

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

**December 5, 2013**

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

<b>PRESENT:</b>	Chair	G. Tretick
	Directors	D. Shugar L. Turnbull F. Mauro G. Nohr (partial) L. Lewis D. Siegers
<b>ALSO PRESENT:</b>	Treasurer	T. Perreault
	General Manager, Infrastructure Services	B. Shoji (partial)
	General Manager, Community Services	P. Fenwick (A. CAO)
	General Manager, Planning & Development	S. Olmstead
	Recording Secretary	T. Crosby
	Media	0
	Public	0

**CALL TO ORDER**                      9:32 a.m.

**AGENDA**                                The agenda was adopted as presented.

**REPORTS**

**Recommendation No. 1**        *Strategic Planning Progress Report Update*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer’s report titled “Strategic Planning Progress Report Update” be received.

*Any review of goals or targets may be addressed by resolution and forwarded to the Strategic Planning Session in May 2014.*

*Director Nohr joined the meeting at 9:45 a.m.*

*The Committee recessed at 9:45 a.m. due to computer issues and the Committee's request to review the Strategic Planning Progress Report and reconvened at 11:19 a.m.*

**Recommendation No. 2**      *Amendments to the Strategic Planning Progress Report*

The Corporate and Administrative Services Committee recommended that the following amendments be made to the Strategic Planning Progress Report:

- Section 1.1a Proposed Action      ADD “Continue involvement with environmental assessments (EA) processes for large projects about which the Board is lobbying such as Burnco, LNG, coal issues, and Howe Sound Land and Marine Management Plan.”;
- Section 1.2 3-Year Objectives      include First Nations;
- Section 1.2b Proposed Targets      include First Nations and Municipalities;
- Section 1.3c Proposed Actions      ADD “Work with the two First Nations on a Community to Community Forum in 2014 regarding cultural aspects .”;
- Section 1.4a Proposed Actions      INSERT WORD “Film Board / Committee meeting of high public interest for *timely* posting on the web.”;
- Section 1.4a Proposed Actions      INSERT WORDING “Continue to explore ways of informing and engaging the public, that addresses *all demographics (including seniors and youth)* by for example, surveys *and other interactive tools (e.g. telephone Town Hall Conferences)*.”;
- Section 1.4b Proposed Actions      ADD “Municipalities be requested to include on their website, information regarding Sunshine Coast Regional District roles and responsibilities versus Municipal roles and responsibilities.”;
- Section 1.5 Proposed Actions      INSERT WORDING “Ensure that *OCP, Infrastructure and Parks* plans align.”;
- Section 1.5b Proposed Actions      ADD “Continue to monitor turnaround times and other customer service parameters and identify impediments to the timelines.”;
- Section 1.5b Proposed Actions      ADD “Advertise all meetings that are open to the public.”;
- Section 1.5b Proposed Actions      ADD “Create a referral list for queries made, to the Sunshine Coast Regional District (SCRD) customer/counter service areas, that are not necessarily the responsibility of the SCRd, readily providing the customers with the information they need and where they might find assistance for their query.”;

- Section 2.1a Proposed Actions CHANGE “Revisit in 2013 fourth quarter to confirm direction of the Board” to “*Staff report to the January 2014 Infrastructure Services Committee Meeting regarding the regional sustainability plan to confirm direction of the Board*”;
- Section 2.3d Proposed Actions INSERT WORDING – “Explore Local Carbon Offset Program (funding and direction to be determined) *and bring forward options for Board consideration.*”;
- Section 3.1b Proposed Actions ADD “Review historical records of asset acquisition and development for accuracy and completeness e.g. joint use projects and parks”;
- Section 3.2d Proposed Actions ADD BEFORE 1<sup>st</sup> BULLET “Discussion regarding what an internal divisional service review should include e.g. financial / performance”;
- Section 3.3a Proposed Actions REMOVE THIS BULLET “Develop 3-5 Year Budget Engagement Plan 2014-2018 and include funding in base budget” AND REPLACE WITH THE FOLLOWING:
  - “Review and analyze 2013 / 2014 pilot projects.”;
  - “Develop budget engagement plan 2015-2018.”;
- Section 3.4a Proposed Actions ADD “Explore revenue options beyond fees and charges.”;
- Section 3.4a Proposed Actions ADD “External view of the processes and costs of the Sunshine Coast Regional District, to provide insight into additional revenue sources and areas where costs may be reduced, as directed by the Board”.
- Section 4.2a Proposed Actions ADD “Staff attend West Howe Sound Community Association meeting to discuss water issues and report back to the Board”;
- Section 4.6b Proposed Actions ADD “Investigate the implications of the new Water Sustainability Act for currently unused Sunshine Coast Regional District (SCRD) water licences such as Hillside.”;
- Section 4.4b Proposed Actions CHANGE “Drinking Water Protection Plans are carried out...” to “*Lobby for the establishment of a drinking water protection plan for the Chapman / Grey Creek Watershed*”;
- Section 4.5a Proposed Actions ADD “Continue to research grant availability for water supply to the Middlepoint area”;
- Section 4.4d Proposed Actions INSERT WORDING “Well protection assessments to be carried out on all Regional well water sources to identify risks and prioritize actions. Budget *to follow* universal metering implementation, *not before 2017.*”;

