



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, NOVEMBER 14, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

ELECTION OF THE CHAIR FOR 2020 (*Corporate Officer presiding*)

ELECTION OF THE VICE CHAIR FOR 2020 (*Newly elected Chair presiding*)

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of October 24, 2019 Annex A
Pages 1 - 10
3. Special Board meeting minutes of October 31, 2019 Annex B
pp 11 - 12

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

4. Corporate and Administrative Services Committee recommendation Nos. 1-7 and 11 of October 24, 2019 (*recommendation Nos. 8-10 previously adopted*) Annex C
pp 13 - 16
5. Special Corporate and Administrative Services Committee recommendation Nos. 1-7 of October 31, 2019 Annex D
pp 17 - 18

COMMUNICATIONS

MOTIONS

6. THAT the resignation of Ken Carson from the Area E Advisory Planning Commission be received.

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

7. Youth Engagement

Verbal

IN CAMERA

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

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to November 30, 2019)

Planning and Community Development Committee	November 14 at 9:30 am
Regular Board	November 14 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	November 18 at 7:00 pm
Natural Resources Advisory Committee	November 20 at 3:30 pm
Infrastructure Services Committee	November 21 at 9:30 am
Sechelt Library Board	November 23 at 10:00 am
Agricultural Advisory Committee (AAC)	November 26 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	November 26 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	November 26 at 7:00 pm
Pender Harbour/Egmont (Area A) Advisory Planning Commission	November 27 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	November 27 at 7:00 pm
Corporate and Administrative Services Committee	November 28 at 9:30 am
Regular Board	November 28 at 1:30 pm

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

Sunshine Coast Tourism's Annual General Meeting	November 13 at 4:00 pm
Gibsons and District Fire Protection Commission	November 18 at 10:00 am
Islands Trust and Sunshine Coast Regional District Joint Meeting	November 19 at 1:15 pm
Intergovernmental Meeting	November 25 at 6:00 pm

Please note: Meeting dates are current as of print date (November 8, 2019).



SUNSHINE COAST REGIONAL DISTRICT

October 24, 2019

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

PRESENT:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	T. Lamb
		Town of Gibsons	B. Beamish (in part)
ALSO PRESENT:	Interim Chief Administrative Officer		M. Brown
	Corporate Officer		S. Reid
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker (in part)
	Financial Analyst, Corporate Services		B. Wing (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		1

CALL TO ORDER 1:51 p.m.

AGENDA It was moved and seconded

262/19 THAT the agenda for the meeting be adopted as amended to add the following items of New Business:

- Water Function
- Remembrance Day Fly-by.

CARRIED

MINUTES

Minutes It was moved and seconded

263/19 THAT the Regular Board meeting minutes of October 10, 2019 be adopted.

CARRIED

REPORTS

Planning

It was moved and seconded

264/19

THAT Planning and Community Development Committee recommendation Nos. 1, 3, 6-8, 10 and 14-21 of October 10, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Designation of Vice-Chair for October 10, 2019 Planning and Community Development Committee Meeting*

THAT Director Pratt be designated as the Vice-Chair for the October 10, 2019 Planning and Community Development Committee meeting.

Recommendation No. 3 *Sunshine Coast Homelessness Advisory Committee*

THAT the delegation materials from the Sunshine Coast Homelessness Advisory Committee be received.

Recommendation No. 6 *Application for Land Exclusion from and Inclusion into the Agricultural Land Reserve (Morgan)*

THAT the report titled Application for Land Exclusion from and Inclusion into the Agricultural Land Reserve for Morgan Property (ALC Application 58605) be received;

AND THAT the ALC Application 58605 (ALR00011) proceed to the Agricultural Land Commission advising that the SCR D Board is not in a position to provide a recommendation to approve the application.

Recommendation No. 7 *Correspondence from Matt Marquette regarding ALC Application 58605*

THAT that the correspondence from Matt Marquette, Jensen Road, regarding ALC Application 58605 be received.

Recommendation No. 8 *Development Variance Permit DVP00043 (Wright)*

THAT the report titled Development Variance Permit DVP00043 (Wright) – Electoral Area F be received;

AND THAT Development Variance Permit DVP00043 to vary Zoning Bylaw No. 310 Section 601.4 for setback distances from front and side parcel lines, from 5 m and 1.5 m to 0 for retaining walls, be issued subject to:

- The applicant obtains a setback permit from the Ministry of Transportation and Infrastructure.

