



SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, DECEMBER 14, 2017

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of November 23, 2017

Annex A
Pages 1-8

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Corporate and Administrative Services Committee recommendation Nos. 1-6 and 9-16 of November 23, 2017 (*recommendation Nos. 7 and 8 previously adopted*) Annex B pp 9-14
5. Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-10 of November 30, 2017 Annex C pp 15-19
6. Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-18 of December 1, 2017 Annex D pp 20-23

MOTIONS

BYLAWS

7. *Sunshine Coast Regional District 2018 Revenue Anticipation Borrowing Bylaw No. 712, 2017 – first, second, third reading and adoption (Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)* Annex E p 24

8. *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.30, 2017*
– **first, second, third reading and adoption**
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6) Annex F
pp 25-32
9. *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.20, 2017* – **first, second, third reading and adoption**
(Voting – Participants – weighted vote: B-2, D-2, E-2, F-2) Annex G
pp 33-34
10. *Sunshine Coast Regional District Security Issuing Bylaw No. 713, 2017*
– **receipt of staff report**
– **first, second, third reading and adoption**
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1) Annex H
pp 35-41
11. *Sunshine Coast Regional District Sewage Treatment Facilities Service Amendment Bylaw No. 1026.9, 2017* – **adoption**
(Voting – All Directors – 1 vote each) Annex I
pp 42-43

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

UPCOMING MEETING DATES (TO JANUARY 25, 2018)

SCRD Board, Committee, and Advisory Committee Meetings

Planning and Community Development Committee	December 14 at 9:30 a.m.
Regular Board	December 14 at 1:30 p.m.
Infrastructure Services Committee	December 21 at 9:30 a.m.
Planning and Community Development Committee	January 11 at 9:30 a.m.
Regular Board	January 11 at 1:30 p.m.
Infrastructure Services Committee	January 18 at 9:30 a.m.
Policing Committee	January 18 at 1:30 p.m.
Transportation Advisory Committee	January 18 at 2:45 p.m.
Special Corporate and Administrative Services Committee – Round 1 Budget	January 22 at 9:30 a.m.
Special Corporate and Administrative Services Committee – Round 1 Budget	January 23 at 9:30 a.m.
Halfmoon Bay (Area B) Advisory Planning Commission	January 23 at 7:00 p.m.
West Howe Sound (Area F) Advisory Planning Commission	January 23 at 7:00 p.m.
Elphinstone (Area E) Advisory Planning Commission	January 24 at 7:00 p.m.
Corporate and Administrative Services Committee	January 25 at 9:30 a.m.
Regular Board	January 25 at 1:30 p.m.

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

Public Information Meeting re: Bylaw 641.9 and 310.176 (Roberts Creek Road application to rezone for retail use)	December 12
SCRD Administration Office (Field Road) Holiday Closure	December 25 to January 1, 2018

Please note: Meeting dates are current as of print date (December 8, 2017).



SUNSHINE COAST REGIONAL DISTRICT

November 23, 2017

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

PRESENT:

Chair	B. Milne
Directors	I. Winn G. Nohr F. Mauro M. Lebbell L. Lewis D. Inkster

ALSO PRESENT:

Chief Administrative Officer	J. Loveys
Sr Mgr, Administration and Legislative Services	A. Legault
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Planning and Community Development	I. Hall
Deputy Corporate Officer / Recorder	S. Reid
Media	1
Public	2

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

327/17 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

328/17 THAT the Regular Board meeting minutes of November 9, 2017 be adopted as presented.

CARRIED

BUSINESS ARISING FROM MINUTES

Director Lebbell requested that his opposition to the election of the Chair be recorded.

REPORTS

Directors' Reports

Directors provided a verbal report of their activities.

CAO Report **It was moved and seconded**

329/17 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

Planning **It was moved and seconded**

330/17 THAT Planning and Community Development Committee recommendation Nos. 1-3 and 5-14 of November 9, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017 for a Camping and Temporary Accommodation Establishment – Public Hearing Report and Consideration for Third Reading be received;

AND THAT staff report to the December 14, 2017 Planning and Community Development Committee meeting to clarify intent of the bylaw amendment wording “to limit the temporary use of sleeping cabins to not more than 15 consecutive days in any calendar month”.

Recommendation No. 2 *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017*

THAT the report titled Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.34 and Electoral Area A Zoning Amendment Bylaw No. 337.115 for a Yoga Therapy/Retreat Centre – Electoral Area A be received;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017* be forwarded to the Board for First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act*, Bylaw Nos 432.34 and 337.115 be referred to the following agencies as part of the early and on-going consultation:

330/17 cont.

- (1) shíshálh Nation;
- (2) Ministry of Transportation and Infrastructure;
- (3) Vancouver Coastal Health Authority;
- (4) Egmont/Pender Harbour Advisory Planning Commission; and
- (5) Pender Harbour Volunteer Fire Department;

AND FURTHER THAT a public information meeting be held prior to consideration of Second Reading.

Recommendation No. 3 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.9 and Zoning Amendment Bylaw No. 310.176 for Retail Use – Consideration for First Reading be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017* be forwarded to the Board for First Reading;

AND FURTHER THAT pursuant to Section 475 of the *Local Government Act*, Bylaw Nos. 641.9 and 310.176 be referred to the following agencies:

- (1) shíshálh Nation;
- (2) Ministry of Transportation and Infrastructure;
- (3) Vancouver Coastal Health Authority;
- (4) Roberts Creek Volunteer Fire Department;
- (5) Roberts Creek Advisory Planning Commission; and
- (6) Roberts Creek Official Community Plan Committee.

Recommendation No. 5 *Provincial Referral 2411818 for a Roadway (Carlson Point Homeowners)*

THAT the report titled Provincial Referral 2411818 for a Roadway (Carlson Point Homeowners) – Electoral Area B be received;

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

330/17 cont.

a. SCR D has no objections to the proposed roadway, Provincial File 2411818, subject to the following conditions:

- i. A Development Permit is required for improvements and maintenance of the road as per the Riparian Areas Regulation.

