CALL TO ORDER: 1:30 p.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

2. Julie Keenan, Director of Advancement and Alumni Relations and Dr. Nicole Vaugeois, Regional Innovation Chair in Tourism and Sustainable Rural Development – Vancouver Island University (VIU)
   Re: VIU Funding Request in Support of the Regional Innovation Chair in Tourism and Sustainable Rural Development’s Endowment
   Annex A
   Pages 1-24

3. Garth Kitson, President, Central Baseball League
   Re: Grant-in-Aid Request Chatelech High School Field
   Annex B
   p. 25

REPORTS

4. Accounting Technician – 2012 Directors’ Constituency and Travel Expenses
   Annex C
   p. 26

5. Accounting Technician – Allocation of Gas Tax Funding (Community Works Fund)
   Annex D
   p. 27

6. Purchasing Officer and Risk Manager – Contract Between $20,000 and $100,000
   Annex E
   p. 28

7. Manager, Legislative Services – Director Remuneration
   Annex F
   pp. 29-33

8. Manager, Legislative Services – Citizen Engagement Software
   Annex G
   pp. 34-35

9. Manager, Legislative Services – Search and Rescue Lease Renewal
   Annex H
   p. 36

10. Manager, Legislative Services – Petitions and Delegations Policy
    Annex I
    pp. 37-40
11. Manager, Financial Services – Parcel Tax Roll Review Panel  
   Annex J  
   p. 41

12. Manager, Parks Services – Bicycle and Walking Path Funding Options  
   Annex K  
   pp. 42-48

   Annex L  
   pp. 49-57

14. General Manager, Planning and Development – Western Diversification Program  
   Annex M  
   pp. 58-62

COMMUNICATIONS

15. Government Finance Officers Association  
    Re: Canadian Award for Financial Reporting  
    Annex N  
    pp. 63-64

16. Union of British Columbia Municipalities  
    Re: UBCM Membership  
    Annex O  
    p. 65

NEW BUSINESS

ADJOURNMENT
Regional Innovation Chair,  
Tourism & Sustainable Rural Development

BC Regional Innovation Chairs (RICs):
- A program of the BC provincial government through the Leading Edge Endowment Fund;
- Aimed at BC’s regional and “special purpose” universities (complements the BC Leadership Chairs at BC’s research-intensive universities);
- Purpose is “to support research, development and innovation that will bolster regional economic and social development”;
- Each chair received a $1.25 million initial endowment, which must be matched from other sources and supports the salary and activities of the chair.

VIU’s RIC in Tourism & Sustainable Rural Development:
- Rural and remote communities in BC are experiencing economic shifts due to transitions in resource based sectors and growth in service and knowledge sectors.
- Given the rich natural and cultural resources in the province, tourism, recreation, arts and culture are being explored as potential ways to diversify rural economies.
- Tourism is highly competitive and labour-intensive, and small/rural communities often need support with respect to research and expertise to guide their efforts;
- The current chair, Nicole Vaugeois (PhD Tourism Planning and Development):
  - Works in cooperation with communities and organizations that need information to guide policy and planning decisions but lack research capacity;
  - Links research to teaching and training programs to build the workforce and research capacity in areas most relevant to rural regions;
  - Creates and fosters links among BC academic institutions and stakeholders in the rural regions.

The need:
- VIU needs to build the chair’s endowment to make this work sustainable and provide communities with a support structure that is ongoing, stable and reliable.

Contact for more information:

Julie Keenan  
Director, Advancement & Alumni Relations  
Vancouver Island University  
250.740.6602  
Julie.Keenan@viu.ca

Nicole Vaugeois, PhD  
BC Regional Innovation Chair,  
Tourism & Sustainable Rural Development  
250.753.3245 ext. 2772  
Nicole.Vaugeois@viu.ca  
http://ruraltourismdevelopment.blogspot.ca/
Regional Innovation Chair in Tourism & Sustainable Rural Development

CASE FOR SUPPORT: REGIONAL RURAL REVITALIZATION

Vancouver Island University (VIU) has a mandate for applied research in areas that are of regional importance. In cooperation with Thompson Rivers University, which has a similar mandate, VIU has created a Regional Innovation Chair (RIC) to foster rural revitalization through sustainable rural tourism. This initiative provides information, innovative ideas and insights to help Regional Districts and their member communities best utilize their natural and cultural amenities to bring in new revenue through tourism and benefit local residents.

The provincial RIC program provides ongoing support to rural regions of BC. To achieve long-term stability and continuity for each Chair’s activities, matching funds from community partners are required. By contributing to the support of the RIC, BC’s rural communities can rely on continued access to the benefits produced by the Chair that would not be affordable for individual communities on their own. This also encourages a collaborative, regional approach working within existing structures to solve common problems and bring about needed change.

WHAT THE CHAIR OFFERS

As the hub of an integrated applied research and training program, the RIC supports evidence-based policy and service development with:

- Access to academic and market research expertise (220 undergraduate and 20 graduate students training to do applied research and seeking community projects, with the oversight of a PhD-level supervisor);
- Linkages to an established network of public and private sector stakeholders, thought leaders and specialists;
- Access to specialized databases, survey reports and other research tools; and
- Advanced training and education opportunities for community leaders and professional staff.

In operation since 2008, the RIC has a well-established track record of responding to the research needs of rural communities, and introducing new models and approaches to communities in need of revitalization. Examples of recent activities include:

- Ongoing study of the long term benefits of young adult engagement in rural immersion activity;
- A series of “How-To” manuals ranging from community signage to tourism packaging and visitor research;
- Annual case studies and tourism audits;
- Workshops for community leaders and presentations as an invited speaker at events and conferences (topics included economic development, amenity-based rural development, visitor research and signage);
- Research/training opportunities in rural areas (three graduate projects, six undergraduate projects and 32 applied research placements in the 2011/12 academic year);
- With partners at TRU and UNBC, developed and populated a new Rural Tourism Web Portal.
Attracting families to live and work in rural areas is an important part of building healthy communities and creating a resilient labour force. On a regular basis the activities of the Chair bring in young professionals and post-secondary students to experience BC’s rural regions. Only some will choose to remain, but all will become better equipped to understand and appreciate the realities of rural life. Those who become policy makers, decision makers and entrepreneurs will be able to bring the rural perspective into many other arenas that affect those realities.

FINANCING THE WORK OF THE CHAIR THROUGH AN ENDOWMENT

In accordance with the terms of the province’s RIC program, long-term support for the work of the chair is intended to be provided through income from the Chair’s endowment. An endowment of this sort is a form of “charitable purpose trust”.

Contributions to a charitable purpose trust are held in perpetuity, and income can be disbursed only for the purposes defined when the trust was established. Neither the donor nor the trustee can vary the terms of the trust after the fact. The Vancouver Island University Foundation manages many such endowments on behalf of VIU, guided by an endowment management policy. All endowed funds are held in a pooled fund account with an investment management firm as selected by the Board.

In accordance with the endowment management policy, the disbursement rate for all endowments is established annually by the Board with advice from VIU Finance Department and VIU Foundation’s Finance Committee. In order to maintain the value of the endowment fund over time, the rate is based on the lesser of average investment earnings in the previous three years and future projections for the next year as determined by the investment management firm(s).

In addition to endowment disbursements, other sources that support the chair’s work include grants, contributions from VIU, contributions from partners and income from contracts.

EVALUATION AND ACCOUNTABILITY

An important part of the RIC’s responsibility is regular evaluation and reporting to funders of all activities. Please see the attached sample report.

NAMING OPPORTUNITIES

As part of our donor recognition program we are pleased to offer naming opportunities on a first come first served basis as listed below.

| Named Chair in Tourism & Sustainable Rural Development | $1,250,000 ($250,000/year for 5 years) |
| Tourism & Sustainable Rural Development Research Lab | $250,000 ($50,000/year for 5 years) |
| Tourism & Sustainable Rural Development Research Office | $150,000 ($30,000/year for 5 years) |
| Named student fellowships (5) | $125,000 ($25,000/year for 5 years) |
| Named Tourism & Sustainable Rural Development lecture series | $75,000 ($15,000/year for 5 years) |
VIU Vision – Supporting Sustainable Rural Development

<table>
<thead>
<tr>
<th>LEEF, BC Real Estate Foundation</th>
<th>VIU contribution</th>
<th>to be raised</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,500,000</td>
<td>$625,000</td>
<td>$875,000</td>
</tr>
</tbody>
</table>
Supporters and Partners

VIU’s Regional Innovation Chair in Tourism & Sustainable Rural Development

Vancouver Island University
Thompson Rivers University
Vancouver Island University Foundation
Leading Edge Endowment Fund
Real Estate Foundation of BC
World Leisure Organization
Rural Development Institute
University of Northern BC
Short report on 2011-2012 activities for the BCRIC in Tourism and Sustainable Rural Development
Dec 9, 2011

Recent Activity:

I have taught two courses this fall in the new MA Sustainable Leisure Management – “Paradigms and Principles of Sustainability” and “Case Studies”. The Case studies course was used to take the graduate students into the field to conduct a “Gap Analysis of the Pacific Marine Circle Route” based on a request by the Mayor of Lake Cowichan – Ross Forest and the Cowichan Watershed Board (two which I am a special advisor). The report is being completed and a presentation was made to the Watershed Board on November 3).

