunshine Coast Museum and Archives regarding their 2011 budget submission, including 2010 actuals; and
- Correspondence from the Skookumchuk Heritage Society regarding their 2011 budget submission, including draft 2010 actuals

AND THAT the budget for Museum Services [648] be referred to the third round of budget discussions as presented.

The Committee recessed at 11: 25 a.m. and reconvened at 11:40 a.m.

Director Louie joined the meeting at 11:40 a.m.

Celia Robben, President of Sunshine Coast Tourism addressed the Committee with an update on the Association's activities in the past year.

The Chair thanked Ms. Robben for her presentation.

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

Recommendation 9 *Sunshine Coast Tourism*

The Corporate and Administrative Services Committee recommended that the correspondence from Sunshine Coast Tourism regarding the Association's financial information be received for information.

Recommendation 10 *Economic Development*

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

- General Manager of Community Services' report regarding Economic Development Information;
- Accounting Technician's report regarding Sunshine Coast Tourism 2010 Funding Allocation;
- Correspondence from the Gibsons Chamber of Commerce regarding 2011 Funding; and
- Correspondence from the Pender Harbour Chamber of Commerce regarding 2011 Funding

AND THAT the 2011 budget include rural-area funding for Best Coast Initiatives for economic development services in the amount of \$1,525 each for the following:

- Area A Economic Development, Line Item 01-2-531-214;
- Area B Economic Development, Line Item 01-2-532-214; and
- Area D Economic Development, Line Item 01-2-533-214

AND THAT Michael McLaughlin be requested to report back before Round 3 with more substantial information on the intelligence cluster project;

AND THAT Mr. McLaughlin clarify how much of the \$25,000 paid by Areas E and F is apportioned to the intelligence cluster project;

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

- [531] Economic Development Area A;
- [532] Economic Development Area B; and
- [533] Economic Development Area D

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

- [534] Economic Development Area E; and
- [535] Economic Development Area F.

Recommendation No. 11 *Function 350-353 Regional Solid Waste*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services' report regarding Regional Solid Waste [350 – 353] 2011 R2 Decision Package be received;

AND THAT the following be included in the 2011 budget:

- Package 9 - \$1,500 Sechelt Solid Waste annual increase in base budget for Telephone & Alarm Lines, Line Item 01-2-352-314, funded from tipping fees;
- Package 10 – \$1,100 Increase in Bank Charges, funding from tipping fees, as follows:
 - \$300 for Pender Harbour Landfill, Line Item 01-2-351-246
 - \$800 for Sechelt Solid Waste, Line Item 01-2-352-246

AND FURTHER THAT \$49,001 be transferred to Appropriated Surplus from tipping fees for future Board consideration.

Recommendation No. 12 *Function 350-353 Regional Solid Waste*

The Corporate and Administrative Services Committee recommended that the \$50,999 proposed for the implementation of the Solid Waste Management Plan be referred to Round 3 for discussion.

Directors Thirkell, Nohr and Wilbee opposed.

Recommendation No. 13 *Function 350-353 Regional Solid Waste*

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

- Package 4 - \$3,500 for the Landfill Office Supplies and Building Maintenance, funded from tipping fees;
- Package 3 - \$4,000 Training, partially funded from taxation (\$1,100) with the remaining funds from the dismantling of the Sunshine Coast Reuses website;
- Package 7 - \$20,000 Solid Waste Services Benchmarking Program, funded from 2010 surplus;
- Package 8 - \$3,700 Pender Harbour Cleanup Coupon base budget increase, funded from tipping fees;

- Package 2 – \$3,000 Landfill Vehicle Replacement, funded from 2010 surplus

AND THAT the recommendation to transfer \$71,378 to reserves be referred to the third round for further discussion, with staff providing suggestions on the mitigation of this impact on the reserves over a period of years;

AND FURTHER THAT the following functions be referred to the third round of budget discussions as amended:

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

The Committee recessed at 3:20 p.m. and reconvened at 3:32 p.m.

Recommendation No. 14 *Function 352 Sechelt Solid Waste*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services' report regarding Sechelt Landfill [352] Amended Project Carryover be received;

AND THAT the Board increases the carryover amount for the Sechelt Landfill Leachate and Stormwater Management Improvements Project to include all project funds not spent in 2010;

AND FURTHER THAT the 2011 budget be amended as follows:

- Transfer from Appropriated Surplus, Line Item 01-5-352-151 - \$129,784
- Land & Improvements, Line Item 01-6-352-470 - \$129,784

AND FURTHER THAT the budget for Sechelt Solid Waste [352] be referred to the third round of budget meetings as amended.