AND FURTHER THAT this report be forwarded to the November Halfmoon Bay Advisory Planning Commission (APC) meeting for consideration and the recommendation from the APC be forwarded to the Province as late information.

Recommendation No. 6 *Sunshine Coast Regional District Policing Committee Minutes of October 19, 2017*

THAT the Sunshine Coast Regional District Policing Committee meeting minutes of October 19, 2017 be received.

Recommendation No. 7 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of October 25, 2017*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission (APC) meeting minutes of October 25, 2017 be received.

Recommendation No. 8 *Halfmoon Bay (Area B) APC Meeting Minutes of October 24, 2017*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission (APC) meeting minutes of October 24, 2017 be received.

Recommendation No. 9 *Roberts Creek (Area D) APC Meeting Minutes of October 16, 2017*

THAT the Roberts Creek (Area D) Advisory Planning Commission (APC) meeting minutes of October 16, 2017 be received.

Recommendation No. 10 *Elphinstone (Area E) APC Meeting Minutes of October 25, 2017*

THAT the Elphinstone (Area E) Advisory Planning Commission (APC) meeting minutes of October 25, 2017 be received.

Recommendation No. 11 *West Howe Sound (Area F) APC Meeting Minutes of October 24, 2017*

THAT the West Howe Sound (Area F) Advisory Planning Commission (APC) meeting minutes of October 24, 2017 be received.

Recommendation No. 12 *Correspondence from District of Sechelt regarding New Sechelt Age-Friendly Community Plan*

THAT the correspondence from Bruce Milne, Mayor, District of Sechelt regarding New Sechelt Age-Friendly Community Plan dated September 7, 2017 be received.

330/17 cont.

Recommendation No. 13 *Correspondence from Town of Gibsons regarding Gibsons Harbour Economic Development Strategy*

THAT the correspondence from Selina Williams, Corporate Officer, Town of Gibsons regarding Gibsons Harbour Economic Development Strategy dated October 27, 2017 be received.

Recommendation No. 14 *Correspondence from Transport Canada*

THAT the correspondence from Ellen Burack, Director General, Environmental Policy, Transport Canada regarding Invitation to Stakeholder Engagement Sessions on the National Strategy to Address Abandoned and Wrecked Vessels dated October 31, 2017 be received.

CARRIED

Corporate

It was moved and seconded

331/17

THAT Corporate and Administrative Services Committee recommendation Nos. 7 and 8 of November 23, 2017 be received, adopted and acted upon as follows:

Recommendation No. 7 *Grant Application for Community Emergency Preparedness Fund – Emergency Social Services*

THAT the report titled Grant Application for Community Emergency Preparedness Fund – Emergency Social Services be received;

AND THAT the grant application to the Union of British Columbia Municipalities for \$25,000 to support the Sunshine Coast Emergency Social Services be approved.

Recommendation No. 8 *BC Environmental Assessment Office Report and Potential Conditions for BURSCO Aggregate Project*

THAT the report titled BC Environmental Assessment Office Report and Potential Conditions for BURSCO Aggregate Project – Electoral Area F be received;

AND THAT the following comments be forwarded to the BC Environmental Assessment Office (EAO) with a copy to the Canadian Environmental Assessment Agency (CEAA):

- a. the draft conditions are recommended to be amended as follows:
 - i. SCRD should also be named as a referral agency under each plan required in the Table of Conditions or as an overarching requirement in Condition No. 2;
 - ii. If the Community Advisory Group (CAG) is not established, pursuant to Condition No. 21, the EAO will review this decision in consultation with the SCRD and BURSCO in order to establish an alternative community consultation method; and

331/17 cont.

- iii. The CAG Terms of Reference should set out which conditions are of specific interest and information should be provided on these matters;

AND THAT if the related zoning bylaw amendment is adopted for the gravel processing area, the EAO should be aware that the SCR D may establish conditions relating to hours of operation and construction that differ from those set out in the environmental assessment certificate.

CARRIED

Notice on Title

It was moved and seconded

332/17

THAT the report titled Placement of Notice on Title be received;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot A, EXCEPT PART IN EXPLANATORY PLAN 4309, Block 4, District Lot 1314, Plan 7871, PID 010-389-571.

CARRIED

Notice on Title

It was moved and seconded

333/17

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 10, Block 5, District Lot 903, Plan LMP43872, PID 024-623-661.

CARRIED

Notice on Title

It was moved and seconded

334/17

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 43, EXCEPT PART IN PLAN 14015, District Lot 1390, Plan 4276, PID 011-641-126.

CARRIED

MOTIONS

Remuneration

It was moved and seconded

335/17

THAT Director Winn be authorized to attend the Local Government Leadership Academy 2017 Chief Elected Officials Forum on December 7th and 8th in Richmond, BC;

335/17 cont. AND THAT Director Winn be paid stipend and expenses for attendance at the Local Government Leadership Academy 2017 Chief Elected Officials Forum.

CARRIED

BYLAWS

Bylaw 432.34 **It was moved and seconded**

336/17 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017* be read a first time.

CARRIED

Bylaw 337.115 **It was moved and seconded**

337/17 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017* be read a first time.

CARRIED

Bylaw 641.9 **It was moved and seconded**

338/17 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* be read a first time.

CARRIED

Bylaw 310.176 **It was moved and seconded**

339/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017* be read a first time.

CARRIED

NEW BUSINESS

The Board moved In Camera at 2:18 p.m.

IN CAMERA It was moved and seconded

340/17 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 2:21 p.m.

Contract Award It was moved and seconded

341/17 THAT the Sunshine Coast Regional District (SCRD) enter into an agreement with Green Wave Marine Services for up to \$195,704 for port repair services as described in Request for Tender (RFT) 17 319;

AND THAT the project budget be increased by \$47,531 to \$426,831 funded from capital reserves;

AND FURTHER THAT the 2017-2021 Financial Plan be amended accordingly.