264/19 cont.

AND FURTHER THAT the SCRD advise the Ministry of Transportation and Infrastructure that Marine Drive is a priority for accessible shoulders as part of an active transportation network as noted in the West Howe Sound Official Community Plan Bylaw 640, 2011, Transportation Policy 9.3.8:

The Regional District shall work with MOTI to encourage the development of cycling and walking routes along roads for transportation and recreation purposes, subject to detailed feasibility studies, with routes composed of separated pathways where possible and 2.0 metre shoulders elsewhere, with Marine Drive being made a priority.

Recommendation No. 10 *Bargain Bay Licence No. 241194 Renewal*

THAT the report titled Bargain Bay Licence No. 241194 Renewal be received;

AND THAT SCRD submit a Crown renewal application for the area covered by Licence No. 241194.

Recommendation No. 14 *Planning and Community Development Department – 2019 Q3 Report*

THAT the staff report titled Planning and Community Development Department – 2019 Q3 Report be received.

Recommendation No. 15 *AAC Minutes of September 24, 2019*

THAT the Agricultural Advisory Committee minutes of September 24, 2019 be received.

Recommendation No. 16 *Area A APC Minutes of September 25, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of September 25, 2019 be received.

Recommendation No. 17 *Area B APC Minutes of September 24, 2019*

THAT the Halfmoon Bay Advisory Planning Commission minutes of September 24, 2019 be received.

Recommendation No. 18 *Area D APC Minutes of September 16, 2019*

THAT the Roberts Creek Advisory Planning Commission minutes of September 16, 2019 be received.

Recommendation No. 19 *Area E APC Minutes of September 25, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of September 25, 2019 be received.

264/19 cont. **Recommendation No. 20** *Area F APC Minutes of September 24, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of September 24, 2019 be received.

Recommendation No. 21 *BC Government Funding for “Age-Friendly” Communities, Assessments and Action Plans*

THAT the correspondence from Kim Tournat, Constituency Assistant, Nicholas Simons, MLA, Powell River – Sunshine Coast, dated September 20, 2019 regarding BC Government Funding for “Age-Friendly” Communities, Assessments and Action Plans be received.

CARRIED

Planning **It was moved and seconded**

265/19 THAT Planning and Community Development Committee recommendation No. 5 of October 10, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 5 *Subdivision in the Agricultural Land Reserve for Part of Elphinstone Crossing Estate Phase Two*

THAT the report titled Application for Subdivision in the Agricultural Land Reserve (ALR00011, ALC 59614) for Part of Elphinstone Crossing Estate Phase Two be received;

AND THAT staff provide more information regarding the trail network connectivity of the western portion of the subject property District Lot 1354, as per *West Howe Sound Official Community Plan Section 3.6 Williamson’s Landing – Recreation-Policies-3*, and the ALR application to a Planning and Community Development Committee meeting.

CARRIED

Infrastructure **It was moved and seconded**

266/19 THAT Infrastructure Services Committee recommendation Nos. 1-10 of October 17, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Bylaw Opportunities for Water Conservation*

THAT the report titled Bylaw Opportunities for Water Conservation be received;

AND THAT the review of Water Rates and Regulations Bylaw 422 scheduled for 2020 include a review of water conservation provisions and the service connection application process;

AND THAT the review of Subdivision Servicing Standards Bylaw 320 planned for 2021 incorporate water conservation measures;

266/19 cont.

AND FURTHER THAT the review of Development Cost Charges Bylaw 693 planned for 2023 incorporate a water conservation lens.

Recommendation No. 2 *Analysis of the Impact Resolutions Ltd. Policy Options on Water*

THAT the report titled Analysis of the Impact Resolutions Ltd. Policy Options on Water be received for information.

Recommendation No. 3 *Sechelt Landfill Greenhouse Gas Emissions Update*

THAT the report titled Sechelt Landfill Greenhouse Gas Emissions Update be received;

AND THAT greenhouse gas emissions be claimed and reported in the CARIP Public Report to offset corporate emissions once the organics curbside collection program is initiated and sufficient data on volumes is collected;

AND FURTHER THAT a 2020 budget proposal for investigating Biocover to reduce greenhouse gas emissions at the Sechelt Landfill be brought forward.

Recommendation No. 4 *Analysis of Implementation of a Baler or Shredder at Sechelt Landfill*

THAT the report titled Analysis of Implementation of a Baler or Shredder at Sechelt Landfill be received;

AND THAT the inclusion of a shredder and/or waste baler be considered as part of a project option analysis for future waste disposal to be initiated in 2020.