Recommendation No. 15 *Function 355 Refuse Collection*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services' report regarding Refuse Collection [355] 2011 R2 Budget Decision Package be received;

AND THAT the following be included in the 2011 budget:

- Package 1 - \$18,000 from 2011 Increase in Refuse Collection/User Fees and a 3% increase added annually; and
- Package 2 - \$10,000 Cleanup Coupon Program for 2011 and base budget increase from Refuse collection/User Fees

AND FURTHER THAT the budget for Refuse Collection [355] be referred to the third round of budget discussions as amended.

Recommendation No. 16 *Function 135 Corporate Sustainability*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services and the Community Energy Manager's report regarding Corporate Sustainability [135] 2011 R2 Decision Package be received;

AND THAT the following be included in the 2011 budget:

- Package 2 - \$10,000 Sustainability Plan Engagement Process and Launch funded from the electoral areas' gas tax funds and calculated on a per capita basis;
- Package 4 - \$2,000 increase to Training, Line Item 01-2-135-235 and recovered from support services

AND THAT \$13,600 from 2010 surplus/grants be included in the 2011 budget for Package 1, \$28,600 Community Energy and Emissions Plan, with the discussion of the \$15,000 new revenue from House Retrofits be referred to Round 3 discussions for Building Inspection [520];

AND THAT Package 5 – \$7,500 for the hiring of a Transportation Demand Management Summer Student be referred to the Round 2 budget discussion for Rural Planning [504];

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

Recommendation No. 17 *Gas Tax Funds*

The Corporate and Administrative Services Committee recommended that staff report back to Round 3 on committed and uncommitted rural areas' gas tax funds.

Recommendation No. 18 *Function 118 – Regional Hospital District Administration*

The Corporate and Administrative Services Committee recommended that the Acting Treasurer's report regarding Regional Hospital District Administration [118] 2011 R1 Budget Decision Package be received;

AND THAT the budget for Regional Hospital District [118] be referred to the third round of budget meetings as presented.

Recommendation No. 19 *Function 130 – UBCM/AVICC Electoral Area Services*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding UBCM/AVICC Electoral Areas [130] 2011 R2 Changes to Base Budget be received;

AND THAT \$5,000 be added to the base budget for Function 130 in a new line item for Constituency Expenses in accordance with Recommendation No. 2 of the January 24/27 Corporate and Administrative Services Committee meeting, which states:

THAT Constituency Expenses for Rural Area Directors be increased from \$2,500 to \$3,500 with the additional \$1,000 funded by electoral areas only through Function 130

AND THAT \$3,000 be added to base budget for Function 130 in a new line item for Electoral Area Director remuneration;

AND FURTHER THAT the budget for UBCM/AVICC Electoral Area Services [130] be referred to the third round of budget meetings as amended.

Recommendation No. 20 *Function 131 Elections – Electoral Areas*

The Corporate and Administrative Services Committee recommended that the 2011 budget be amended by deleting \$8,000 from Contingency, Line Item 01-2-131-292, from Function 131 Elections – Electoral Areas.

Recommendation No. 21 *Function 131 Elections – Electoral Areas*

The Corporate and Administrative Services Committee recommended that Recoveries – Other, Line Item 01-1-131-133 be increased by \$5,000 in Function 131;

AND THAT the budget for Elections – Electoral Areas [131] be referred to the third round of budget discussions as amended.

Recommendation No. 22 *Function 111 Legislative Services*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Legislative Services [111] 2011 R2 Changes to Base Budget be received;

AND THAT \$25,340 be added to base budget for Function 111 Legislative Services in accordance with Director Remuneration Bylaw 636 as adopted by the Board on February 10th, 2011;

AND THAT an additional \$13,176 be added to base budget for Function 111 to more accurately reflect the number of meetings held;

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

Recommendation No. 23 *Function 112 Administrative Services*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Legislative Services [111] 2011 R2 Changes to Base Budget be received;

AND THAT \$10,000 of the 2010 surplus designated in Round 1 for reserves for the future purchase of mobile shelving be used to reduce taxation in 2011;

AND THAT the following adjustments be made to the 2011 budget:

- Advertising, Line Item 01-2-112-335 – reduce by \$2,500; and
- Legal Fees, Line Item 01-2-112-381 – reduce to \$40,000

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

Recommendation No. 24 *Function 110 General Government*

The Corporate and Administrative Services Committee recommended that the 2011 budget be adjusted by increasing Interest on Investments, Line Item 01-1-110-120, to \$50,000 to reflect the actual interest earned.