I was also teaching the TRMT 357: Advanced Research Methods course for 28 3rd year students. This involved supporting 6 research teams in projects such as:

a. **Trail Usage Study** – working for the RDN, we developed a system to obtain ongoing trail user data to provide Joan Micheal, Parks Planner, with information for decision making. Report will be out Dec. 12 and shared with Joan and other RDN staff.

b. **Cowichan Wine and Culinary Festival** – working for the organizers of the Festival and Cowichan Economic Development I had a team of 7 students conduct a study on visitor experience. Presentation has been shared and report coming out Dec. 12 for the organizers.

c. **Long term impacts of rural extension activity** – working with two students to follow up with participants from rural immersion activity since 2005 to gauge the impact on their career. Planning to share this in a journal as a follow up to a previous publication.

d. **Community Branding Study** – working with four students to do content analysis on a sample of 20 mid sized BC communities websites, looking particularly at their branding. This will be shared via social media and in report format.

e. **Sustainable marketing communications in adventure tourism** – working with four students to assess to what extent two sectors of adventure based tourism (skiing and wildlife viewing) are communicating their commitment to sustainability via the web. This will be shared with the Wilderness Tourism Association and via social media.

f. **Parking for students with disabilities at VIU** – supporting two students to enhance parking for students with disabilities. They have done observation research, interviews with staff and secondary document analysis to propose recommendations for VIU. This was shared this week with positive reviews and they have been invited to share with a wider audience.

Graduate student supervision:
Supervising : a) **Erin Heeney**, MA SLM at VIU who is looking at the mutual gaze of hosts/visitors in the Caribbean context,
b) **Marc Sorrie**, MA SLM at VIU who is looking at extracting factors for success in the development of route tourism, and
d) **Martin Pariseau** MA SLM, who is looking at earth systems theory in the school system. I am also on the PhD committee for **Masuruli Masuruli** at UVic who is looking at community/protected area relations in Tanzania.
Other studies:

- **Protected Areas and Poverty Reduction Project** – as part of the applicant team, I have been supervising the development of a Blog to enhance the mobilization of knowledge around the PAPR project. We expect to launch this in January. I am also involved in governance/admin with the VIU team including Grant Murray, Rick Rollins and Ken Hammer.

- **Chemainus Visitor Study** – My summer work op completed her analysis on visitors to the Chemainus area this summer and shared that with the Business Improvement Association this month.

Recent knowledge mobilization:

- **Webinar** – the BC Healthy Living Alliance asked me to contribute to a webinar in November to share examples of small communities that have invested in healthy living. I profiled some of my work for the Feds on amenities and then profiled the trail system in the CVRD as an example.

- **BC Rural Tourism Portal** – I have a work op student helping to populate the new BC Rural Tourism Portal, an initiative between TRU, VIU and UNBC. We expect to launch this in the new year to coordinate knowledge on rural tourism development in BC.

- Presentation to the **Canadian Rural and Cooperatives Secretariat** on the results of the “Preparing for Amenity Based Rural Development Project” completed in April 2011.

Governance:

- I was recently elected onto the **Board of the Canadian Rural Revitalization Foundation**, so will work with colleagues at a national level. I also activity contribute as a member of the Canadian Rural Research Network.

- I am continuing to contribute on the new **Economic Development Commission** for Nanaimo on the Tourism Strategy Committee.

- I have been contributing to the **BC Tourism Labour Market Research Project** on the research team. Our work is almost complete with the strategy to be released this spring.

- I serve as a member of the **Knowledge Mobilization Partnership** project with the Ministry of Jobs, Tourism and Innovation.

Upcoming activities:

**Abstracts have been submitted to:**

1. The **BC Rural Network Conference** in Grand Forks June 8-10 to do a workshop on the identification and assessment of rural amenities – awaiting approval

2. The **Horses, Tourism and Leisure International Symposium** in Saumur, France May 9-11 – submitted an assessment of Equestrian tourism in BC.

**Abstracts will be submitted for:**

1. The **Interdisciplinary Tourism Research Conference** in Turkey, April 24-29 where I plan to present the work on the Pacific Marine Circle Route with Grad students.

2. The **International Rural Sociology Conference** in Lisbon, July 29-August 4

3. The **International Travel and Tourism Research Conference** – June 17-19 in Virginia Beach

**Papers I am working on include:**

- The “homogeneity dilemma” a policy paper on the ineffectiveness of one size fits all policies in rural areas

- Mentorship of undergraduate research – based on my observations and praxis with five years of work with undergraduate research placement activity
• The sharing of the Rural Amenity Typology developed for the Federal Government – which has to wait until they release the full report which is expected this spring.
• The Ministry of Jobs, Tourism and Innovation has asked me to work with them on the development of an updated “BC Signage Manual” to build on my original work (with Chrystal Stone) from 2007. I expect this work to commence this spring.

Projects I am seeking funding for:
1. Work on the nature of lifestyle entrepreneurship in rural communities – likely with partnerships with the Ministry of Jobs Tourism and Innovation
2. Funding to continue work with the Pacific Marine Circle Route to address gaps identified in the research this fall. Looking at Vancouver Foundation.
3. Amenity Based Rural Development in the Southern Gulf Islands – trying to do a fieldschool linked to ABRD in the Gulf Islands context in the spring of 2012 with students. Looking at the BC Real Estate Foundation and Canada’s Rural and Cooperatives Secretariat.
4. World Leisure Center of Excellence – seeking longer term funding to solidify the World Leisure Center of Excellence.

World Leisure Center of Excellence
Supervising two research assistants to utilize the SSHRC funding and develop a strategic plan for the WLCE here at VIU. The position paper was recently completed and the spring will be used to move forward on recommendations, position the center and apply for appropriate funding.

Final notes:
The fall academic term has mostly been spent teaching and supporting undergraduate and graduate student research activity. This has enabled me to work closely with a variety of community/regional stakeholders. I have been able to share and contribute provincially and nationally through webinar type work and through engagement with governance of various organizations. The spring will be spent writing papers, sharing with audiences in various conferences, supporting the development of the new WL center, and obtaining funding to fit the research priorities identified to date.
VIU BC Regional Innovation Chair | Tourism & Sustainable Rural Development

Nicole Vaugeois, VIU BC Regional Innovation Chair
Dan Hurley, Executive Director, University Relations
Presentation Overview

- VIU Vision
- Creation of the Chair
- Healthy Rural Communities
- How your Region will Benefit
- Building a Sustainable Model
VIU Vision – Supporting Sustainable Rural Development

VIU Vision

Through the promotion of excellence in learning, we inspire our students and the people of Vancouver Island and coastal British Columbia as a trusted educational partner in the search for sustainable cultural, economic, environmental, and social prosperity.
80% of student body are from Vancouver Island and the coast

VIU operates facilities, research centres, training facilities and field stations throughout the region

20,000 students attend VIU

Became a university in 2008 continues to offer trade programs

+ $120 million into local economy annually
Regional Revitalization and Resilience

BC Regional Innovation Chairs (RICs)

Rural and remote communities in BC are experiencing economic shifts due to transitions in resource based sectors and growth in service and knowledge sectors.

- Program of the BC government through the Leading Edge Endowment Fund (LEEF)
- Aimed at BC’s regional and “special purpose” universities
- Purpose is “to support research, development and innovation that will bolster regional economic and social development”
How the BCRIC at VIU supports resilient rural regions in BC

Stable population

Diversified economic base

Effective Governance

Collaborative

Resilient Rural Regions

Attractive to visitors, investors & residents

Innovative & Responsive

Informed with research
BC Regional Innovation Chair = Resilient Rural Regions

Stable populations

• organizing a national conference on Attracting and Retaining Young Adults in Rural Communities in Golden, June 2013
• bring young people into rural areas for case studies, research projects, field work

Attractive for visitors, residents and investment

• workshops on how communities can identify the amenities that make them attractive
• assist them to develop action plans to capitalize on their attractiveness
• recent example BC Rural Summit
Regional Rural Revitalization

BC Regional Innovation Chair = Resilient Rural Regions

Innovative

• profile innovators across BC that others can learn from and build on
• sharing innovative ideas from outside of BC with regular blogposts

Research for informed decision making

• conduct research projects for communities and regions to enhance decision making
• signage audits, resident attitude studies, visitor profiles, labour market studies, economic impact assessments, tourism opportunity studies
BC Regional Innovation Chair = Resilient Rural Regions

**Collaboration**
- bring together those involved in tourism development and sustainability at annual BC Rural Tourism Conferences
- carry a message of the need for regional collaboration

**Sustainability**
- Co-Chair of the World Leisure Center on Sustainability and Innovation
- supervise graduate student projects on sustainability
Regional Rural Revitalization