CARRIED

Insurance Invoices It was moved and seconded

342/17 THAT payment of \$73,129 be authorized for liability insurance to the Municipal Insurance Association;

AND THAT payment of \$184,071 be authorized for property insurance to Aon Reed Stenhouse Inc.;

AND FURTHER THAT the 2018-2022 Financial Plan be amended to reflect the changes in premiums.

CARRIED

ADJOURNMENT It was moved and seconded

343/17 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:21 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

November 23, 2017

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

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

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – November 2017 be received.

Recommendation No. 2 *BDO Audit Planning Letter*

The Corporate and Administrative Services Committee recommended that the report titled BDO Audit Planning Letter be received;

AND THAT the Audit Planning Communication from BDO Canada LLP regarding the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2017 be received.

Recommendation No. 3 *Annual Support Service Allocation Policy Review*

The Corporate and Administrative Services Committee recommended that the report titled Annual Support Service Allocation Policy Review be received.

Recommendation No. 4 *911 Emergency Telephone Capital Funding*

The Corporate and Administrative Services Committee recommended that the report titled 911 Emergency Telephone Capital Funding received;

AND THAT the current funding for debt servicing of the 911 Emergency Telephone long term debenture be transferred to increase the annual contribution to capital reserves for asset maintenance and renewal by \$84,800 beginning in 2018;

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

Recommendation No. 5 *Municipal Ticket Information and Bylaw Notice Fine Review*

The Corporate and Administrative Services Committee recommended that the report titled Municipal Ticket Information and Bylaw Notice Fine Review be received;

AND THAT staff prepare amendments to the Municipal Ticket Information (MTI) Bylaw No. 558 and Bylaw Notice Enforcement (BEN) Bylaw No. 638 to:

1. Increase penalties for obstructing SCR D staff to \$500;
2. Increase penalties for building bylaw contraventions to \$250;
3. Increase all \$50 penalties to \$100;
4. Increase penalties for zoning contraventions from \$100 to \$150;
5. Add offence for land use contrary to zoning with a \$150 penalty;
6. Add offences for obstructing SCR D staff in relation to zoning and dog regulation bylaws with a \$500 penalty;
7. Add offences related to parks regulations for disorderly/offensive conduct, noise which disturbs and use contrary to regulations with a \$150 penalty;
8. Add offence for interfering with waterworks appurtenances with a \$500 penalty under BEN and \$1,000 penalty under MTI;
9. Harmonize schedules of offences and penalties.

Recommendation No. 6 *Rural Areas' Grant-in-Aid Request for Howe Sound Marine Reference Guide*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid Request from Howe Sound Community Forum for Howe Sound Marine Reference Guide be received;

AND THAT the preparation of the Howe Sound Marine Reference Guide be endorsed with a contribution from Electoral Area F Rural Areas' Grant-in-Aid [129] of \$1,000.00 (per Scenario 1) per year for three years starting in 2018 (5200-129-SP100039);

AND THAT the 2018-2022 Financial Plan be updated accordingly;

AND FURTHER THAT the allocation for this endorsement from Electoral Area F Rural Areas' Grant-in-Aid [129] be reviewed in 2019 budget for consideration of contributions from other areas.

Recommendation No. 7 *Grant Application for Community Emergency Preparedness Fund – Emergency Social Services*

The Corporate and Administrative Services Committee recommended that the report titled Grant Application for Community Emergency Preparedness Fund – Emergency Social Services be received;

AND THAT the grant application to the Union of British Columbia Municipalities for \$25,000 to support the Sunshine Coast Emergency Social Services be approved;

AND FURTHER THAT this recommendation be brought forward to November 23, 2017 Regular Board meeting.

The Committee recessed at 10:30 a.m. and reconvened at 10:36 a.m.

Director Winn passed the Chair to Director Mauro at 10:36 a.m.

Recommendation No. 8 *BC Environmental Assessment Office Report and Potential Conditions for Burnco Aggregate Project*

THAT the report titled BC Environmental Assessment Office Report and Potential Conditions for Burnco Aggregate Project – Electoral Area F be received;

AND THAT the following comments be forwarded to the BC Environmental Assessment Office (EAO) with a copy to the Canadian Environmental Assessment Agency (CEAA):

- a. the draft conditions are recommended to be amended as follows:
 - i. SCR D should also be named as a referral agency under each plan required in the Table of Conditions or as an overarching requirement in Condition No. 2;
 - ii. If the Community Advisory Group (CAG) is not established, pursuant to Condition No. 21, the EAO will review this decision in consultation with SCR D and Burnco in order to establish an alternative community consultation method; and

- iii. The CAG Terms of Reference should set out which conditions are of specific interest and information should be provided on these matters;

AND THAT if the related zoning bylaw amendment is adopted for the gravel processing area, the EAO should be aware that SCRD may establish conditions relating to hours of operation and construction that differ from those set out in the environmental assessment certificate;

AND FURTHER THAT this recommendation be forwarded to the November 23, 2017 Regular Board meeting.

Director Winn resumed the Chair at 11:07 a.m.

The Committee recessed at 11:07 a.m. and reconvened at 11:08 a.m.

Recommendation No. 9 *Regional Groundwater Task Force Draft Terms of Reference*

The Corporate and Administrative Services Committee recommended that the report titled Regional Groundwater Task Force Draft Terms of Reference be received;

AND THAT the 1. Purpose be amended as follows:

- a. Provide a forum for the staff at all four local governments on the Sunshine Coast to work towards – in the spirit of cooperation and collaboration – recommendations for the potential management of groundwater sources within the context of the region’s water supply concerns.

AND THAT 2.1 c. be amended to “To identify all the local governments water strategies, concerns and potential solutions...”;

AND FURTHER THAT the Regional Groundwater Task Force Terms of Reference be adopted as amended.