Recommendation No. 25 *Function 540 Hillside Development*

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

- General Manager of Community Services' report regarding Hillside Industrial Park [540] 2011 R2 Decision Package; and
- General Manager of Community Services' report regarding Hillside Financial Information

AND THAT Professional Fees, Line Item 01-2-540-387 be increased by \$36,000 towards negotiating water access;

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

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

Recommendation No. 26 *Function 645 Halfmoon Bay Library Service*

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

Recommendation No. 27 *Function 113 Financial Services*

The Corporate and Administrative Services Committee recommended that the 2010 surplus designated to operating reserves in Round 1 be used to reduce support services in 2011;

AND THAT the budget for Financial Services [113] be referred to the third round of budget discussions as amended.

Recommendation No. 28 *Meeting Time*

The Corporate and Administrative Services Committee waived notice and recommended that the Corporate and Administrative Services Committee meeting scheduled for February 14, 2011 commence at 9:00 a.m. versus 9:30 a.m.

Director Janyk left the meeting at 4:35 p.m.

Director Nohr assumed the Chair at 4:35 p.m.

Recommendation No. 29 *Function 500 Regional Planning*

The Corporate and Administrative Services Committee recommended that the Manager of Planning and Development's report regarding Regional Planning [500] 2011 R2 Decision Package be received;

AND THAT the 2010 surplus be used to offset taxation in 2011;

AND FURTHER THAT the budget for Regional Planning [500] be referred to the third round of budget meetings as amended.

Recommendation No. 30 *Functions 504 Rural Planning / 135 Corporate Sustainability*

The Corporate and Administrative Services Committee recommended that the Manager of Planning and Development's report regarding Rural Planning [504] 2011 R2 Decision Package be received;

AND THAT \$12,500 be included in the 2011 budget for the hiring of the summer student Planning Technician in the following budgets and funded from 2010 surplus:

- Function 504 Rural Planning - \$5,000; and
- Function 135 Corporate Sustainability - \$7,500

AND THAT the budget for Rural Planning [504] be referred to the third round of budget meetings as amended;

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

Recommendation No. 31 *Function 515 Heritage Conservation Service*

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

Recommendation No. 32 *Function 410 Pender Harbour Health Clinic*

The Corporate and Administrative Services Committee recommended that \$3,500 be included in the 2011 budget for Pender Harbour Health Clinic, Function 410, from Area A Gas Tax funds for the energy retrofit to the health clinic building;

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

Recommendation No. 33 *Function 121 Grants-in-aid – Area A*

The Corporate and Administrative Services Committee recommended that the correspondence from the Pender Harbour Community School regarding 2011 funding be received;

AND THAT the budget for Grants-in-aid – Area A [121] be referred to the third round of budget meetings as presented.

Recommendation No. 34 *Function 122 Grants-in-aid – Area B*

The Corporate and Administrative Services Committee recommended that Grants Unconditional, Line Item 01-2-121-212 be reduced by \$1,600;

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

Recommendation No. 35 *Function 125 Grants-in-aid – Community Schools*

The Corporate and Administrative Services Committee recommended that the issue of the funding allocation of this function be referred to the March 3, 2011 Corporate and Administrative Services Committee meeting;

AND THAT the budget for Grants-in-aid – Community Schools [125] be referred to the third round of budget meetings as presented.

Recommendation No. 36 *Function 127 Grants-in-aid – Area D*

The Corporate and Administrative Services Committee recommended that the Parks Planning Coordinator's report regarding the Update on Tetrahedron Road be received;

AND THAT the budget for Grants-in-aid – Area D [127] be referred to the third round of budget meetings as presented.

Recommendation No. 37 *Function 128 Grants-in-aid – Area E*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding Community Youth Outreach Worker Funding be received;

AND THAT the report, along with the MOU be deferred to the February 14, 2011 meeting

AND FURTHER THAT the budget for Grants-in-aid – Area E [128] be referred to the third round of budget meetings as presented.

Recommendation No. 38 *Function 129 Grants-in-aid – Area F*

The Corporate and Administrative Services Committee recommended that the budget for Grants-in-aid – Area F [129] be referred to the third round of budget meetings as presented.

Recommendation No. 39 *Function 140 Member Municipality Debt*

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

Recommendation No. 40 *Referrals*

The Corporate and Administrative Services Committee recommended that the following budgets be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting for discussion:

- [114] Field Road Building Maintenance
- [115] Human Resources
- [117] Information Technology
- [506] Property Information Mapping Services
- [155] Area F Feasibility

ADJOURNMENT 5:20 p.m.