Recommendation No. 5 *Short Term Borrowing for Canoe Road and Merrill Crescent Septic Field Replacements*

THAT the report titled Short Term Borrowing for Canoe Road and Merrill Crescent Septic Field Replacements be received;

AND THAT a short term non-renewable loan be requested through the Municipal Finance Authority under section 403 of the *Local Government Act* (Liabilities Under Agreement) in the amount of \$33,400 to fund the Sunshine Coast Regional District's (SCRD) share of the capital costs for the Canoe Road and Merrill Crescent septic field replacement projects;

AND THAT the loan principal be repaid to the Municipal Finance Authority in five annual installments of \$6,800 payable on or before June 30 of each year beginning in 2020 and ending in 2024;

266/19 cont.

AND FURTHER THAT Bylaw No. 428 be amended to increase annual frontage charges for Canoe Road by \$424 and for Merrill Crescent by \$227 subject to any additional considerations as part of the annual rate review.

Recommendation No. 6 *Water Services – Pipes, Valves & Fittings Contract Term Extension*

THAT the report titled Water Services – Pipes, Valves & Fittings Contract Term Extension be received;

AND THAT the SCRD exercise the right to extend the existing contract with ICONIX Waterworks Limited Partnership for Water Services – Pipes, Valves & fittings for an additional one (1) year period in the amount up to \$196,235.

Recommendation No. 7 *Budget Request for Implementation of shíshálh Nation Foundation Agreement*

THAT the report titled Budget request for Implementation of shíshálh Nation Foundation Agreement be received;

AND THAT \$25,000 be allocated for the project Implementation of shíshálh Nation Foundation Agreement to be funded from the Regional Water Service [370] Operating Reserves;

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

Recommendation No. 8 *Infrastructure Services Department – 2019 Q3 Report*

THAT the report titled Infrastructure Services Department – 2019 Q3 Report be received;

AND THAT staff investigate options for Industrial, Commercial and Institutional (ICI) waste and recycling diversion and bring a report forward to an Infrastructure Services Committee meeting in Q1 2020.

Recommendation No. 9 *Islands Trust support for Solar Energy in Rural and Remote Communities*

THAT the correspondence from Jas Chonk, Islands Trust regarding a request for a letter of support for solar energy in rural and remote communities be received;

AND THAT the SCRD sign the draft letter to the Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources supporting the request by Islands Trust, dated September 12, 2019 for greater support for solar and energy in rural and remote communities.

266/19 cont. **Recommendation No. 10** *Joint Local Government Submission letter to MOECCS on Provincial Plastics Action Plan*

THAT the correspondence from Keely Kidner, District of Squamish regarding the joint local government submission letter to the Ministry of Environment and Climate Change Strategy on Provincial Plastics Action Plan be received.

CARRIED

Corporate **It was moved and seconded**

267/19 THAT Corporate and Administrative Services Committee recommendation Nos. 8-10 of October 24, 2019 be received, adopted and acted upon as follows:

Recommendation No. 8 *2019 Remembrance Day Ceremonies and Wreath / Poppy Donation*

THAT the report titled 2019 Remembrance Day Ceremonies and Wreath / Poppy Donation be received;

AND THAT the following Director will attend each Remembrance Day Ceremony to place the SCRD Wreath:

- Gibsons Legion #109 – Alternate Director Croal
- Pender Harbour Legion #112 – Director Lee
- Roberts Creek Legion #219 – Director Tize
- Sechelt Legion #140 – Director Pratt
- Gambier Island Anavets – Director Hiltz.

Recommendation No. 9 *Keats Landing Dock – Repairs Following Collision / Ports Maintenance and Repairs Contract Update*

THAT the report titled Keats Landing Dock – Repairs Following Collision / Ports Maintenance and Repairs Contract Update be received;

AND THAT Sunshine Coast Regional District's (SCRD) contracted ports repair service provider, Summerhill Fine Homes Ltd., be directed to proceed with repairs necessary to remedy collision damage at Keats Landing Dock;

AND THAT a budget of up to \$156,250 be approved for emergency repairs to Keats Landing Dock funded from insurance recovery;

AND THAT operating reserves be used to fund any costs not recovered by insurance up to a maximum of \$50,000;

AND THAT the 2019-2023 Financial Plan be amended accordingly;

AND THAT the 3-year value of General Service Agreement 18 354 for Maintenance and Minor Repairs to Regional District docks be increased to \$453,500.