Recommendation No. 10 *Regional Water Service Area 2018 Rate Bylaw Amendment*

The Corporate and Administrative Services Committee recommended that the report titled Regional Water Service Area 2018 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule ‘B’ be amended to increase the Regional Water Service Area Land Charges (Parcel Taxes) by 0.95%, User Fees by 2.87% and Metered Usage Fees by 3.85% in 2018;

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

Recommendation No. 11 *North Pender Harbour Water 2018 Rate Bylaw Amendment*

The Corporate and Administrative Services Committee recommended that the report titled North Pender Harbour Water 2018 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule ‘D’ be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 8.5% in 2018;

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

Recommendation No. 12 *South Pender Harbour Water 2018 Rate Bylaw Amendment*

The Corporate and Administrative Services Committee recommended that the report titled South Pender Harbour Water 2018 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule 'E' be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 5.5% in 2018;

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

Recommendation No. 13 *Removing Application Forms from Bylaws 422 and 428*

The Corporate and Administrative Services Committee recommended that the report titled Removing Application Forms from Bylaws 422 and 428 be received;

AND THAT bylaw amendments be prepared for the December 14, 2017 Board meeting to remove Schedule 'A' from Bylaws 422 and 428.

Recommendation No. 14 *2018 Refuse Collection [355] Fee Review*

The Corporate and Administrative Services Committee recommended that the report titled 2018 Refuse Collection [355] Fee Review be received;

AND THAT Schedule 'A' of Bylaw 431 be amended to increase annual refuse collection fees by 1% for 2018;

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

Director Milne left the meeting at 11:58 a.m.

Recommendation No. 15 *Elected Officials Solid Waste Workshop Summary and Recommended Direction*

The Corporate and Administrative Services Committee recommended that the report titled Elected Officials Workshop Summary and Recommended Direction be received;

AND THAT the following agreed upon direction heard at the Elected Officials Solid Waste Workshop be integrated into the Sunshine Coast Regional District (SCRD) Solid Waste work plan:

- Implementation of regional disposal bans for recycling and commercial organics;
- Investigate engineering options for increased capacity at the Sechelt Landfill;

AND FURTHER THAT an updated SCRD Solid Waste work plan be presented at the December 21, 2017 Infrastructure Services Committee meeting.

COMMUNICATIONS**Recommendation No. 16** *Canadian Award for Financial Reporting*

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

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

Director Milne returned to the meeting at 12:04 p.m.

Board Chair Milne presented the Canadian Award for Financial Reporting for fiscal year ended December 31, 2016 to the Chief Financial Officer.

The Committee recessed at 12:13 p.m. and reconvened at 12:18 p.m.

IN CAMERA

The Committee moved In-Camera at 12:18 p.m.

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

The Committee moved out of In Camera at 1:01 p.m.

ADJOURNMENT 1:01 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE

November 30, 2017

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

PRESENT:	Chair	I. Winn
	Directors	F. Mauro J. Valeriote D. Inkster G. Nohr M. Lebbell L. Lewis B. Milne
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Planning and Community Development	I. Hall
	Manager, Utility Services	S. Walkey (part)
	Sr. Mgr. Human Resources	G. Parker
	Recording Secretary	T. Crosby
	Staff	0
	Media	0
	Public	3

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended as follows:

- **NEW BUSINESS:** Director Lebbell – Cannabis legislation changes and SCRD capacity to respond.

REPORTS

Director Nohr left the meeting at 9:31 a.m. and returned at 10:41 a.m.

The Chief Administrative Officer and Chief Financial Officer provided a verbal report regarding the 2018 Budget Update.

Recommendation No. 1 *2018 Budget Presentation*

The Corporate and Administrative Services Committee recommended that the presentation titled Sunshine Coast Regional District Pre-Budget Overview and the Proposed Initiatives Project List be received.

Recommendation No. 2 *2018-2022 Financial Plan Overview*

The Corporate and Administrative Services Committee recommended that the report titled 2018-2022 Financial Plan Overview be received.

Recommendation No. 3 *2017 Project Carry-Forward Requests*

The Corporate and Administrative Services Committee recommended that report titled 2017 Project Carry-Forward Requests be received;

AND THAT the recommended carry-forward projects be included in the 2018-2022 Financial Plan;

AND THAT any remaining incomplete 2017 projects and associated funding be included in the 2018-2022 Financial Plan;

AND FURTHER THAT staff be authorized to continue and proceed with these projects prior to adoption of the 2018-2022 Financial Plan.

Recommendation No. 4 *Corporate and Administrative Services Projects*

The Corporate and Administrative Services Committee recommended that for 2018 Round 1 Budget, staff present budget proposals for the following Corporate and Administrative Services projects:

- [110] – Director Remuneration – Base Operating Budget Increase;
- [110] – Replace Director Tablets – Base Operating Budget Increase;
- [110] – Update Electronic Document Management System to a new version of Content Server 16;
- [117] – Increase Capital Replacements of Information Technology Equipment;
- [131] – Ballot Tabulators.

Recommendation No. 5 *Proposed Initiative for Water Efficiency Plan*

The Corporate and Administrative Services Committee recommended that for 2018 Round 1 Budget the scope of the Water Efficiency Plan for the Sunshine Coast Arena [615] proposed initiative be broadened to include other applications in parks and recreation including sports fields.

Recommendation No. 6 *Planning and Community Development Projects*

The Corporate and Administrative Services Committee recommended that for 2018 Round 1 Budget the following Categorized Mandatory Planning and Community Development projects be included in the 2018 budget:

- [212] – Roberts Creek Volunteer Fire Department – Roof Replacement (Imminent Asset Failure);
- [220] – 911 Tower and Spectrum Upgrading (Regulatory Compliance);
- [345] – Ports Approach Load Rating and Ports Safety Audit (Safety Requirement);
- [540] – Dike Maintenance (Dakota Creek) (Regulatory Compliance);
- [625] – Pender Harbour Aquatic and Fitness Centre – Hot Water Tank Replacement (Imminent Asset Failure).