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE

2011 – 2015 Financial Plan

February 14, 2011

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

PRESENT:	Chair	B. Janyk
	Directors	K. Thirkell G. Nohr L. Turnbull D. Shugar B. Wilbee (Alternate) L. Lewis J. Louie
 ALSO PRESENT:	Chief Administrative Officer	J. France
	Acting Treasurer	J. Day
	GM Community Services	P. Fenwick
	GM Infrastructure Services	B. Shoji (Partial)
	Firehall Asst't, Roberts Creek VFD	B. Searle (Partial)
	Firehall Asst't/Insp., Halfmoon Bay	G. Phelps (Partial)
	Facility Operations Supervisor	K. Robinson (Partial)
	Chief Building Inspector	P. Longhi (Partial)
	Manager, Recreation Services	B. Bauman (Partial)
	Manager, Parks Services	C. McDowell (Partial)
	Accounts Technician	T. Perreault
	Accounts Technician	R. Burgraff (Partial)
	Recording Secretary	J. Fraser
	Media	0
	Public	5

CALL TO ORDER 9:05 a.m.

AGENDA

The agenda was adopted as amended, as follows:

Reports:

Libraries' Funding Allocation Spreadsheet

Correspondence:

Recreation and Parks Services Advisory Committee (RPSAC) regarding the proposed Recreation and Parks Master Plan and the RPSAC's role in it.

DELEGATION

Anne Titcomb, President of the Recreation and Parks Services Advisory Committee (RPSAC) addressed the Corporate and Administrative Services Committee regarding the importance of hiring a consultant through the RFP process for a Recreation and Parks Master Plan and the RPSAC acting as a Steering Committee through the process.

REPORTS**Recreational Services****Recommendation No. 1**

*Function 615 - Community Recreation
Function 616 – Gibsons Aquatic Centre
Function 617 – Gibsons and Area Community Centre
Function 620 – Sechelt Arena
Function 621 – Sechelt Aquatic Centre*

The Corporate and Administrative Services Committee recommended that the Manager of Recreation's report regarding Community Recreation, Functions 615 to 621, 2011 R2 Decision Package be received;

AND THAT Machinery and Equipment, Line Item 01-6-621-475 for Sechelt Aquatic Centre be reduced by \$75,000 and Line Item 01-6-620-475 for the Sechelt Arena be increased to \$75,000 to properly reflect the condenser replacement;

AND THAT the capital repairs approved in Round 1 budget discussions, as stated below, regarding Gibsons Aquatic Centre and Sechelt Arena be funded through reserves and the remaining 2010 surplus;

- Package 2 - \$140,000 Roof replacement for the Gibsons Aquatic Centre;
- Package 12 - \$85,000 for Hot Water Boilers/Heat Exchangers for Gibsons Aquatic Centre; and
- Package 7 - \$75,000 for the condenser replacement at the Sechelt Arena

AND THAT the commencement of the Sechelt Aquatic Centre Energy Retrofit project be contingent on receiving the Towns for Tomorrow grant funds;

AND THAT the following items be referred to the February 24th, 2011 Community Services Committee meeting for discussion:

- how the remaining decision packages on the recreational facilities are to be addressed;
- how the Regional District's share of the CEEP project would be addressed; and
- discussion of the Recreation and Parks Master Plan

AND THAT staff report back to the February 24th Community Services meeting with more detailed information on "code" issues with respect to the facilities and provide any financial options that may be available;

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

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

Recommendation No. 2 *Function 212 – Roberts Creek Fire Department*

The Corporate and Administrative Services Committee recommended that the 2010 surplus be used to offset taxation in 2011;

AND THAT the budget for Roberts Creek Fire Department [212] be referred to the third round of budget meetings are amended.

Recommendation No. 3 *Function 650 Community Parks*

The Corporate and Administrative Services Committee recommended that the following reports by the Manager of Parks Services be received:

- Community Parks [650] 2011 R2 Decision Package; and
- Report Referrals from Round 1 Budget

AND THAT staff report back to Round 3 with an amended Package 5 – Tot Lot Safety Improvements to Egmont Park and Cliff Gilker Park, deferring the erection of a new slide in Cliff Gilker Park until further notice from Director Shugar;

AND THAT the following decision packages be included in the 2011 budget from surplus:

- Package 4 - \$7,500 for repairs and enhancements to the Dan Bosch Park and Klein Lake Campground as follows:
 - \$4,000 Outdoor Maintenance & Landscaping, Line Item 01-2-650-415, cost centre 207; and
 - \$3,500 Outdoor Maintenance & Landscaping, Line Item 01-2-650-415, cost centre 211