- Section 5.2a Proposed Actions      ADD “Develop a communication strategy for implementation of the new recycling program.”;
- Section 5.2b Proposed Actions      ADD SUB-BULLET after “Negotiate depot services in the three areas” add “Include discussions about the possibility of having drop off facilities for organics and small quantities of garbage”;
- Section 6.1d Proposed Actions      ADD “Work with the Squamish Nation on the Howe Sound Land and Marine Management Plan project.”;
- Section 6.1e Proposed Actions      ADD “Work with Forests, Lands and Natural Resource Operations (FLNRO) regarding Gambier woodlot issues and other Crown agencies with respect to issues such as liquefied natural gas, Burnco and McNabb cutblocks.”;
- Section 6.1i Proposed Actions      INSERT WORDING “...to formally initiate the *Twin Creeks Official Community Plan* review.”;
- Section 6.2a Proposed Actions      DELETE ALL BULLETS and REPLACE WITH “Receive the year-end report from the Housing Committee and decide on a funding model for year two.”;
- Section 6.4c Proposed Actions      INSERT WORDING “Continue efforts to implement improvements – MOTI *e.g. invasive plants, bike paths – region wide, management of road accesses to and parking at SCRD docks.*”
- Section 6.6a Proposed Actions      ADD “Investigate the legality of the Sunshine Coast Regional District (SCRD) setting up a separate corporation.”;
- Section 6.9a Proposed Actions      CHANGE BULLET “Finalize Ag Plan in early 2014 and begin implementation in 2014.”;
- Section 6.9b Proposed Actions      DELETE WORD “staff” to read “Continue support of the food policy council.”;

**Recommendation No. 3**      *Amendments to Strategic Planning Progress Report*

The Corporate and Administrative Services Committee recommended that all suggested changes to the Strategic Planning Progress report 2012-2014 be identified as tracked changes and brought forward to the January 2014 Corporate and Administrative Services Committee Meeting for review.

**Recommendation No. 4**      *Amendments to Strategic Planning Progress Report*

The Corporate and Administrative Services Committee recommended that in Section 1.5 Proposed Action delete the reference to Eli Mina from “Continue to support professional development opportunities...”.

*Director Siegers opposed.*

**Recommendation No. 5**      *Amendments to Strategic Planning Progress Report*

The Corporate and Administrative Services Committee recommended that under Section 2.3b Proposed Actions add “Complete Gibsons and District Aquatic Centre Heat Exchangers project.”

*Director Siegers opposed.*

**ADDITIONS UNDER ACCOMPLISHMENTS:**

*ADD under Section 1.2c Accomplishments – Geographic Information System (GIS) Activity Day - in collaboration with the School District Spider Program.*

*ADD under Section 1.3c Accomplishments – The Sunshine Coast Regional District met with the Squamish Nation Council in North Vancouver regarding the Protocol Agreement development.*

*ADD under Section 1.4b Accomplishments - Islands interest groups identified and contact lists being developed.*

*ADD under Section 1.5b Accomplishments - Advertising all public planning meetings in a timely manner.*

*ADD under Section 4.4a Accomplishments - Joint watershed meetings with Sechelt Indian Band and the SCPI presenting study to SIB and SCR D on the Chapman Creek Watershed (SARP).*

*ADD under Section 6.1d Accomplishments – Meeting with Squamish Nation Council in the Longhouse.*