BC Regional Innovation Chair = Resilient Rural Regions

Effective Governance & Support Structures

- identify ways to improve the working relationships among stakeholders in tourism and economic development

Diversified Economic Base

- communicate the message that rural areas need to develop a diversified economic base
- include tourism in a way that is integrated with other sectors
“Tourism must be understood”

The Chair plays an active role in demystifying tourism and correcting harmful myths to help embed tourism in a sustainable manner for BC’s rural regions.
BC Regional Innovation Chairs (RICs)

- Each chair received a $1.25 million initial endowment
- Must be matched from other sources
- Supports the salary and activities of the chair
VIU Vision – Supporting Sustainable Rural Development

- Build Endowment Fund to $3 million
- = Bolster rural development
- Operating fund growth to (est.) $90,000 per year
VIU Vision – Supporting Sustainable Rural Development

<table>
<thead>
<tr>
<th>LEEF, BC Real Estate Foundation</th>
<th>VIU contribution</th>
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<tbody>
<tr>
<td>$1,500,000 $1,500,000 millions</td>
<td>$625,000</td>
<td>$875,000</td>
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</tbody>
</table>
To Angie Legault,

As per our conversation yesterday, I would like an opportunity to make a presentation to the council under Grant and Aid. At this time the Central Baseball League is trying to complete the outfield fence of the New Mens Baseball field at Chatelitch High School. Unfortunately our league isn't in the position to financially fund the project. Last year SD46 allowed us to put up a temporary fence for one year only ending spring 2013. The fence encloses the field and protects the players from a 30 ft drop off to a field below. To make this field usable we need to install a permanent fence. At this time we only need 260 Ft. of fencing out of the total 420 Ft. The estimated cost is around $16,000 installed. We are asking the SCRD to help with this cost. Thank you for your time.

Garth Kitson

CBL President.
SCRD STAFF REPORT

DATE: February 6, 2012

TO: Corporate and Administrative Services Committee – Feb 28, 2012

FROM: Michelle Goetz – Accounts Payable Technician

RE: DECEMBER 2012 DIRECTOR CONSTITUENCY & TRAVEL EXPENSES

RECOMMENDATION

THAT the Accounts Payable Technician’s Report regarding Directors’ Constituency and Travel Expenses to December 31, 2012 be received for information.

PURPOSE
To provide directors with 2012 financial information for constituency and travel expense balances.

BACKGROUND
The 2012 Financial Plan for line item 01-2-111-263 Legislative & 01-2-130-263 UBCM/AVICC Constituency Expenses provides a budget of $20,300 ($3,500 allowance per director - $2,500 from 111 and $1,000 from 130) for the expense of running an elected official office. Line item 01-2-111-320 Legislative & 01-2-130-320 UBCM/AVICC Travel Expenses provides an allowance of $36,144 for mileage, meals, hotel and other various charges associated with travelling on SCRD business.

DISCUSSION
As of December 31, 2012 the total amount posted to Constituency Expenses is $11,779, leaving an unspent balance of $8,521. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is $34,107*, leaving an unspent balance of $2,037. Figures are based on expense reports submitted to the end of December 2012 and a breakdown by Director is provided below.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Constituency Expense</th>
<th>Travel Expense (Excluding HST)</th>
<th>Travel Expense (Alternate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Area A</td>
<td>$2,243</td>
<td>$8,547</td>
<td>$</td>
</tr>
<tr>
<td>Director Area B/Chair</td>
<td>$1,006</td>
<td>$10,190</td>
<td>$</td>
</tr>
<tr>
<td>Director Area D/Vice Chair</td>
<td>$2,106</td>
<td>$4,050</td>
<td>$</td>
</tr>
<tr>
<td>Director Area E</td>
<td>$3,475</td>
<td>$2,361</td>
<td>$34</td>
</tr>
<tr>
<td>Director Area F</td>
<td>$2,949</td>
<td>$6,800</td>
<td>$316</td>
</tr>
<tr>
<td>Director DOS</td>
<td>$-</td>
<td>$19</td>
<td>$13</td>
</tr>
<tr>
<td>Director TOG</td>
<td>$-</td>
<td>$1,294</td>
<td>$40</td>
</tr>
<tr>
<td>Director SIGD</td>
<td>$-</td>
<td>$187</td>
<td>$</td>
</tr>
<tr>
<td>Keats/Gambier Town Hall</td>
<td>$-</td>
<td>$256</td>
<td>$</td>
</tr>
<tr>
<td>Totals</td>
<td>$11,779</td>
<td>$33,704</td>
<td>$403</td>
</tr>
<tr>
<td>Budget</td>
<td>$20,300</td>
<td>$36,144</td>
<td>*</td>
</tr>
<tr>
<td>Unspent</td>
<td>$8,521</td>
<td>$2,037</td>
<td>*</td>
</tr>
</tbody>
</table>

* Alternate included with Director travel totals

\scrd.ad\files\networkfiles\Finance\1880 Reports, Statistics - Financial\1880-20 SCRD Reports\Director Travel & Constituency Expense Reports\2013 Feb 28 CAS re Director Expenses 31Dec12.doc
RECOMMENDATION(S)

THAT the Corporate and Administrative Services Committee receive the Accounting Technician’s report on Allocation of Gas Tax (Community Works Fund) Funding;

AND THAT 2011 Census population data be used as the basis for allocating Gas Tax funding by electoral area for funds received after January 1, 2012.

BACKGROUND

2011 Census population data was released in February 2012. An update to the percentage of Gas Tax funds allocated to each electoral area is required based on the new Census data. Gas Tax funding is received bi-annually in July and November.

DISCUSSION

The Sunshine Coast Regional District began receiving Gas Tax funding from the Community Works Fund in 2005 with all funding received allocated to each of the five electoral areas based on population. Funds received in 2005 and 2006 were allocated based on the 2001 Census population data and funds received beginning in 2007 were allocated based on the 2006 Census population data.

The table below provides a summary of the relevant 2006 and 2011 Census data along with the changes to the allocation of Gas Tax funding received in 2012 when the 2011 Census data is applied to the calculation.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2,624 18.38%</td>
<td>2,678 19.00%</td>
<td>$115,116</td>
</tr>
<tr>
<td>B</td>
<td>2,558 17.92%</td>
<td>2,675 18.98%</td>
<td>$112,221</td>
</tr>
<tr>
<td>D</td>
<td>3,307 23.16%</td>
<td>3,244 23.02%</td>
<td>$145,080</td>
</tr>
<tr>
<td>E</td>
<td>3,552 24.88%</td>
<td>3,482 24.71%</td>
<td>$155,828</td>
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<tr>
<td>F</td>
<td>2,235 15.66%</td>
<td>2,015 14.30%</td>
<td>$98,051</td>
</tr>
<tr>
<td>Total</td>
<td>14,276 100.0%</td>
<td>14,094 100.0%</td>
<td>$626,296</td>
</tr>
</tbody>
</table>
DATE:     February 13, 2013
TO:       Corporate and Administrative Services Committee – February 28, 2013
FROM:     Robert McKee, Purchasing Officer & Risk Manager
RE:       Contracts between $20,000 and $100,000 – to February 12, 2013

RECOMMENDATION
That the Purchasing Officer’s report on Contracts for the period from January 15, 2013 to February 12, 2013 be received for information.

BACKGROUND
Sunshine Coast Regional District Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report on all new contracts entered into that fall between $20,000 and $100,000. Reports include purpose, function and vendor information.

DISCUSSION
There were some 61 contracts/purchase orders entered into in the above time period and four contract/purchase orders falls between $20,000 and $100,000.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>PO Number/Project Code</th>
<th>Description</th>
<th>Amount (including taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterhouse Enviro Services Corp</td>
<td>PO 5044/370</td>
<td>Reg Water Services Isopac Coagulant</td>
<td>$24,399.76</td>
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<tr>
<td>XCG Consultants Ltd</td>
<td>PO 5072/352</td>
<td>Sechelt Solid Waste Geotech Report for Sechelt Landfill</td>
<td>$20,534.08</td>
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<tr>
<td>A-Z Land Services</td>
<td>PO 2013444/400</td>
<td>Seaview Cemetery 3 Year Contract for Grounds Maintenance</td>
<td>$46,210.50</td>
</tr>
<tr>
<td>Jerry’s Janitorial Services</td>
<td>PO 2013446/616</td>
<td>Gibsons Aquatic Remaining 2 Year Contract / Janitorial Services</td>
<td>$57,523.20</td>
</tr>
</tbody>
</table>
SCRD STAFF REPORT

DATE: February 20, 2013

TO: Corporate and Administrative Services Committee – February 28, 2013

FROM: Angie Legault, Manager of Legislative Services

RE: DIRECTOR REMUNERATION

RECOMMENDATION(S)

THAT the report concerning Director Remuneration be received.

BACKGROUND

The Board adopted the following recommendation at the meeting held January 24, 2013:

024/13 Recommendation No. 19 Electoral Area Services [130-131]

THAT prior to 2013 Round 3 Budget, the Electoral Area Directors meet to review remuneration.