267/19 cont. **Recommendation No. 10** *Agenda items referred from October 24, 2019 Corporate and Administrative Services Committee meeting*

THAT agenda items Nos. 6, 11, 15 and 17 of the Corporate and Administrative Services Committee Meeting of October 24, 2019 be referred to the Regular Board Meeting of October 24, 2019.

CARRIED

Budget Variance Q3 **It was moved and seconded**

268/19 THAT the [117] Information Technology 2020 base budget be amended to reallocate the \$50,000 budget for software licensing from capital expenditures to operating expenses to reflect the changing industry standard of providing subscription based software as a service in place of perpetual licensing;

AND THAT the topic of frequency of variance reports come back for discussion at the next Corporate and Administrative Services Committee meeting.

CARRIED

Status of Reserves **It was moved and seconded**

269/19 THAT operating reserves be used to offset 2020 taxation for the Halfmoon Bay [204] and Roberts Creek [206] Smoke Control services.

CARRIED

School Bursary **It was moved and seconded**

270/19 THAT the Rural Areas' School Bursary awards be raised from \$750 to \$1,000 for each school;

AND THAT the current contribution for Electoral Areas A, B, D, E, and F be raised from \$600 to \$800 each year;

AND FURTHER THAT staff bring forward a draft revision of the bursary criteria to a Corporate and Administrative Services Committee meeting, where the grades and essay requirements are removed and replaced with citizenship, community engagement and involvement, and leadership in the community.

CARRIED

- Grant-in-Aid **It was moved and seconded**
- 271/19 THAT North Thormanby Community Association 2019 Rural Areas' Grant-in-Aid request in the amount of \$2,500 for two eight-foot Walker Bay Dinghies, oar kits, and snap attachments be approved as follows:
- \$200 from Electoral Area A [121] Grant-in-Aid; and
 - \$2,300 from Electoral Area B [122] Grant-in-Aid.

CARRIED

- CAO Report **It was moved and seconded**
- 272/19 THAT the October 24, 2019 Chief Administrative Officer's Report be received for information.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

Director Beamish left the meeting at 2:37 p.m.

NEW BUSINESS:

- Water Function **It was moved and seconded**
- 273/19 THAT a report addressing options for bringing the Town of Gibsons into the Regional Water Function be provided to a Committee meeting.

CARRIED

Director Tize inquired about authority for approval for a Remembrance Day fly-by below 1,000 feet.

The Board moved In Camera at 3:14 p.m.

IN CAMERA It was moved and seconded

- 274/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (d), (e), (i), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the security of the property of the municipality”, “the acquisition, disposition, or expropriation of land...”, “the receipt of advice that is subject to solicitor-client privilege...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government...”.

CARRIED

The Board moved out of In Camera at 4:05 p.m.

Contract Award **It was moved and seconded**

275/19 THAT the value of the contract with Integrated Sustainability Consultant Ltd. for the Raw Water Reservoir- Feasibility Phase 3 project be increased by \$15,000 to \$ 342,532;

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

CARRIED

BC Ferry Authority **It was moved and seconded**

276/19 THAT the Chair be authorized to coordinate a nomination submission to the BC Ferry Authority with the Chairs from Metro Vancouver and the Squamish-Lillooet Regional District;

AND THAT the following individuals be nominated for consideration for Appointment to the BC Ferry Authority Board of Directors:

- Manjit Kang; and
- James Wayne Rowe.

CARRIED

Remuneration **It was moved and seconded**

277/19 THAT Directors Pratt, Lee, Tize, McMahon, Siegers, Lamb and Hiltz receive remuneration for attendance at the Chief Administrative Officer interviews held on October 22, 2019.

CARRIED

ADJOURNMENT **It was moved and seconded**

278/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:06 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair



SUNSHINE COAST REGIONAL DISTRICT

October 31, 2019

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

PRESENT:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers A. Toth (Alt.) B. Beamish

ALSO PRESENT:	Interim Chief Administrative Officer/Recorder	M. Brown
	Senior Manager, Human Resources	G. Parker
	Alternate Director, Town of Gibsons	D. Croal
	Media	0
	Public	0

CALL TO ORDER 9:02 a.m.

AGENDA It was moved and seconded

279/19 THAT the agenda for the meeting be adopted as presented.