Recommendation No. 7 *Planning and Community Development Projects*

The Corporate and Administrative Services Committee recommended that for 2018 Round 1 Budget, staff present budget proposals for the following Planning and Community Development projects:

- [210] – Preventative Maintenance Program – Cliff Mahlman Fire Hall;
- [210] – Gibsons and District Volunteer Fire Department – Pager Replacement (All Fire Chiefs Initiative);
- [210] – Gibsons and District Volunteer Fire Department – Paint Exterior of the North Road Fire Hall;
- [210] – Gibsons and District Volunteer Fire Department – Fire Prevention Officer Vehicle;
- [210-218] – Volunteer Fire Department – Document System – Fire Pro 2 Software Package;
- [212] – Roberts Creek Volunteer Fire Department – Pager Replacement (All Fire Chiefs Initiative);
- [212] – Roberts Creek Volunteer Fire Department – Site Design;
- [216] – Halfmoon Bay Volunteer Fire Department – Capital Reserve Increase;
- [216] – Halfmoon Bay Volunteer Fire Department – Pager Replacement (All Fire Chiefs Initiative);
- [218] – Egmont and District Volunteer Fire Department – Pager Replacement (All Fire Chiefs Initiative);
- [345] – Ports - 5 Year Capital Plan Repairs;
- [345] – Ports - Vaucroft Capital Works;
- [400] – Cemetery Base Budget Adjustment;
- [400] – Cemetery Business Plan;
- [540] – Hillside Development Project Business Plan;
- [615] – Recreation Fitness Equipment Replacement;
- [615] – Water Efficiency Plan Sunshine Coast Arena (as modified);
- [615] – Recommission Hot Water Heat Recovery System at Gibsons and Area Community Centre;
- [625] – Pender Harbour Aquatic and Fitness Centre – Base Operating Budget Adjustment;
- [625] – Pender Harbour Aquatic and Fitness Centre – Bathroom Partitions;

- [625] – Pender Harbour Aquatic and Fitness Centre – Replacement of Stereo System;
- [650] – Regional Parks – Minor Capital Repairs Funding.

The Committee recessed at 10:52 a.m. and reconvened at 11:00 a.m.

Recommendation No. 8 *Infrastructure Services Projects*

The Corporate and Administrative Services Committee recommended that for 2018 Round 1 Budget the following Categorized Mandatory Infrastructure Services projects be included in the 2018 budget:

- [310] – Transit Drivers – Uniform Issuance (Regulatory Compliance);
- [352] – Sechelt Landfill Generator Replacement (Imminent Asset Failure);
- [352] – Sechelt Landfill Environmental Monitoring Plan Update (Regulatory Compliance);
- [352] – Sechelt Landfill Geotechnical and Seismic Assessment Update (Regulatory Compliance);
- [370] – Langdale Well – Pump Station Upgrade (Imminent Asset Failure);
- [370] – Regional Water – Base Operating Budget Increase – Chapman Lake Expansion Project and Chapman Creek Flow Meter Calibration (Regulatory Compliance);
- [370] – Regional Water – Base Operating Budget Increase – Water Sampling (Regulatory Compliance);
- [370] – Regional Water – Well Protection Planning – Phase 2 (Regulatory Compliance).

Recommendation No. 9 *Infrastructure Services Projects*

The Corporate and Administrative Services Committee recommended that for 2018 Round 1 Budget, staff present budget proposals for the following Infrastructure Services projects:

- [310] – Preventative Maintenance Program – Transit;
- [350] – 2018 WildsafeBC Program;
- [351-352] – Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station;
- [351] – Site Improvement at Pender Harbour Transfer Station;
- [352] – Sechelt Landfill 4 x 4 Truck Replacement;
- [365] – North Pender Harbour Water – Demand Reduction Rebate Programs;
- [365] – North Pender Harbour Water – Base Operating Budget Increase;
- [366] – South Pender Harbour Water – Base Operating Budget Increase;
- [366] – South Pender Harbour Water – Demand Reduction Rebate Programs;
- [366] – South Pender Harbour Water (Utility Services) – Vehicle Replacement;
- [370] – Regional Water – Exposed Water Main Rehabilitation;
- [370] – Regional Water – Demand Reduction Rebate Program;
- [370] – Chapman Water Treatment Plant Chlorination System Upgrade;
- [370] – Regional Water – Groundwater Investigation – Stage 2;
- [370] – Regional Water – Universal Water Meter Installations – Phase 3 – District of Sechelt;
- [370] – Regional Water Storage Capacity;
- [370] – Regional Water (Utility Services) – Vehicle Replacements.

NEW BUSINESS

Director Lebell updated the Committee on the pending federal legislation for cannabis legalization and the SCRD's capacity to respond.

Recommendation No. 10 *Cannabis Legislation*

The Corporate and Administrative Services Committee recommended that staff report to a Committee in the first quarter of 2018 regarding anticipation of staff work and resource requirements, including consultation of RCMP and other agencies, regarding the Federal legalization of cannabis by July 2018.

The Committee recessed at 11:57 a.m. and reconvened at 12:31 p.m.

The Committee moved In Camera at 12:32 p.m.

IN CAMERA

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

The Committee moved out of In Camera at 1:08 p.m.

ADJOURNMENT 1:08 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE

December 1, 2017

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

PRESENT:	Chair	I. Winn
	Directors	F. Mauro J. Valeriote D. Inkster G. Nohr M. Lebbell L. Lewis B. Milne (part) A. Lutes (Alt./part)
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Recording Secretary	T. Crosby
	Staff	0
	Media	0
	Public	2

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

The Chief Financial Officer provided a verbal introduction on the process for budget engagement with community partners and stakeholders..

Recommendation No. 1 *Community Partners and Stakeholders 2018 Budget Requests*

The Corporate and Administrative Services Committee recommended that the report titled Community Partners and Stakeholders 2018 Budget Requests be received.

Director Mine left the meeting and Alternate Director Lutes joined the meeting at 10:13 a.m.

Recommendation No. 2 *Sechelt Public Library*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sechelt Public Library be received;

AND THAT the Sechelt Public Library be advised that the Sunshine Coast Regional District will support the Library under the current Memorandum of Understanding;

AND FURTHER THAT the Library be asked to present the special projects contained in the 2018 budget request from a business continuity and priority perspective.

The Committee recessed at 10:25 a.m. and reconvened at 10:34 a.m.