DISCUSSION

This meeting has not yet been scheduled. Due to the shortage of available time slots, staff request that concerns or potential changes to the remuneration bylaw be identified at the February Corporate and Administrative Services Committee meeting.

The current remuneration bylaw is attached for reference.
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 Directors’ Remuneration Bylaw No. 636, 2011".

2. Definitions:

In this bylaw:

"Acting in the capacity of Board Chair" means those times when the Board Chair is unavailable for a period of one week or longer, or as resolved by the Board, or prior to the one week period when the Vice Chair is required to attend to business in the place of the Chair e.g. for document execution.

"Budget Meeting" means a Corporate and Administrative Services Committee Budget or Pre-Budget meeting.

"Committee" means an SCRD Standing Committee, the Transportation Committee or the Sunshine Coast Policing Committee.

"Extraordinary Meeting" means a meeting of a subcommittee established by the Board; an intergovernmental meeting; an SCRD Strategic Planning meeting; or a special meeting that has been deemed as such by Board resolution.

"Intergovernmental Meeting" means a meeting between the SCRD Board and any other local government, including but not limited to the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and School District No. 46.

"Meeting" means a meeting of the SCRD Board, an SCRD Standing Committee, the Transportation Committee, the Sunshine Coast Policing Committee, or an "Extraordinary Meeting" as defined in this bylaw.

"Public Hearing" means a public hearing held in accordance with section 890 of the Local Government Act.

"Standing Committee" means the Community Services Committee, the Corporate and Administrative Services Committee, the Infrastructure Services Committee or the Planning and Development Services Committee.
“Standing Committee Vice Chair” means the Director appointed as Vice Chair to a Standing Committee, but also includes a Director appointed as Acting Chair to a Standing Committee in the absence of the Standing Committee Chair and Standing Committee Vice Chair.

3. The remuneration for the Directors of the Sunshine Coast Regional District Board shall be as per Schedule A to this bylaw.

4. Despite Section 3, a Meeting that goes beyond 3 hours in duration shall be paid at 2 times the regular meeting rate.

5. On January 1st each year all stipends on Schedule A to this bylaw shall be adjusted by the percentage change over the preceding twelve (12) months in the Consumer Price Index for Vancouver at November 30th.

6. When a Director attends a portion of a meeting and the Alternate Director attends another portion of the same meeting, each shall be compensated as though they had attended the entire meeting.

7. When the Chair leaves a meeting and the Vice Chair is required to preside over said meeting for a period of 30 minutes or more, each shall be compensated as though they had presided over the entire meeting.

8. Electoral Area Directors shall be entitled to Provincial Medical, Extended Health and Dental benefits as are provided to employees of the Regional District and the Regional District will pay one hundred (100)% of the cost of monthly premiums.

9. All Directors and Alternate Directors shall be entitled to Accidental Death and Dismemberment insurance for injuries sustained while travelling on the business of the Regional District as per the terms of the policy and the Regional District will pay one hundred (100%) of the cost of monthly premiums.

10. The remuneration as set out in Schedule A of this Bylaw shall be paid bi-weekly.

11. A Director or Alternate Director may be reimbursed, as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are:

   i. representing the Regional District,

   ii. engaging in Regional District business,

   iii. attending a meeting, course or convention, or

   iv. attending a meeting of the Board.

12. In addition to the above, any Director or Alternate Director shall be entitled to $150 per day for attending the annual conference of the Union of British Columbia Municipalities, the Federation of Canadian Municipalities, or the Association of Vancouver Island and Coastal Communities or the UBCM Annual Leadership Academy Conference.
13. A Director or Alternate Director may, prior to attending a conference not listed in Section 9, request approval by the Board to receive $150 per day to attend such conference.

14. All expenses and expenditures not specifically authorized by the Expense Reimbursement Policy must receive the authorization of the Board or the Corporate and Administrative Services Committee before they are incurred to be eligible for reimbursement.

15. All expenses and expenditures must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and given to the Treasurer. Receipts need not be given for non-commercial accommodation, private motor vehicle use and meal charges (set amounts).

16. Within two weeks of delivery by a Director or Alternate Director to the Treasurer of a signed claim with supporting receipts in accordance with the Expense Reimbursement Policy, the Treasurer will pay to the Director or Alternate Director, the amount of the expenditures made or expenses incurred.

17. A designation of 1/3 of all remuneration received under this Bylaw is deemed to be an allowance for expenses incidental to those other than expenses referred to in section 8.

18. “Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 568, 2005” and amendments thereto are hereby repealed.
<table>
<thead>
<tr>
<th>Role</th>
<th>Annual Stipend</th>
<th>Standing Committee Chair</th>
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<th>$ per Committee Meeting Chaired</th>
<th>$ per meeting attended</th>
<th>$ for any day attending Meetings</th>
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<td>if not chair $ 114</td>
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<tr>
<td>Policing &amp; Transportation Chair</td>
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SCRD STAFF REPORT

DATE: February 14, 2013
TO: Corporate & Administrative Services Committee – February 28, 2013
FROM: Angie Legault, Manager of Legislative Services
RE: CITIZEN ENGAGEMENT SOFTWARE

RECOMMENDATION(S)

THAT the Manager of Legislative Services’ report concerning Citizen Engagement Software be received;

AND THAT consideration of online public engagement tools be referred to staff as part of the development of a citizen engagement/public education framework and toolkit.

BACKGROUND

The following recommendation (from Round 1 Budget) was adopted by the Board on January 24, 2013:

024/13 Recommendation No. 17 Citizen Engagement Systems

THAT Budget Proposal 3 be abandoned;

AND THAT staff report on new methods (including funding), of Citizen Engagement Systems as an alternative to Citizen Satisfaction Surveys before Round 3.

DISCUSSION

The SCRD currently uses traditional forums for public consultation, such as community meetings, newsletters and surveys, etc., however there are increasing demands to allow the public to engage on their own terms. The use of an interactive online space to access information, post comments and participate in an online dialogue may engage additional segments of the population who are unable or unwilling to attend scheduled events. There are a variety of software products that could be utilized.

While online engagement provides an additional avenue for public participation, it is not without challenges. Any tool used would need to be considered in conjunction with B.C. privacy legislation, appropriate records management protocols and policy development. In addition, this tool must be adequately resourced as administration (monitoring, updating and responding) can be quite time consuming. Online engagement may exclude the elderly demographic and residents without high-speed internet, but this may be irrelevant if traditional methods continue to be used in conjunction with new technology.

Rather than isolating one tool, staff recommend taking a holistic approach, with the first step being the development of some clear frameworks (for decision makers) and guidelines (for staff)
on why we do public engagement, what we do, when and how we do it. The Framework and Tool Kit will inform operational decisions on how to engage. An interdepartmental working group has been established and it is hoped that the Framework will be completed by the end of September. Development of staff guidelines/ toolkit would then follow.

If the Committee wishes to proceed prior to the completion of the framework, staff suggest that a pilot project using an online engagement tool for one specific project or plan may be a viable alternative. This would allow the organization to develop policy, gauge public interest, review resource requirements and evaluate the return on investment.

**Fiscal Implications**

The financial implications of obtaining an online engagement tool are varied depending on the number of features required and the level of service requested from the vendor.

**Options**

1. Direct staff to include online community engagement in the development of a citizen engagement/public education framework and toolkit.

2. Direct staff to develop a ‘pilot project’ for online community engagement by budgeting for its use as part of a specific project (e.g. development of an OCP or other major plan).

3. Direct staff to acquire an online engagement product prior to completion of the discussion on a citizen engagement/public education strategy.

4. Allocate $10,000 of the 2013 surplus to reserves from Administrative Services [112] for the acquisition of an online engagement product.
SCRD STAFF REPORT

DATE: February 19, 2013
TO: Corporate and Administrative Services Committee – February 28, 2013
FROM: Angie Legault, Manager of Legislative Services
RE: RENEWAL OF SEARCH AND RESCUE LAND LEASE

RECOMMENDATION(S)

THAT the report concerning the Renewal of the Search and Rescue Land Lease be received;

AND THAT the lease with Sunshine Coast Search and Rescue be renewed for a five year term;

AND FURTHER THAT the Chair and Corporate Officer be authorized to execute the lease renewal documents.

BACKGROUND

Sunshine Coast Search and Rescue leases a portion of the SCRD’s Field Road property. The current term of the lease expires on March 1, 2013.

DISCUSSION

The lease agreement provides the Lessee (SAR) with “…two options to renew the Term of this Lease, each of which options will be for a 5 year renewal term…”

Search and Rescue has confirmed their desire to renew the lease. Use of this site provides a benefit to the greater Sunshine Coast community and staff recommend proceeding with the renewal.
DATE: February 20, 2013
TO: Corporate & Administrative Services Committee – February 28, 2013
FROM: Angie Legault, Manager of Legislative Services
RE: PETITIONS AND DELEGATIONS POLICY

RECOMMENDATION(S)

THAT the report concerning the Petitions and Delegations Policy be received;

AND THAT the amendments to the Petitions and Delegations Policy be approved as circulated.