- Package 9 - \$3,000 Sprockids Parks Signage and Maintenance, Line Item 01-2-650-415;
- Package 8 - \$11,500 Chaster House Access ramp and replacement of patio canopy, as follows:
 - \$4,500 Outdoor Maintenance, Line Item 01-2-650-415
 - \$7,000 Building Repairs and Maintenance, Line Item 01-2-650-403
- Package 7: \$10,000 Cliff Gilker Trail restoration program, Line Item 01-2-650-415

AND THAT Package 3 – \$5,000 for the Sun Coaster Trail Project Maintenance as a base budget increase be included in the 2011 budget;

AND THAT the following be deferred to the February 24, 2011 Community Services Committee meeting:

- Package 1 - \$30,000 Parks and Recreation Master Plan, with clarification of the figures;
- Package 6 - \$1,200 Roberts Creek Estuary Park Professional Assessment with staff reporting back on unallocated Parks Master Plan funds that could be used for the Roberts Creek Estuary and Ocean Esplanade shoreline project;
- Shirley Macey Park Project, with staff reporting back on the remedial work that was done and the outcome of that work, as well as options on using the remaining \$18,0000 and a portion of the unallocated Parks Master Plan funds; and
- Planning of the Suncoaster Trail.

Recommendation No. 4 *Portable Toilets*

The Corporate and Administrative Services Committee recommended that the Regional District discontinue the following portable toilet services at the following locations:

- Madeira Government Dock (2 year-round toilets);
- Garden Bay Lake (1 seasonal toilet); and
- Hospital Bay Dock (1 year-round and 1 seasonal)

AND THAT this recommendation be referred to the February 24, 2011 Regular Board Meeting for adoption.

The Committee recessed at 12:10 p.m. and reconvened at 12:50 p.m.

Recommendation No. 5 *Function 650 Community Parks*

The Corporate and Administrative Services Committee recommended that the following decision packages be deferred to the February 24, 2011 Community Services meeting:

- Package 12 - \$45,000 Coast-wide, SCRD-Led Trail Strategy;
- Package 11 - \$400,000 Extension of Suncoaster Trail

AND THAT the current annual \$7,500 contribution to reserves be referred to the third round as a decision package for consideration;

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

Recommendation No. 6 *Function 665 Bicycle & Walking Paths*

The Corporate and Administrative Services Committee recommended that the Parks Planning Coordinator's report regarding Bicycle and Walking Paths [665] 2011 R2 Decision Package be received;

AND THAT the report be referred to the February 24, 2011 Community Services meeting for discussion;

AND THAT the Parks Planning Co-ordinator's report regarding the Fusing of the Bicycle Walking Path [665] with Community Parks [650] be received;

AND THAT the report be deferred to a future Community Services Committee meeting, with staff reporting back on which trails are in Function 665 as opposed to Function 650 and, with respect to the trails or walking paths in Function 665, the maintenance being spent on them;

AND FURTHER THAT the budget for Bicycle & Walking Paths [665] be referred to the third round of budget meetings as presented.

Recommendation No. 7 *Function 630 Schools Facilities Joint-Use*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services' report regarding Function 630 Joint-Use 2011 R1 Budget Decision Package be received;

AND THAT the report be deferred to the February 24th, 2011 Community Services Committee meeting;

AND FURTHER THAT the budget for Joint Use [630] be referred to the third round of budget meetings as presented.

Recommendation No. 8 *Function 680 – Dakota Ridge Recreation*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services' report regarding Dakota Ridge Recreation [680] 2011 R2 Decision Package be received;

AND THAT \$15,000 be included in Other Professional Fees, Line Item 01-2-680-387 for the development of a Business Plan;

AND THAT the draft Terms of Reference for the Business Plan Request for Proposals be referred to a future Community Services Committee meeting;

AND FURTHER THAT the budget for Dakota Ridge Recreation [680] be referred to the third round of budget meetings are amended.

Recommendation No. 9 *Function 128 Grants-in-aid Area E*

The Corporate and Administrative Services Committee meeting recommended that the budget for Grants-in-aid Area E [128] be referred to the third round of budget meetings as presented.

Director Thirkell left the meeting at 1:30 p.m.

Recommendation No. 10 *Function 520 – Building Inspection*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector and Bylaw Manager's report regarding Building Inspection [520] 2011 R2 Decision Package be received;

AND THAT, for Round 3, staff report on what the budget would look like going to 0 taxation for this function;

AND FURTHER THAT the budget for Building Inspection [520] be referred to the third round of budget meetings are presented.