Recommendation No. 3 *Gibsons and District Public Library*

The Corporate and Administrative Services Committee recommended that the budget submission from the Gibsons and District Public Library be received and moved to 2018 Round 1 Budget with clarification from the Library regarding the Budget Assumptions and administration charges.

Recommendation No. 4 *Roberts Creek Community Library*

The Corporate and Administrative Services Committee recommended that the budget submission from the Roberts Creek Community Library be received and moved to 2018 Round 1 Budget.

Recommendation No. 5 *Pender Harbour Reading Centre*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour Reading Centre be received and moved to 2018 Round 1 Budget with clarification from the Reading Centre as to the specific reasons for the increase to 2018 budget request.

Recommendation No. 6 *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour Health Centre (PHHC) be received and moved to 2018 Round 1 Budget with clarification from the PHHC as to whether the special project is related to needs assessment for a capital investment;

AND THAT staff provide options for funding the special project;

AND FURTHER THAT staff report on funding allocation options based on the patronage at the PHHC and the requirements to make the changes to funding allocation.

Recommendation No. 7 *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sechelt Community Archives be received and moved to 2018 Round 1 Budget.

Recommendation No. 8 *Sunshine Coast Museum and Archives*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sunshine Coast Museum and Archives be received and moved to 2018 Round 1 Budget.

Recommendation No. 9 *Skookumchuck Museum / Egmont Heritage Centre*

The Corporate and Administrative Services Committee recommended that the budget submission from the Skookumchuck Museum / Egmont Heritage Centre be received and moved to 2018 Round 1 Budget.

Recommendation No. 10 *Sunshine Coast Community Services Society: Youth Outreach Worker*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sunshine Coast Community Services Society: Youth Outreach Worker be received and moved to 2018 Round 1 Budget.

Recommendation No. 11 *Halfmoon Bay-Chatelech Community School Association*

The Corporate and Administrative Services Committee recommended that the budget submission from the Halfmoon Bay-Chatelech Community School Association be received and moved to 2018 Round 1 Budget;

AND THAT staff report on options to fund the special request from Halfmoon Bay-Chatelech Community School Association at 2018 Round 1 Budget.

Recommendation No. 12 *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sechelt Community Schools Society be received and moved to 2018 Round 1 Budget;

AND THAT the request for rent increase be considered within the context of the Joint Use Agreement and options be brought back to 2018 Round 1 Budget.

Recommendation No. 13 *Pender Harbour Community School Society*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour Community School Society be received and moved to 2018 Round 1 Budget.

Recommendation No. 14 *Roberts Creek Community School Society*

The Corporate and Administrative Services Committee recommended that the budget submission from the Roberts Creek Community School Society be received and moved to 2018 Round 1 Budget.

Recommendation No. 15 *Sunshine Coast Tourism*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sunshine Coast Tourism be received and moved to 2018 Round 1 Budget;

AND THAT a staff report regarding Municipal Regional District Tax (MRDT) and funding for Sunshine Coast Tourism be brought back to a Committee prior to 2018 Round 1 Budget for review.

Recommendation No. 16 *Pender Harbour and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour and District Chamber of Commerce be received and moved to 2018 Round 1 Budget.

Recommendation No. 17 *Coast Cultural Alliance*

The Corporate and Administrative Services Committee recommended that the budget submission from the Coast Cultural Alliance be received and moved to 2018 Round 1 Budget;

AND THAT staff consult with the Coast Cultural Alliance regarding options for synergies with the Sunshine Coast Regional Economic Development Organization (SCREDO).

Recommendation No. 18 *Gibsons and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the budget submission from the Gibsons and District Chamber of Commerce be received and moved to 2018 Round 1 Budget.

The Committee recessed at 11:35 a.m. and reconvened at 11:40 a.m.

The Committee moved In Camera at 11:40 a.m.

IN CAMERA

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

The Committee moved out of In Camera at 12:00 p.m.

ADJOURNMENT 12:00 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 712

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS it may be necessary for the Sunshine Coast Regional District to borrow money from time to time to meet current lawful expenditures;

AND WHEREAS it is provided by Section 404 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS there are no liabilities outstanding under Section 404;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

- 1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District 2018 Revenue Anticipation Borrowing Bylaw No. 712, 2017.*
2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Sunshine Coast Regional District an amount or amounts not exceeding the sum of EIGHT MILLION DOLLARS (\$8,000,000.00).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the Corporate Seal of the Regional District and signed by the Chair and the Chief Financial Officer.
4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this 14th day of December, 2017

READ A SECOND TIME this 14th day of December, 2017

READ A THIRD TIME this 14th day of December, 2017

ADOPTED this 14th day of December, 2017

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT**BYLAW NO. 422.30**

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. 422.30, 2017*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Delete Schedule "A" in its entirety.
 - b) Section 4.6 be amended by deleting the phrase, "... in the form contained in Schedule "A" of this Bylaw.", in its entirety and replace with a new phrase as follows:

4.6 ...in the form provided by the Regional District.
 - c) Section 7.1 be amended by deleting the phrase, "...on the form (Schedule "A")...", in its entirety and replace with a new phrase as follows:

7.1 ...on the form provided by the Regional District...
 - d) Section 15.1 be amended by deleting the phrase, "...the form provided for that purpose set out in Schedule "A" of this bylaw...", in its entirety and replace with a new phrase as follows:

15.1 ...the form provided for that purpose by the Regional District;...
 - e) Delete Section 30.1 in its entirety and replace with a new Section 30.1 as follows:

30.1 Schedules B, C, D, E, F, G, H, I, and J attached hereto are included in and form part of this Bylaw.
 - f) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.
 - g) Delete Schedule "D" in its entirety and replace with the revised Schedule "D" attached hereto.
 - h) Delete Schedule "E" in its entirety and replace with the revised Schedule "E" attached hereto.