BACKGROUND

The following recommendation was made at the February 14, 2013 Planning & Development Committee:

Recommendation No. 31  Delegation Policy Discussion

The Planning and Development Committee recommended that the Delegation Policy discussion be referred to the next Corporate and Administrative Services meeting.

DISCUSSION

Concerns have been expressed about multiple delegations addressing the Board (or Committee) on a subject matter / application which is currently held in abeyance.

Based on these concerns, staff have reviewed the Board’s Policy on Petitions and Delegations (attached) and have indicated proposed amendments using the ‘track changes’ tool.

The goal of the amendment is to balance the public’s right to access the Board with the need to make the most efficient use of meeting time.
1.0 **POLICY**

Requests to appear before the SCRD Board or Committee shall be dealt with in the following manner:

1.1 Delegations must notify the Corporate Officer no later than two weeks prior to the Board or Committee meeting in writing utilizing the Delegation Request Form (appendix 1) or other form of written communication including email.

1.2 Delegations will be limited to two per meeting.

1.3 Delegations are limited to a maximum of ten minutes unless agreed to by a 2/3 majority.

1.4 Delegations are not to appear for the sole purpose of promoting an individual business.

1.5 Delegations who have previously appeared before the Board on a subject matter are to provide new information only in any subsequent presentation relating to the matter.

1.6 Preference will be given to delegations wishing to address new topics or subject areas which have not already been considered by the Board.

1.7 Delegations are not to appear on matters relating to an application which has been deferred, is held in abeyance or is otherwise inactive.

1.8 Organizations wishing to address the Board are limited to a maximum of ten minutes regardless of the number of representatives of the group wishing to speak.

1.9 Delegations from invited parties, Senior Government staff or related agencies from outside the Sunshine Coast may, by 2/3 majority vote of the Board:

(1) have the 10 minute maximum time limit extended.

(2) have a special meeting arranged for the sole purpose of receiving the presentation.

(3) have the delegation limit for that particular meeting reduced to one.
2.0 SCOPE

2.1 This Policy applies to all requests to appear as a delegation to the Board or Committee.

3.0 REASON FOR POLICY

3.1 To provide direction in the handling of requests to appear as a delegation to the SCRD Board or Committee.

4.0 AUTHORITY TO ACT

4.1 The Corporate Officer is granted the authority to screen and if deemed appropriate deny a request to appear as a delegation if:

(1) the issue is not within the mandate or jurisdiction of the SCRD; or

(2) if a delegation has addressed the Board on a particular issue and no new significant information is being provided; or

(3) if a delegation relates to a matter that has been deferred, is in abeyance or is otherwise inactive.

4.2 The General Manager is granted the authority to approve delegation requests for their designated Committee.

5.0 PROCEDURE

5.1 The following procedure will be followed for all requests to appear before the Board or Committee:

(1) Written requests will be directed to the Corporate Officer.

(2) The Corporate Officer will review the request and direct to the appropriate meeting.

(3) The delegate will be notified of the decision.

(4) Delegations approved to appear before the Board or Committee will be:

(a) notified of the scheduled time and date of the delegation.

(b) requested to forward any supporting documentation for publication in the Agenda no later than the Monday of the week prior (10 days) to the Board or Committee meeting at which they will be appearing.

(c) provided a copy of the information on ground rules as outlined on the Delegation Request Form.

(5) Delegations denied the opportunity to appear before the Board or Committee will be:
(a) offered the opportunity to provide written information for distribution to the Board/Committee through an Agenda or Directors’ Reading file as appropriate.

(b) informed of their right to appeal the decision to the Chair of the Board/Committee.
SCRD STAFF REPORT

DATE: February 14, 2013
TO: Corporate and Administrative Services Committee – February 28, 2013
FROM: Jackie Day, Manager Financial Services
RE: Parcel Tax Roll Review Panel

RECOMMENDATION

THAT the Manager of Financial Services’ report on Parcel Tax Roll Review Panel be received;

AND THAT

- The Board or a portion of the Board be appointed to the Property Tax Roll Review Panel;
- The Property Tax Roll Review Panel sitting be scheduled for March 14, 2013 at 1:00 pm;
- The location of the panel be at the SCRD Field Road Office Board Room;
- The Treasurer be appointed Collector for the SCRD;

PURPOSE

The purpose of the Parcel Tax Roll review is to ensure that the billing information is correct for 2013 parcel tax, and to authenticate the Parcel Tax Roll.

As authorized under the Pender Harbour Pool Parcel Tax Roll Bylaw No. 612, Community Recreation Facilities Parcel Tax Roll Bylaw No. 577, and the Water Rates Bylaw No. 422, parcel taxes will be assessed on all eligible parcels listed on the Parcel Tax Roll.

BACKGROUND

The Community Charter requires that a Parcel Tax Roll Review Panel (PTRRP) process be held to hear any matters referred to in Community Charter Section 205 (1) [complaints to review panel] and to authenticate the assessment roll.

Complaints to the review panel are to be in writing and are to make corrections only with respect to the following:

- there is an error or omission respecting a name or address on the assessment roll;
- there is an error or omission respecting the inclusion of a parcel;
- there is an error or omission respecting taxable area or the taxable frontage of a parcel;
- an exemption has been improperly allowed or disallowed

The Parcel Tax Roll will be made available to the public for inspection commencing Monday, February 25, 2013, with notice that corrections will be accepted up to Friday, March 8, 2013. Information regarding requests for correction will be provided to the Parcel Tax Roll Review Panel on March 14, 2013.
DATE: February 20, 2013

TO: Corporate and Administrative Services Committee – February 28, 2013

FROM: Carleen McDowell, Parks Services Manager
John France, Chief Administrative Office
Angie Legault, Manager of Legislative Services
Jackie Day, Manager of Financial Services
Paul Fenwick, General Manager of Community Services

RE: BIKEWAYS FUNDING OPTIONS- ROUND 3 REPORT

RECOMMENDATION:

THAT the Corporate and Administrative Services Committee recommends that the staff report entitled Bikeways Funding Options- Round 3 report be received.

BACKGROUND

At the regular meeting of the SCRD Board Feb 28th, 2013 the following recommendation was adopted:

**Recommendation No. 13 Bicycle and Walking Paths**

_The Community Services Committee recommended that staff report on funding models for bicycle and walking paths on SCRD side roads to better reflect the number of bike paths in each rural area._

DISCUSSION

The Bicycle/Walking Path function serves individual communities but also provides a regional benefit. Bike riders travel up and down the coast using these paths. The routes also benefit tourism. The function was established by bylaw in 1992 following voter assent by referendum.

**Changing how taxes are collected**

The establishing bylaw for function 665 provides for tax on improvements only. In theory, you could amend the apportionment of costs (with the approval of the Inspector of Municipalities who may or may not request an approval process), but the apportionment formula needs to be clear and consistent from year to year. There must be surety for the participants. This would not accommodate a method based on the changing number of kilometers serviced each year by area. Legislation does not allow an apportionment for different aspects of the service in different ways (i.e. maintenance and staff time).
Consideration could be given to a percentage apportionment by area recognizing population, or a mix of population and assessments. We now look at some other options:

**A Participant withdraws from current function**

Assuming a participant wished to leave the function, a Service Review process could be initiated to negotiate Board approval to withdraw an area from the function. Alternately, if 2/3 of the participants agree, an area could withdraw without a service review similar to recent processes for the Area F islands. If the withdrawing area wished to continue having bikeways services as a standalone function, an Alternative Approval Process (AAP) would be required (see below for further details).

**Allow all areas to create own function**

Area A now has its own bikeways function, however, it is not a simple matter to establish four individual functions from the current participants.

In order to establish 4 separate functions (one for each Electoral Area) we could withdraw 3 of the 4 participants from the existing service. Three AAPs would be required to establish new services in the three withdrawing areas. This would require a large amount of staff time and it is unclear if it would solve the concern of directors.

This would also require the yearly apportionment of staff resources according to approved projects and staff resources would change each year dependant on upcoming projects.

The question arises on what happens if this process does not result in a successful AAP. The Board could give 3 readings to the bylaw to remove the 3 areas to show ‘good faith’ and not adopt until AAPs were shown to be successful. This is similar to how we handled WHSRFC. Of course this assumes all three AAP’s would be successful – if one or two areas reject the AAP, the Board would then have to decide whether to go to referendum or stay with the existing bylaw.

Staff appreciate that not all areas have had projects completed, however, all areas have received substantial Staff resources in trying to promote and plan projects. Staff respectfully suggest this function is working reasonably well in achieving the goals of the function. Staff also appreciate that Area F needs to see progress in completing projects and therefore suggest further discussion needs to take place.

**Continue to function as in past**

The goal of this function is to prepare long term overall bikeway plans and to construct. If a 5 year work plan for Bikeways could be created and endorsed by the Board to ensure that it provides equity over a period of time, eventually the maintenance costs will be more equitable too. The challenge has been Marine Drive in Area F which staff have written several reports on. Marine Drive is a good project and supported in the Integrated Transportation Study. Unfortunately it is a challenging and expensive project. The previous staff reports did include funding options and for 2013 there is a carry forward project of $400,000 to do some construction. A 2km stretch of road is engineered for both sides of the road. Directors could take another look at the staff report on funding in the interest of conserving this valuable service as corroborated and the Parks and Recreation Master Plan research.
One previous report is attached.