Recommendation No. 11 *Function 200 – Bylaw Enforcement*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector and Bylaw Manager's report regarding Bylaw Enforcement [200] 2011 R2 Decision Package be received;

AND THAT the vehicle purchase of \$30,000 be included in the 2011 budget;

AND THAT Decision Package 1, vehicle replacement reserve contribution of \$5,000 per year commencing in 2012 to 2017 be included in the Financial Plan;

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

Recommendation No. 12 *Function 290 – Animal Control*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector and Bylaw Manager's report regarding Animal Control [290] 2011 R2 Decision Package be received;

AND THAT the 2010 surplus be transferred to reserves;

AND THAT Decision Package 1, vehicle replacement reserve annual contribution of \$4,000 from 2012 to 2016 be included in the budget;

AND FURTHER THAT the budget for Animal Control [290] be referred to the third round of budget meetings are amended.

Recommendation No. 13 *Function 216 – Halfmoon Bay Fire Protection*

The Corporate and Administrative Services Committee recommended that the budget for Halfmoon Bay Fire Protection [216] be referred to the third round of budget meetings as presented.

Recommendation No. 14 *Function 670 Regional Recreation Programs*

The Corporate and Administrative Services Committee recommended that the budget for Regional Recreation Programs [670] be referred to the third round of budget meetings as presented.

Recommendation No. 15 *Function 218 Egmont Fire Protection*

The Corporate and Administrative Services Committee recommended that the budget for Egmont Fire Protection [218] be referred to the third round of budget meetings as presented.

Recommendation No. 16 *Function 220 Emergency Telephone 911*

The Corporate and Administrative Services Committee recommended that the 2010 surplus designated in Round 1 for reserves be used to offset taxation in 2011;

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

Recommendation No. 17 *Function 222 Sunshine Coast Emergency Planning*

The Corporate and Administrative Services Committee recommended that the budget for Sunshine Coast Emergency Planning [222] be referred to the third round of budget meetings as presented.

Recommendation No. 18 *Function 506 Property Information Mapping Services*

The Corporate and Administrative Services Committee recommended that the budget for Property Information Mapping Services [506] be referred to the third round of budget meetings as presented.

Director Lutes joined the meeting at 2:00 p.m.

Recommendation No. 19 *Function 117 Information Technology*

The Corporate and Administrative Services Committee recommended that the surplus designated in Round 1 to an equipment reserve be used to reduce taxation in 2011;

AND THAT the 2011 budget for Information Technology [117] be referred to the third round of budget meetings as amended.

Recommendation No. 20 *Function 115 Human Resources*

The Corporate and Administrative Services Committee recommended that the 2010 surplus of \$10,000 designated in Round 1 for the Human Resources Information Systems software be used to reduce taxation in 2011;

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

Recommendation No. 21 *Function 114 Field Road*

The Corporate and Administrative Services Committee recommended that the \$25,000, including the 2010 surplus, designated in Round 1 for a maintenance reserve be used to reduce support services:

AND THAT the following be included in the 2011 budget:

- \$21,801 for the installation of the heat recovery ventilator; and
- \$ 5,000 to provide solar heating for domestic hot water

AND FURTHER THAT the budget for Field Road [114] be referred to the third round of budget discussions as amended.

Recommendation No. 22 *Youth on the Coast*

The Corporate and Administrative Services Committee recommended that the Chair write to the Attracting, Retaining and Engaging Taskforce thanking them for their hard work in developing the *Attracting, Retaining and Engaging Young Adults on the Sunshine Coast* community plan and confirming the Regional District's support in their proposed initiatives.

Recommendation No. 23 *Libraries' Funding Allocation*

The Corporate and Administrative Services Committee recommended that the 2011 Library Funding Allocation spreadsheet be received;

AND THAT the funding allocation be approved as presented and included in the 2011 budget.

Recommendation No. 24 *Function 370 Regional Water*

The Corporate and Administrative Services Committee recommended that Schedule B of Bylaw 422 be amended to include a 4% increase to user fees and land charges for 2011.

Recommendation No. 25 *Function 155 - Feasibility Area F*

The Corporate and Administrative Services Committee meeting recommended that \$5,000 be included in the 2011 budget for the public process concerning the Langdale Dock;

AND THAT the budget for Feasibility Area F [155] be referred to the third round of budget meetings as amended.

ADJOURNMENT 2:37 p.m.

SCRD STAFF REPORT

DATE: February 16, 2011
TO: Regular Board – February 24, 2011
FROM: Angie Legault, Manager of Legislative Services
RE: **BC HYDRO FAIR COMPENSATION RESOLUTION**

RECOMMENDATION(S)

THAT the report concerning a resolution to be submitted to the Association of Vancouver Island and Coastal Communities Conference (ACVICC) be received;

AND THAT the resolution concerning BC Hydro Fair Compensation be forwarded to AVICC.