READ A FIRST TIME	this	14 th	day of	December, 2017
READ A SECOND TIME	this	14 th	day of	December, 2017
READ A THIRD TIME	this	14 th	day of	December, 2017
ADOPTED	this	14 th	day of	December, 2017

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	\$ 257.84
	(2) Greater than one acre, up to and including two acres	\$ 274.45
	(3) Greater than two acres, up to and including three acres	\$ 309.46
	(4) Greater than three acres, up to and including four acres	\$ 350.84
	(5) Greater than four acres, up to and including five acres	\$ 369.37
	(6) Greater than five acres, \$18.19 for each additional acre or part of an acre, up to and including ten acres	
	(7) Greater than ten acres, \$10.22 for each additional acre or part of an acre, up to and including twenty acres	
	(8) Greater than twenty acres, \$6.93 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)	\$ 273.63
	(2) Motels – per unit	\$ 144.59
	(3) Apartments	\$ 220.29
	(4) Mobile Homes - per occupied pad	\$ 220.29
	(5) Hospital and Intermediate Care Facilities - per bed	\$ 144.59
	(6) All other users not herein provided for - per user	\$ 273.63
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	Per cubic metre	\$ 0.81
	Minimum charge per quarter (meter rental extra)	\$ 68.41

Sunshine Coast Regional District

Bylaw No. 422

Schedule "B" continued

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 ½"	\$ 30.00	\$ 120.00
(4) Over 1 ½", 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

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.

8. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "D"

This Schedule applies only to the North Pender Harbour Water Service Area as established under Bylaw No. 1070

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Residential	\$ 320.23
	(2) Institutional	\$ 320.23
	(3) Commercial	\$ 727.00
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)	\$ 255.98
	(2) Multiple Family Dwellings (where more than One dwelling exists on a parcel)	\$ 460.52
	(3) Institutional Building	\$ 235.11
	(4) All other users not herein provided for - per user	\$ 255.98
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u> <u>Annual</u>
	First 50,000 gallons used per quarter	\$ 384.76
	Per 1000 gal (or part thereof) used over 50,000 gallons/quarter	\$ 4.93
4.	<u>Manual Water Meter Readings</u>	
	Per reading	\$25.00 (up to a maximum of \$300 per annum)
5.	<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)	
6.	<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 "D" continued

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "E"

This Schedule applies only to the South Pender Harbour Water Service Area as established under Bylaw No. 1074

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
(1)	Up to and including two acres in area	\$ 324.38
(2)	Greater than two acres, up to and including ten acres	\$ 443.87
(3)	Greater than ten acres	\$ 563.38
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)	\$ 393.37
(2)	For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 393.37
(3)	For each office or place of business wherein is employed not more than one person	\$ 393.37
(4)	For each office or place of business wherein is employed more than one person	\$ 561.94
(5)	All other users not herein provided for - per user	\$ 393.37
(6)	For each clubhouse or hall	\$ 561.94
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 10,000 gallons used per quarter	\$ 140.48
	Per 1000 gal (or part thereof) used over 10,000 gallons/quarter	\$ 6.57

Sunshine Coast Regional District

Bylaw No. 422

Schedule "E" continued

4. Manual Water Meter Readings

Per reading \$25.00 (up to a maximum of \$300 per annum)

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. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 431.20

*A bylaw to amend Sunshine Coast Regional District
Waste Collection Bylaw No. 431, 1996*

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

1. This bylaw may be cited as *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.20, 2017*.
2. *Sunshine Coast Regional District Waste Collection Bylaw No. 431, 1996* is hereby amended as follows:
 - a) Delete Schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.
3. This bylaw will come into force and effect on January 1, 2018

READ A FIRST TIME this 14th day of December, 2017

READ A SECOND TIME this 14th day of December, 2017

READ A THIRD TIME this 14th day of December, 2017

ADOPTED this 14th day of December, 2017

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 431**

“SCHEDULE A”

1.0 Fees

- | | | |
|-----|--|-------------------------|
| 1.1 | Residential Premises Owners
Rate for Garbage Collection:
allows for setting out one 77 litre
garbage can on any collection day | \$ 146.90 per annum |
| 1.2 | Mobile Home in Mobile Home
Park - per occupied pad
allows for setting out one 77 litre
garbage can on any collection day | \$ 123.85 per annum |
| 1.3 | Tags for disposal of extra garbage:
allows for setting out additional 77 litre
garbage cans over and above those
permitted under items 1 and 2. | \$ 2.50 per garbage can |

2.0 Fee Reduction for Eligible Properties

- 2.1 For the purpose of this section
- a) “eligible property” means property that is:
 - i) liable to property taxation; and
 - ii) owned by a person entitled to receive the Additional Homeowner’s Grant in respect of that property.
 - b) “eligible property reduction” means an amount equal to the portion of the Additional Homeowner’s Grant that an owner of an eligible property was unable to claim during the year for which the charge under section 1.0 is payable to a maximum of \$146.90 in respect of any property.
- 2.2 Despite section 1.0 of this Schedule, the level of fee for a person who owns and occupies an eligible property shall be the fee set out in section 1.1 or 1.2, as applicable, less the amount of the eligible property reduction.
- 2.3 A person who owns and occupies an eligible property must apply for the refuse fee reduction each year prior to the bill due date. Failure to apply prior to this date results in forfeiture of the eligible property reduction for the current year.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – December 14, 2017

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: TOWN OF GIBSONS BORROWING

RECOMMENDATION(S)

THAT the report titled Town of Gibsons Borrowing be received;

AND THAT the Board consent to the long term borrowing of \$1,784,000 over a 20 year term;

AND FURTHER THAT *Sunshine Coast Regional District Security Issuing Bylaw No. 713, 2017* be given three readings and be adopted.

BACKGROUND

As per Section 410 of the *Local Government Act*, a regional district may finance, at the request and sole cost of a municipality, an undertaking for which the council of the municipality has adopted a loan authorization bylaw in accordance with the *Community Charter*.

Staff have received a request from the Town of Gibsons for the Board to adopt a Security Issuing Bylaw in order to partake of the spring 2018 issue through the Municipal Finance Authority of British Columbia (MFA). The Town's borrowing was authorized through Loan Authorization Bylaw No. 1246, 2017 – Capital Improvement Financing Bylaw.