**Other options to fund maintenance**

When there is a legally constituted function, attempting to find another source for maintenance costs is problematic.

Staff have noted there is insufficient funding for maintenance and suggested two decision reports to handle maintenance to build up a reserve. The Board could take a calculated risk that maintenance demands will not escalate and put $2,500 only into maintenance vs. the $5,000 recommended by staff. Further the reserve contribution could be deleted. Any funds not used or a surplus could then be contributed to a reserve.

**Alternative Option including borrowing**

There could be an opportunity to borrow the funds required for the project (Estimated 1.5 million) and repay the funds by taxation or Gas Tax funds over 10 or 20 years. This would require an AAP to borrow the funds. There are some challenges with this option as the Gas Tax agreement only is in place until 2014, so the AAP would have to consider taxing to repay as the main option and already accumulated Gas Tax funds could be used to decrease amount borrowed or repay the payments for a few years.

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<th>20 year term</th>
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</thead>
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<td>1.5 million</td>
<td>$149,567</td>
<td>$ 79,922</td>
</tr>
<tr>
<td>1.1 million (using $400k gas tax to reduce borrowing amount)</td>
<td>$109,660</td>
<td>$ 58,609</td>
</tr>
<tr>
<td>1 million (using $500k gas tax to reduce borrowing amount)</td>
<td>$ 99,690</td>
<td>$ 53,281</td>
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</table>

Area F currently receives $49,025 bi annually for a yearly total of $98,050. At the end of 2012 there was $429,547 for Area F’s usage.

Staff suggest the 1.5 million total could account for 2092 meters of path from North Road to Soames Rd- noted as Section A on the attached map. This section has add initial engineering completed in 2007. No planning/engineering has been done for Section B or C (Chekwelp)

Staff has provided this option as a suggestion only. Should the Board be receptive to this proposal the Area Director may provide alternate location of the work to be done.
Proposed Bike Lane: Marine Drive
Langdale Ferry Terminal to the Town of Gibsons

Section A: Engineered

Section B: Requires Engineering Study
Chekwelp Waterfront Development Opportunity

Section C: Chekwelp Waterfront Development Opportunity

- Roads
- Streams
- Town of Gibsons Boundary
- Parcels
- Band Lands

May, 2009
RECOMMENDATION(S):

THAT the Community Services Committee recommends that the report entitled “Contingency Plan for Marine Drive” from the Parks Services Manager be received as information;

AND THAT the Board addresses how the project may proceed for construction once the outcomes of two 2012 grant applications are known.

BACKGROUND

At the July 26, 2012 regular meeting of the Board the following recommendation was adopted:

301/12 cont. Recommendation No. 9 Marine Drive Bicycle & Walking Path

THAT staff forward a report to the September Community Services Committee on options to manage the Marine Drive Bicycle & Walking Path as a contingency should a grant not be received.

The SCRD submitted applications for 1) $1,075,335.00 on May 31st to the Gas Tax Agreement's General Strategic Priorities Fund, and 2) Community Infrastructure Improvement Fund (CIIF) in the amount of $250,000.00. In both cases, the SCRD proposed project funds is an additional $300,000.00.

In July 2012 during a staff to staff meeting, UBCM communicated to SCRD that the General Strategic Priorities program was ‘oversubscribed’ and a decision would not be made until the end of the year (2012).

The CIIF grant is administered by Western Economic Diversification Canada and their service standard is to contact an applicant with a funding decision within 90 business days of the application deadline. That would suggest that staff should receive a decision regarding this grant by mid December.
DISCUSSION

In preparing for the CIIF grant, staff worked with the design engineer to develop a modified plan as the funding was not as large as the previous grant application and would require the project to proceed in stages. The modified plan allows for a bicycle/walking path on both sides of Marine Drive at a reduced length compared to the larger grant (would total between 420m and 605m depending on tendering results) and would still maintain the maximum feasible width of 1.5m for both sides. This project could be broken into the following sections:

North Road to Hopkins Road 175m
Hopkins Road south for 150m 150m
South on Marine Drive to approx.1181 Marine Drive 280m

Along with construction there would be project management (estimated at $40,000), utility relocation (estimated at $10,000), and 25% contingency costs. Actual figures are not given to protect the tendering process.

Previous briefing notes provided to the Directors explain the technical challenges of this route.

Current and potential gas tax amounts forecast for Area F (by the end of 2013) total $527,597.00 as follows:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<td>Current balance of CWF gas tax funds</td>
<td>$380,522.00</td>
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<tr>
<td>Anticipated in November 2012</td>
<td>$ 49,025.00</td>
</tr>
<tr>
<td>Anticipated in 2013</td>
<td>$ 98,050.00</td>
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<tr>
<td>Total Potential Funds</td>
<td>$527,597.00</td>
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In 2012, SCRD staff had done considerable work to support this project, including an EA bikeways/walkways workshop, working with the consultant to update engineering plans, and completing two grant applications. Several related reports were prepared at the request of the Board.

Options for this project if the above grants are not received include:

1. Build as much as possible in 2013 using up to $527,597 gas tax money and any other minor funds added by taxation - say for a $600,000 project.

2. Build a reduced scale project in 2013, say up to $450,000 using gas tax revenues exclusively.

3. Continue to earmark funds for Marine Drive and continue to apply for grants (currently $300,000 earmarked in the approved Financial Plan).

4. Have the function taxed significantly more to raise additional capital for this project to use in conjunction with gas tax revenues, say a $900,000 project by 2015 at the latest depending on the annual level of taxation.

If the desire is to commence construction as soon as possible, then Options 1 or 2 would be selected.
Selecting options other than Option # 3 would mean that matching revenues would be depleted or reduced and funds would have to be raised in some other fashion (most likely taxation or perhaps through developer contributions on future gas tax) should another grant opportunity occur. Few grants pay 100 percent and most programs look more favourably on applications where the applicant’s contribution has been secured.

Marine Drive is “shovel ready” for a project up to approximately $1.2 million. As noted, due to the complex terrain, some funds would have to be applied to project management and specialized engineering/surveying as well as toward the actual construction work and supplies.

The SCRD Board has strategically supported this project as a priority in its active transportation network.
SCRD STAFF REPORT

DATE: February 19, 2013
TO: Corporate and Administrative Services Committee - February 28, 2013
FROM: Steven Olmstead, GM, Planning and Development
RE: Island Coastal Economic Trust Economic Development Readiness Program

RECOMMENDATION(S)

1. THAT the General Manager, Planning & Development report dated February 19, 2013 regarding the ICET Economic Development Readiness Program be received.

2. That up to $20,000 be budgeted for facilitated meeting(s) in 2013 to assist in planning for regional economic development, subject to receiving 50 percent funding from the ICET Economic Development Readiness Program.

BACKGROUND

On February 14th the Board passed a resolution:

That staff investigate if ICET has grants for Regional Districts to fund a facilitated meeting to assist in planning for regional economic development and to make an application if potential funding is available.

Attached is recently received correspondence from the Island Coastal Economic Trust (ICET) regarding its Economic Development Readiness Program. The program provides 50 percent funding up to a maximum of $30,000 per calendar year. Up to two funding requests per year per organization can be made for projects such as those that assist communities to collaborate with one another to develop regional economic strategies and marketing initiatives.

Staff have had a preliminary conversation with ICET staff and there appears to be a very good fit with the ICET program in terms of a funding opportunity. Staff recommend that consideration be given to budgeting $8,000 ($4,000 local government share and $4,000 ICET funding) for a facilitated meeting to assist in planning for regional economic development. The focus of the meeting would be to identify the appropriate role and scope of regional economic development in the Sunshine Coast context where there will also be significant concurrent local and/or subregional economic development initiatives. An additional $12,000 ($6,000 local government share and $6,000 ICET funding) could be considered for a second, follow up meeting or initiative in 2013.

Staff hope to have additional information available at the February 28th CAS meeting.
Press Release

ICET Announces Economic Development Readiness Program

January 22, 2013

For Immediate Release

Courtenay, B.C. – The Island Coastal Economic Trust (ICET) is pleased to launch a new funding program designed to support and accelerate economic development readiness and economic diversification in communities of all sizes throughout the region.

The Economic Development Readiness Program will provide communities, First Nations and non-profit organizations working in economic development with access to up to $30,000 in matching funding to support eligible projects related to economic development planning and high value investment attraction.

The program will provide smaller communities with limited resources the ability to develop new economic strategies, develop the tools they need to attract new investment and collaborate with other communities to develop regional strategies and marketing initiatives. The program will also assist larger communities refine their economic development toolbox and improve their competitive position to attract investment to the region.