BACKGROUND

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

As discussed at the Electoral Area Directors' Forum the following resolution is presented for your approval.

DISCUSSION

BC HYDRO FAIR COMPENSATION

Sunshine Coast Regional District

WHEREAS Crown Corporations are expected to pay their fair share of property taxes by providing a grant-in-lieu;

AND WHEREAS private utilities pay property taxes to municipalities and regional districts on property including rights-of-way for distribution and transmission lines, and private utilities and BC Hydro provide municipalities a 1% tax on gross sales revenues within their jurisdictions;

THEREFORE BE IT RESOLVED that the NCLGA and the UBCM lobby the Province of British Columbia to explore the taxation of BC Hydro and implement a fair and equitable method of compensation to all local governments for the provision of local and regional services

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.18

**A bylaw to amend Sunshine Coast Regional District
Revised Water Rates and Regulations Bylaw No. 422, 1995**

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 Water Rates and Regulations Amendment Bylaw No. 422.18, 2011*".
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.
 - b) Delete Schedule "D" in its entirety and replace with the revised Schedule "D" attached hereto.
 - c) Delete Schedule "E" in its entirety and replace with the revised Schedule "E" attached hereto.

READ A FIRST TIME	this	24th	day of	February, 2011
READ A SECOND TIME	this	24th	day of	February, 2011
READ A THIRD TIME	this	24th	day of	February, 2011
ADOPTED	this	24th	day of	February, 2011

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "B"

This Schedule does not apply to the North Pender Harbour Water Service Area as established under Bylaw No. 1070 (see Schedule "D")

OR

The South Pender Harbour Water Service Area as established under Bylaw No. 1074 (see Schedule "E")

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>		<u>Annual</u>
	(1) Up to and including one acre in area		\$ 225.85
	(2) Greater than one acre, up to and including two acres		\$ 240.41
	(3) Greater than two acres, up to and including three acres		\$ 271.06
	(4) Greater than three acres, up to and including four acres		\$ 307.32
	(5) Greater than four acres, up to and including five acres		\$ 323.54
	(6) Greater than five acres, \$15.93 for each additional acre or part of an acre, up to and including ten acres		
	(7) Greater than ten acres, \$8.94 for each additional acre or part of an acre, up to and including twenty acres		
	(8) Greater than twenty acres, \$6.06 for each additional acre or part of an acre		
2.	<u>User Fees – billed annually</u>		<u>Annual</u>
	(1) For each dwelling unit (a dwelling unit being a single suite in a dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)		\$ 199.11
	(2) Motels - per unit		\$ 105.21
	(3) Apartments		\$ 160.27
	(4) Mobile Homes - per occupied pad		\$ 160.27
	(5) Hospital and Intermediate Care Facilities - per bed		\$ 105.21
	(6) All other users not herein provided for - per user		\$ 199.11
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
	Per hundred cubic feet	\$ 1.41	
	Minimum charge per quarter (meter rental extra)	\$ 49.77	\$ 199.10
4.	<u>Meter Rentals – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
	(1) Up to and including 3/4"	\$ 9.00	\$ 36.00
	(2) Over 3/4", up to and including 1"	\$ 12.00	\$ 48.00
	(3) Over 1", up to and including 1 1/2"	\$ 30.00	\$ 120.00
	(4) Over 1 1/2", up to and including 2"	\$ 36.00	\$ 144.00
	(5) Over 2", up to and including 4"	\$ 45.00	\$ 180.00
	(6) Over 4", up to and including 6"	\$ 60.00	\$ 240.00

Sunshine Coast Regional District

Bylaw No. 422

Schedule "B" continued

5. Connection Charges

(1)	3/4" Connection	\$ 1,200.00
(2)	1" Connection	\$ 1,800.00
(3)	Over 1" (minimum)	\$ 2,000.00

(Plus additional costs incurred for fittings and installation)

6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

7. Hydrant Rental

An annual charge of TWENTY DOLLARS (\$20.00) shall be levied for each hydrant operating from the Utility. The charge will be payable by the Fire Improvement Districts and Fire Protection Districts served by the Regional District Water Authority.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "D"

This Schedule applies only to the North Pender Harbour Water Service Area as established under Bylaw No. 1070