DISCUSSION

A proposed bylaw is attached for consideration.

Financial Implications

Municipalities are subject to a 25% liability servicing limit when adopting a loan authorization bylaw. Staff reviewed the Town of Gibsons' 2016 financial statements and have estimated that the Town's current annual debt servicing cost is approximately 15% of applicable revenues.

In the unlikely event that a municipality is unable to meet their financial obligations in order to discharge a loan, the deficiency becomes a liability of the municipality to the regional district.

STRATEGIC PLAN AND RELATED POLICIES

The proposed bylaw is consistent with the SCRD value of collaboration.

CONCLUSION

Staff have received a request from the Town of Gibsons for the Board to adopt a Security Issuing Bylaw in order to partake of the spring 2018 issue through MFA.

Staff recommend that *Sunshine Coast Regional District Security Issuing Bylaw No. 713, 2017* be given three readings and be adopted.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM		Legislative	
CAO	X – J. Loveys	Other	

Sunshine Coast Regional District

Bylaw No. 713

A bylaw to authorize the entering into of an Agreement respecting financing between the Sunshine Coast Regional District (the "Regional District") and the Municipal Finance Authority of British Columbia (the "Authority")

WHEREAS the Municipal Finance Authority of British Columbia may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the Town of Gibsons is a member municipality of the Sunshine Coast Regional District (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the loan authorization bylaw mentioned herein;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board of the Sunshine Coast Regional District, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

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

1. This bylaw may be cited as the *Sunshine Coast Regional District Security Issuing Bylaw No. 713, 2017*.
2. The Regional Board hereby consents to financing the debt of the Town of Gibsons in the amount of ONE MILLION SEVEN HUNDRED AND EIGHTY FOUR THOUSAND DOLLARS (\$1,784,000) in accordance with the following terms.

<u>Municipality</u>	<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
Town of Gibsons	1246	To construct capital improvements	\$1,784,000	\$ Nil	\$1,784,000	20 years	\$1,784,000
Total							\$1,784,000

3. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings at the sole cost and on behalf of the Sunshine Coast Regional District and its member municipalities up to, but not exceeding of ONE MILLION SEVEN HUNDRED AND EIGHTY FOUR THOUSAND DOLLARS (\$1,784,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$1,784,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
4. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
5. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 2 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
6. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
7. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
8. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
9. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of *Loan Authorization Bylaw No. 1246, 2017 Capital Improvement Financing Bylaw* there shall be requisitioned an amount sufficient to meet the annual payment of interest and the repayment of principal.
10. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of

the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

11. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

READ A FIRST TIME	this	14 th	day of	December, 2017
READ A SECOND TIME	this	14 th	day of	December, 2017
READ A THIRD TIME	this	14 th	day of	December, 2017
ADOPTED	this	14 th	day of	December, 2017

CORPORATE OFFICER

CHAIR

SCHEDULE "A" to Bylaw No. 713

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Sunshine Coast Regional District

The Sunshine Coast Regional District (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of ONE MILLION SEVEN HUNDRED AND EIGHTY FOUR THOUSAND DOLLARS (\$1,784,000) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the _____ day of _____, _____ provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 713 cited as "Sunshine Coast Regional District Security Issuing Bylaw No. 713, 2017". This Agreement is sealed with the Corporate Seal of the Sunshine Coast Regional District and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

Chair

(Financial Administration Officer)

Pursuant to the Local Government Act, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated _____, 2018

Inspector of Municipalities

(Reverse Side of Schedule "A")

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	<u>Principal and/or Sinking Fund Deposit</u>	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

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SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 1026.9

A bylaw to amend *Sunshine Coast Regional District Sewage Treatment Facilities Local Service Bylaw No. 1026*

WHEREAS the Board of the Sunshine Coast Regional District established a local service for the function of sewage collection, treatment and disposal within the Electoral Areas of A, B, E and F by adoption of *Sunshine Coast Regional District Sewage Treatment Facilities Local Service Bylaw No. 1026, 1996* and amended such service to include Electoral Area D by adoption of *Sunshine Coast Regional District Sewage Treatment Facilities Service Amendment Bylaw No. 1026.3, 2004*;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to amend said bylaw to remove the Square Bay Sewage Treatment Facility as shown in Schedule B-9 from the service area;

AND WHEREAS the Directors of Electoral Areas A – Egmont / Pender Harbour, B – Halfmoon Bay, D – Roberts Creek, E - Elphinstone and F – West Howe Sound have consented to the adoption of this bylaw in accordance with Section 349(1)(b) of the *Local Government Act*;

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

1. This bylaw may be cited as the *Sunshine Coast Regional District Sewage Treatment Facilities Service Amendment Bylaw No. 1026.9, 2017*.
2. *Sunshine Coast Regional District Sewage Treatment Facilities Local Service Bylaw No. 1026, 1996*, is hereby amended as follows:
 - a) Delete section 2 in its entirety and replace with the following:
 2. The boundaries of the Service Area are as shown in Schedules B1, B2, B4, B5, B6, B7, B8, B10, B11, and B12 attached to and forming part of this bylaw.
 - b) Delete section 3 in its entirety and replace with the following:
 3. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the service shall not exceed \$150,000.
 - c) Delete section 4 in its entirety and replace with the following:
 4. As provided for in Section 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:
 - (a) property value tax imposed in accordance with Division 3 of the *Local Government Act*,

- (b) parcel taxes imposed in accordance with Division 3 of the *Local Government Act*;
- (c) fees and charges imposed under section 397 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

d) Delete Schedule B-9 in its entirety.

READ A FIRST TIME	this	12 th	day of January, 2017
READ A SECOND TIME	this	12 th	day of January, 2017
READ A THIRD TIME	this	12 th	day of January, 2017
APPROVED BY THE INSPECTOR OF MUNICIPALITIES	this	20 th	day of April, 2017
ADOPTED	this	14 th	day of December, 2017

CORPORATE OFFICER

CHAIR