“This new initiative will help our region take advantage of opportunities created by the BC Jobs Plan and the changing economy. Our goal is to provide that extra bit of support that will allow our communities to pull ahead and assert their competitiveness and readiness to do business with the rest of the world,” stated ICET Chair Phil Kent. “We are grateful to the Province of BC for their vision in the creation of the Trust, which enables our communities to be part of the decision making process and to invest funding where it is most needed,” concluded Kent.

About the Island Coastal Economic Trust

The Island Coastal Economic Trust is a $50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast. ICET funds community driven economic development initiatives in targeted sectors to
spark new and sustainable regional economic growth. These sectors include: forestry, transportation, tourism, mining, energy, economic development, agriculture and aquaculture, and small business.

ICET is managed by an independent Board of Directors comprised of thirteen members – eight Mayors and five provincial appointees from the ICET Region. ICET has approved $47 million for almost 90 projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged over $260 million in additional funding to the region.

A full overview of ICET can be found at www.islandcoastaltrust.ca

For further information:

Mayor Phil Kent, ICET Chair
City of Duncan
Tel. 250-709-0186
mayor@duncan.ca

Line Robert, CEO
Island Coastal Economic Trust
Tel. 250-871-7797 Extension 227
line.robert@islandcoastaltrust.ca
North Island-Coast Development Initiative Trust

The Island Coastal Economic Trust's primary objective is to be a catalyst to build a diverse and sustainable Island Coastal Economy.

The Economic Development Readiness Program

The objective of the program is to support the growth of economic development readiness in communities of all sizes across the ICET region, to support high value investment attraction and retention and to foster regional economic collaboration.

This program will help smaller communities develop their economic strategies, develop the tools they need to attract economic investment and collaborate with other communities to develop regional economic strategies and marketing initiatives. The program will also assist larger communities refine their economic development toolbox and improve their competitive position to attract investment to the region.

Eligible applicants include local governments, non-profit economic development organizations, First Nations and other regional or sectoral organizations involved in economic development activities.

Eligible activities should:
- be incremental to the organization’s existing capacity
- require external expertise
- provide lasting tools or deliverables
- be consistent with local or regional plans and strategies
- involve regional stakeholders and collaboration (where appropriate)

Examples of eligible activities include strategic planning, asset mapping, investment attraction initiatives, regional marketing initiatives or other activities focused on investment attraction and economic growth.

Funding available:

Eligible organizations may apply for:
- Up to 50% of total project costs
- Up to a maximum of $30,000
- Up to 2 requests for funding per calendar year provided the first request has been fully completed and the annual funding cap has not been reached.

Application process:

This process is designed to be time-sensitive and to provide applicants with a final decision within 60 days of receiving a complete application. Applicants must first contact ICET staff to discuss and validate their project idea, then complete a simple application form. The application will be reviewed and a final decision will be made by the Board of Directors at the next available meeting date.

Application Form & Guidelines

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Web Design, Vancouver Island BC Canada - Chameleon Creative
ECONOMIC DEVELOPMENT READINESS PROGRAM

Objectives:

To support the growth of economic development readiness in communities of all sizes across the ICET region

To support high value investment attraction and retention

To support regional economic collaboration

Description:

The Island Coastal Economic Trust will provide matching funding to local government, nonprofit economic development organizations, First Nations and other eligible organizations and partnerships to develop lasting tools to support economic development in the community and region.

This program will help smaller communities develop their economic strategies, develop the tools they need to attract economic investment and collaborate with other communities to develop regional economic strategies and marketing initiatives. The program will also assist larger communities refine their economic development toolbox and improve their competitive position to attract investment to the region.

Funding can be used for eligible activities and processes that are incremental to the organization’s current capacity and activities, and that will provide lasting benefits to the community and/or region.

Eligible Applicants:

- Local governments
- Local and regional economic development organizations (non profit only)
- First Nations

The following are eligible provided their application is formally supported by local government and is consistent with the local/regional Economic Development strategy:

- Airport Authority
• Harbour Authority
  • Regional non profit sectoral or industry organization involved in economic development activities

Eligible Activities:

The activity must be something new to the organization, which supports the development of lasting economic development capacity.

The activity or process should:

• Be something which the organization does not have the human or financial capacity to accomplish
• Require external expertise (internal staff time is not eligible for funding)
• Provide lasting tools or deliverables
• Involve regional stakeholders and collaboration where appropriate
• Support the local or regional Economic Development Strategy and/or Provincial economic development strategy

The activity or process should not:

• Be something that the organization should be doing within its existing mandate and budget
• Be related to the development of one specific project or initiative (project feasibility, grant writing, project development)
• Be something which can be entirely funded through other sources
• Duplicate something which another organization in the community or region is doing

Examples of eligible activities:

• Development of Regional or Local Economic Development Strategy (annual updates are not eligible)
• Community/Regional asset mapping
• Development of Community Profile (if community does not have one)
• Targeted value added improvement to existing community profile (ie: community differentiation, benchmarking with other jurisdictions)
• Development of incremental web content related to investment attraction or business retention and expansion
• Development of new tools/plans to support investment attraction (ie: strategy to prioritize investment attraction)
• Development of tools/plans to support business retention and expansion
• Training for regional or community wide initiatives (ie: how to prepare community/region for investment attraction)
• Targeted training related to economic capacity (ie: targeted capacity building training in small communities)
Development of Marketing Tools (preference will be given to regional marketing initiatives)

Eligible expenses:

- Consulting fees and relevant consultant expenses
- Project specific approved travel costs
- Project specific materials and supplies
- Reasonable project management fees
- Facility rental fees (for training only, hospitality not included)
- Project specific printing costs or other pre-approved communication costs

Ineligible expenses:

- Staff salaries, travel or other expenses
- Board travel or other expenses
- Administration, accounting or overhead
- General office supplies or expenses
- Hospitality costs (except for reasonable consultant expenses)
- Project communication, publicity or announcement costs
- Equipment, software unless specifically approved in project application
- In kind (all matching funding must be cash)

Funding available:

Eligible organizations may apply for:

- Up to 50% of total project costs
- Up to a maximum of $30,000
- Up to 2 requests for funding per calendar year provided the first request has been fully completed and the annual funding cap has not been reached.

Total annual funding cap:

Up to $300,000 per year for a three year maximum of $750,000

Application Process and timelines:

Rapid Review Process (Board only)

Step 1: Validation of concept

All potential applicants must contact ICET to validate their project idea.

Step 2: Application

Prepare application form. Applications may be submitted at any time.
Step 3: Decision and implementation

The ICET Board of Directors will provide the applicant with a decision within 60 days of receiving a complete application. Project implementation must begin within 6 months of approval and be completed within 1 year of approval.
SCRD STAFF REPORT

DATE: February 20, 2013
TO: Corporate and Administrative Services Committee - February 28, 2013
FROM: Steven Olmstead, GM, Planning and Development
RE: Western Economic Diversification Canada Western Diversification Program

RECOMMENDATION(S)

THAT the General Manager, Planning & Development report dated February 20, 2013 regarding the Western Economic Diversification Canada Western Diversification Program be received.

BACKGROUND

Attached is an invitation to apply from Western Economic Diversification Canada (WD) for the Western Diversification Program and some supporting information from the WD website. As Board members are likely aware, the Western Diversification Program is the main program through which WD invests in projects that support our strategic outcomes related to innovation, business development and entrepreneurship, community economic development and policy, advocacy and coordination. With respect to community economic development, the WD Program seeks to help strengthen the viability of the local economy, enhance community capacity, and increase the participation of community members. Activities may include increasing economic opportunities to strengthen the viability of the local economy and ability to respond to challenges.

WD priorities in support of community economic development appear quite complementary to SCRD interests in economic development. For example, WD funding is directed to encouraging regional approaches to economic development through partnerships with communities and non-profit organizations, helping rural communities identify and capitalize on new sources of economic growth and employment, and increasing the capacity of rural communities to undertake value-added processing and encourage new opportunities for skilled employment, and enhancing Aboriginal participation in the economy, among other objectives.

Staff have requested some additional information regarding the scale of initiatives funded through the WD program, as there has been some indication that funding is focused on comparatively large scale initiatives.
Dear ICET Board and Regional Advisory Committee Members,

Attached below is a notice and invitation to apply from Western Economic Diversification Canada for the Western Diversification Program. Please see the link below for additional information.

Regards,

Denice Regnier
Project and Corporate Administrator
Island Coastal Economic Trust
denice.regnier@islandcoastaltrust.ca
www.islandcoastaltrust.ca
Phone: (250) 871-7797 ext. 230
Fax: (250) 331-0962

Note: This electronic message may be privileged and confidential. Any use of this electronic message or the information contained therein, including reading, copying, disseminating or distributing it, is strictly prohibited unless you are the addressee. If you have received this electronic message in error, please immediately notify the sender by replying to this electronic message and delete the electronic message from your computer. Thank you.

From: BC WDP [mailto:bc.wdp-pdeo@wd-deo.gc.ca]
Sent: January-31-13 1:08 PM
To: Island Coastal Economic Trust
Subject: Western Diversification Program – Invitation to Apply / Programme de diversification de l'économie de l'Ouest – Invitation à soumissionner

(Le français suit)

Re: Western Diversification Program – Invitation to Apply

I am pleased to inform you of Western Economic Diversification Canada’s (WD) new application process for the Western Diversification Program (WDP).