*ADD under 6.6a Accomplishments - Grants were provided from Rural Area Directors in collaboration with the Town of Gibsons and the Gibsons and District Chamber of Commerce for Economic Development initiatives e.g. Gibsons Community Shuttle Bus Project.*

**PARKING LOT ITEMS:**

*Section 1.2 –Review of Islands Trust improvements – suggest adding a proposed action.*

*Suggested changes for further discussion under Section 1.5 Proposed Actions “Consider working a day in another person’s position.” – suggest changing person’s to staff’s and consider adding mentoring and succession.*

*An Accomplishment – Determine location for this comment – “Sechelt Nation Land Plan incorporated into Roberts Creek OCP.”*

**ADJOURNMENT**                      12:40 p.m.

**Recommendation No. 4**     *BC Coastal Ferries Community Engagement*

The Transportation Advisory Committee recommended that the report entitled “BC Coastal Ferries Community Engagement 2013” from the Southern Sunshine Coast Ferry Advisory Committee be received for information;

AND THAT the report be forwarded to the next Regional Economic Development meeting to discuss the economic impacts to the Sunshine Coast due to ferry service changes and ferry fare increases;

AND FURTHER THAT this recommendation be included on the January 9<sup>th</sup>, 2014 SCR D Board meeting agenda for consideration and adoption.

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 422.23**

**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. 422.23, 2014”*.
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	9 <sup>th</sup>	day of	January, 2014
READ A SECOND TIME	this	9 <sup>th</sup>	day of	January, 2014
READ A THIRD TIME	this	9 <sup>th</sup>	day of	January, 2014
ADOPTED	this	9 <sup>th</sup>	day of	January, 2014

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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		\$ 249.27
	(2) Greater than one acre, up to and including two acres		\$ 265.33
	(3) Greater than two acres, up to and including three acres		\$ 299.17
	(4) Greater than three acres, up to and including four acres		\$ 339.18
	(5) Greater than four acres, up to and including five acres		\$ 357.09
	(6) Greater than five acres, \$17.58 for each additional acre or part of an acre, up to and including ten acres		
	(7) Greater than ten acres, \$9.87 for each additional acre or part of an acre, up to and including twenty acres		
	(8) Greater than twenty acres, \$6.69 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)		\$ 231.79
	(2) Motels - per unit		\$ 122.48
	(3) Apartments		\$ 186.59
	(4) Mobile Homes - per occupied pad		\$ 186.59
	(5) Hospital and Intermediate Care Facilities - per bed		\$ 122.48
	(6) All other users not herein provided for - per user		\$ 231.79
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
	Per hundred cubic feet	\$ 1.82	
	Minimum charge per quarter (meter rental extra)	\$ 57.95	\$ 231.79
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**

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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*

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**ANNUAL WATER SERVICE RATES AND CHARGES**

1.	<u>Land Charges – billed annually</u>		<u>Annual</u>
	(1) Residential		\$ 293.25
	(2) Institutional		\$ 293.25
	(3) Commercial		\$ 665.75
2.	<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)		\$ 207.74
	(2) Multiple Family Dwellings (where more than One dwelling exists on a parcel)		\$ 373.73
	(3) Institutional Building		\$ 190.81
	(4) All other users not herein provided for - per user		\$ 207.74
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
	First 50,000 gallons used per quarter		\$ 312.26
	Per 1000 gal (or part thereof) used over 50,000 gallons/quarter	\$ 4.00	
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***

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**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	\$ 297.05
(2)	Greater than two acres, up to and including ten acres	\$ 406.48
(3)	Greater than ten acres	\$ 515.91
2.	<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)	\$ 328.31
(2)	For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 328.31
(3)	For each dwelling on Block 85, DL 1023 with water delivered by a hydro pump	\$ 481.52
(4)	For each dwelling on District Lot 4284, 952, or 3990 serviced by the Narrows Rd. (Oyster Bay) connection.	\$ 458.07
(5)	For each office or place of business wherein is employed not more than one person	\$ 328.31
(6)	For each office or place of business wherein is employed more than one person	\$ 469.00
(7)	All other users not herein provided for - per user	\$ 328.31
(8)	For each clubhouse or hall	\$ 469.00
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 10,000 gallons used per quarter	\$ 117.25
	Per 1000 gal (or part thereof) used over 10,000 gallons/quarter	\$ 5.49

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.