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Residential	\$ 226.50
	(2) Institutional	\$ 226.50
	(3) Commercial	\$ 514.21
3.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each parcel containing 1 dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 160.45
	(2) Multiple Family Dwellings (where more than One dwelling exists on a parcel)	\$ 288.66
	(3) Institutional Building	\$ 147.38
	(4) All other users not herein provided for - per user	\$ 160.45
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u> <u>Annual</u>
	First 50,000 gallons used per quarter	\$ 241.18
	Per 1000 gal (or part thereof) used over 50,000 gallons/quarter	\$ 3.09
4.	<u>Connection Charges</u>	
	(1) 3/4" Connection	\$ 1,200.00
	(2) 1" Connection	\$ 1,800.00
	(3) Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	
5.	<u>Turning Off/On Fees</u>	

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "E"

This Schedule applies only to the South Pender Harbour Water Service Area as established under Bylaw No. 1074

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
(1)	Up to and including two acres in area	\$ 229.43
(2)	Greater than two acres, up to and including ten acres	\$ 313.95
(3)	Greater than ten acres	\$ 398.48
4.	<u>User Fees – billed annually</u>	<u>Annual</u>
(1)	For each dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 253.58
(2)	For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 253.58
(3)	For each dwelling on Block 85, DL 1023 with water delivered by a hydro pump	\$ 371.91
(4)	For each dwelling on District Lot 4284, 952, or 3990 serviced by the Narrows Rd. (Oyster Bay) connection.	\$ 353.80
(5)	For each office or place of business wherein is employed not more than one person	\$ 253.58
(6)	For each office or place of business wherein is employed more than one person	\$ 362.25
(7)	All other users not herein provided for - per user	\$ 253.58
(8)	For each clubhouse or hall	\$ 362.25
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 10,000 gallons used per quarter	\$ 90.56
	Per 1000 gal (or part thereof) used over 10,000 gallons/quarter	\$ 4.23

4. Connection Charges

(1)	3/4" Connection		\$ 1,200.00
(2)	1" Connection		\$ 1,800.00
(3)	Over 1"	(minimum)	\$ 2,000.00

(Plus additional costs incurred for fittings and installation)

5. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1025.2

A bylaw to amend Sunshine Coast 911 Emergency Telephone Extended Service Establishment Bylaw No. 1025, 1995

WHEREAS the Board of the Sunshine Coast Regional District wishes to amend the *Sunshine Coast 911 Emergency Telephone Service Establishment Bylaw No. 1025, 1995* in order to increase the maximum amount that may be requisitioned for this service;

AND WHEREAS consent on behalf of the electors in the participating areas has been given in writing by at least two-thirds of the participants in accordance with section 802 of the *Local Government Act*;

NOW THEREFORE the Board of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Sunshine Coast 9-1-1 Emergency Telephone Extended Service Amendment Bylaw No. 1025.2, 2011*.
2. *Sunshine Coast 911 Emergency Telephone Service Establishment Bylaw No. 1025, 1995* is hereby amended by replacing clause 4 with:
 4. In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the Service is a property value tax rate of \$0.07/\$1000 applied to the net taxable value of land and improvements in the Service Area.

READ A FIRST TIME	this 13 th day of	January, 2011
READ A SECOND TIME	this 13 th day of	January, 2011
READ A THIRD TIME	this 13 th day of	January, 2011
APPROVED BY THE INSPECTOR OF MUNICIPALITIES	this 9 th day of	February, 2011
ADOPTED	this 24 th day of	February, 2011

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1057.2

A bylaw to amend *Dakota Ridge Recreation Area Service Establishing Bylaw No. 1057, 2005*

WHEREAS the Board of the Sunshine Coast Regional District established the *Dakota Ridge Recreation Area Service* by way of *Dakota Ridge Recreation Area Service Establishing Bylaw No. 1057, 2005*;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Dakota Ridge Recreation Area Service Establishing Bylaw No. 1057, 2005* in order to increase the maximum amount that may be requisitioned for this service;

AND WHEREAS consent on behalf of the electors in the participating areas has been given in writing by at least two-thirds of the participants in accordance with section 802 of the *Local Government Act*;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

- 1. This bylaw may be cited for all purposes as the *Dakota Ridge Recreation Area Service Amendment Bylaw No. 1057.2, 2010*.
- 2. *Dakota Ridge Recreation Area Service Establishing Bylaw No. 1057, 2005* is hereby amended by replacing \$0.02/\$1000 with \$0.025/\$1000.

READ A FIRST TIME this 9th day of December, 2010

READ A SECOND TIME this 9th day of December, 2010

READ A THIRD TIME this 9th day of December, 2010

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES this 9th day of February, 2011

ADOPTED this 24th day of February, 2011

CORPORATE OFFICER

CHAIR