WDP is targeting non-profit organizations and industry associations undertaking initiatives that will strategically position Western Canada to grow, innovate, compete, and create jobs. Projects will be considered that align with WD’s current priorities of trade and investment, business productivity and growth, and technology commercialization.

Please take time to review this information about WDP and how to apply for funding on the following website: http://www.wd.gc.ca/eng/301.asp. If you know of an organization that would benefit from this information, please feel free to pass it along. For specific questions call 1-888-338-WEST (9378) or e-mail bc.wdp-pdeo@wd-deo.gc.ca.

Sincerely,

Gerry Salembier
Western Diversification Program - Summary

What is the WDP Invitation to Apply?
What kinds of projects are funded through the WDP?
Who is Eligible for Assistance?
What kinds of activities are eligible for funding?
What Costs are Eligible?
Other Funding Guidelines
How can I apply?
Related reading

What is the WDP Invitation to Apply?
The Western Diversification Program (WDP) is the main program through which Western Economic Diversification Canada (WD) makes strategic investments in initiatives that enhance and strengthen the economy of Western Canada.

The underlying objective of the WDP is to create a stronger West and a stronger Canada. WD's current priorities are Trade and Investment, Business Productivity and Growth, and Technology Commercialization, and are used to help assess how projects contribute to this objective.

What kinds of projects are funded through the WDP?
WD supports projects that are aligned with its mandate, meet its priorities, and are eligible under the mandatory criteria as outlined in the WDP Terms and Conditions. WD also focuses on projects that include one or more of the following elements:

- Result in economic benefits to more than one western Canadian province or all of Western Canada;
- Leverage funding from non-government sources;
- Include industry participation.

Who is Eligible for Assistance?
Funding is primarily only provided to not-for-profit organizations such as:

- Industry associations, community and/or economic development organizations & research organizations;
- Post-secondary institutions;
- Indian bands, as represented by their Chief and Council;
- Provincial or municipal governments, agencies, and crown corporations.

WD also provides financing information for businesses through other programs.

What kinds of activities are eligible for funding?
Funding under the WDP may support the following activities:

**Trade, Investment, and Market Access**

Enhance international business engagement and attract investment to the region. Activities may include:

- Increasing international exports for western Canadian businesses (e.g. trade show activities);
- Participation in global markets (both to source and supply goods and services) and international partnerships;
- Attracting new foreign investment as well as Canadian Direct Investments Abroad to support access to and participation in global value chains;
- Address global supply chain gaps (e.g. facilitate SME achievement of international standards to participate in global supply chains; branding of western Canadian capabilities to expand participation in domestic and/or international markets);
- Development of trade-related infrastructure to enhance trade flows in and out of Western Canada and promote Western Canada as an attractive destination for international visitors (tourists, students, researchers, and investors);
- Supporting international research and development partnerships to enhance awareness of Western Canada's technology capabilities abroad.

**Business Productivity and Growth**

Enhance business productivity, competitiveness, and growth. Activities may include:

- Promoting awareness and adoption of sound management and business practices and new technologies;
- Enhancing SME access to new technologies (e.g. testing) to improve competitiveness of western Canadian SMEs; and
- Creating supportive business networks and increasing access to skilled labour and/or highly qualified people.

**Technology Commercialization**

Increase the commercialization of knowledge-based products, processes, and services. Activities may include:

- Development and production of prototypes, and demonstration of products, as well as third party certification, testing and quality assurance of specific products;
- Outreach and promotional activities to attract investment; and
- Validation of market potential and end-user acceptance, as well as facilitating market-ready knowledge-based products, processes, and services.

**Community Development**

Strengthen the viability of the local economy, enhance community capacity, and increase the participation of community members. Activities may include:

- Increasing economic opportunities to strengthen the viability of the local economy and ability to respond to challenges; and
- Enhancing skills development to build local/regional workforce capacity.

**Innovation Capacity Building**

Capacity building in support of commercialization of knowledge-based products, processes and services. Activities may include:

- Acquisition of necessary equipment to engage in applied research and development or in the development of highly qualified personnel;
- Applied research and technology development from proof of concept to validation; and
• Pre-commercialization activities such as triage, patenting, licensing, disclosures, and bundling of technologies; or to develop and demonstrate the potential of research in pre-commercial applications in order to engage commercial partners.

What Costs are Eligible?

Incremental costs that are incurred by the recipient and which are required to achieve the desired outcomes are eligible for consideration and may include:

• Equipment
• Capital improvements
• Supplies
• Marketing/advertising
• Travel
• Other (see Terms and Conditions)

Other Funding Guidelines

Under the WDP, WD may provide non-repayable contributions.

The assessment of the required level of funding will take into consideration all other sources of funding available to the recipient. Projects may vary in duration, ranging from a few months to multiple years.

Successful applicants will be reimbursed for eligible expenses and be required to complete progress reports at key phases of the project, as well as a final project report.

How can I apply?

Applicants are encouraged to apply online, although there are also opportunities to apply by e-mail, mail or fax.

Find out more about the application process for the WDP. You may also contact the WD office nearest you, or call us at 1-888-338-WEST.

Related reading

• WDP Terms and Conditions - June 2010
• What does the WDP Contribution Agreement look like

Date Modified: 2013-01-30
January 7, 2013

Mr. Garry Nohr
Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt, British Columbia V0N 3A1

Dear Mr. Nohr:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2011, qualifies for a Canadian Award for Financial Reporting. The Canadian Award for Financial Reporting recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a municipal government and its management.

When a Canadian Award for Financial Reporting is awarded to a government, a Canadian Award for Financial Reporting Achievement is also presented to the individual(s) designated by the government as primarily responsible for its having earned the CanFR. Accordingly, a Canadian Award for Financial Reporting Achievement for Corporate and Administrative Services is enclosed.

The Canadian Award for Financial Reporting plaque will be shipped under separate cover. We hope that you will arrange for a formal presentation of both the CanFR and the Canadian Award for Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist you in this regard, a sample news release is enclosed.

We hope that your example will encourage other government officials in their efforts to achieve and maintain excellence in their own financial reporting.

Sincerely,

GOVERNMENT FINANCIAL OFFICERS ASSOCIATION

Stephen J. Gauthier
Director, Technical Services Center

Enclosures
January 7, 2013

For more information, contact:

NEWS RELEASE Jim Phillips (312) 977-9700, ext. 251

(Chicago) - The Canadian Award for Financial Reporting has been awarded to:

Sunshine Coast Regional District, British Columbia

by the Government Finance Officers Association of the United States and Canada (GFOA) for its annual financial report. The Canadian Award for Financial Reporting Program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports. Its attainment represents a significant accomplishment by a government and its management.

A Canadian Award for Financial Reporting Achievement has been awarded to the individual(s) designated as primarily responsible for preparing the award-winning report.

This award has been presented to: Corporate and Administrative Services.

The annual financial report has been judged by impartial Canadian Review Committee members to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" designed to clearly communicate the municipality's financial story and to motivate potential users and user groups to read the report.

The GFOA is a nonprofit professional association serving nearly 17,500 government finance professionals in the United States and Canada with offices in Chicago, Illinois, and Washington, D.C.
MEMO
January 15, 2013

TO: Mayor & Council | Chair & Board
FROM: Mayor Mary Sjostrom, UBCM President
RE: UBCM MEMBERSHIP

It is with great pleasure that I write on behalf of UBCM to all local governments requesting your continued membership in our organization.

A new year is upon us, and with it comes reflection on 2012 activities, and thought given to our collective goals for the year ahead. 2012 marked our 33rd straight year with 100% membership. We also welcomed the Uchucklesaht Tribe Government, one of the members of the Maa-Nulth First Nation, as UBCM’s newest member. This strong base enabled UBCM to achieve many significant outcomes in 2012, including the following:

- Received $1.12 Billion under Gas Tax and Public Transit Program
- Collaborated with the Local Government Leadership Academy to offer eight newly elected officials training sessions across the province
- Launched The Compass, UBCM’s weekly e-newsletter and the organization’s primary vehicle for member communication
- Established a Local Government Finance Select Committee in response to the Province’s Expert Panel on Taxation, and the Ministry’s internal review of municipal taxation
- Presented to the Expert Panel on Business Tax, and tabled a submission with that Panel
- Provided feedback to the Province on the implementation of the Auditor General for Local Government Act, including making recommendations for audit council membership, and presenting background and context about local government to the audit council
- Established the Local Government Contract Management Committee in coordination with the Province to oversee the new RCMP contract

2013 will see the continuation of work on several of the files above, a provincial election, and a federal budget with significant implications for local government. With all of this activity, it is crucial that BC local governments maintain a strong and unified presence. In order for UBCM to continue to act as our collective voice, an increase of two percent in member dues will be reflected in your 2013 dues invoice.

Please help UBCM maintain its momentum and signal your support by renewing your UBCM membership for 2013.