CARRIED

The Board moved In Camera at 9:02 a.m.

IN CAMERA It was moved and seconded

280/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (c) of the *Community Charter* – “personal information about an identifiable individual...”, and “labour relations or other employee relations”;

AND THAT David Croal, Alternate Director for the Town of Gibsons, be authorized to attend the In Camera meeting of October 31, 2019.

CARRIED

The Board moved out of In Camera at 9:32 a.m.

ADJOURNMENT It was moved and seconded

281/19 THAT the Special Board meeting be adjourned.

CARRIED

The meeting adjourned at 9:33 a.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

October 24, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Interim Chief Administrative Officer	M. Brown
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	Corporate Officer	S. Reid
	G.M., Infrastructure Services	R. Rosenboom (Part)
	G.M., Planning and Community Development	I. Hall (Part)
	Sr. Mgr., Human Resources	G. Parker (Part)
	Administrative Assistant / Recorder	T Crosby
	Media	1
	Public	4

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS

Quentin Talbot-Kelly, Partner and Wes Lennon, Planning Associate, Cornerstone Planning Group addressed the Committee regarding Corporate Space and Site Planning.

The Chair thanked Mr. Talbot-Kelly and Mr. Lennon for their presentation.

Recommendation No. 1 *Collaboration Options for Corporate Space and Site Planning*

The Corporate and Administrative Services Committee recommended that staff consult with other local governments to determine what space needs exist and where there may be opportunities to combine services and/or sites coast-wide.

Recommendation No. 2 *Requirements and Timing for Corporate Space and Site Planning*

The Corporate and Administrative Services Committee recommended that staff bring forward a report to Committee that identifies a long- term plan for staffing requirements (for a minimum of 20 years), and identifies necessary short term space requirements that can be acted upon immediately, and identifies the long term space requirements that will be necessary based on the proposed 20-year staffing plan;

AND THAT timing options be considered to determine what actions need to occur in the immediate short-term and what items can wait for implementation in relation to the long term plans.

Recommendation No. 3 *Cornerstone Planning Group Presentation and Report*

The Corporate and Administrative Services Committee recommended that the presentation from Cornerstone Planning Group and the Corporate Space and Site Planning Final Report dated October 2019 be received.

The Interim Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer addressed the Committee regarding Sunshine Coast Regional District Pre-Budget Overview and 2020-2024 Financial Plan Outlook.

Recommendation No. 4 *Pre-Budget Overview*

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

REPORTS**Recommendation No. 5** *2020-2024 Financial Plan Outlook*

The Corporate and Administrative Services Committee recommended that the report titled 2020-2024 Financial Plan Outlook be received for information.

The Committee recessed at 10:59 a.m. and reconvened at 11:07 a.m.

Recommendation No. 6 *Gibsons and District Fire Protection Commission Meeting*

The Corporate and Administrative Services Committee recommended that a Gibsons and District Fire Protection Commission Meeting be scheduled prior to Round 1 Budget.

Recommendation No. 7 *2019 Carry-Forwards and 2020 Proposed Initiatives*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Carry-Forwards and 2020 Proposed Initiatives be received;

AND THAT the recommended carry-forward projects and associated funding be included in the 2020-2024 Financial Plan;

AND THAT Sunshine Coast Arena Water Efficiency Plan project be cancelled;

AND FURTHER THAT staff be authorized to proceed with carry-forward projects prior to adoption of the 2020-2024 Financial Plan.

Recommendation No. 8 *2019 Remembrance Day Ceremonies and Wreath / Poppy Donation*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Remembrance Day Ceremonies and Wreath / Poppy Donation be received;

AND THAT the following Directors will attend each Remembrance Day Ceremony to place the SCRD Wreath:

- Gibsons Legion #109 – Alternate Director Croal
- Pender Harbour Legion #112 – Director Lee
- Roberts Creek Legion #219 – Director Tize
- Sechelt Legion #140 – Director Pratt
- Gambier Island Anavets – Director Hiltz;

AND FURTHER THAT this recommendation be forwarded to the October 24, 2019 Board meeting.

Director Tize declared a conflict of interest as he is an advisor to the ports maintenance contractor and left the meeting at 12:49 p.m.

Recommendation No. 9 *Keats Landing Dock – Repairs Following Collision / Ports Maintenance and Repairs Contract Update*

The Corporate and Administrative Services Committee recommended that the report titled Keats Landing Dock – Repairs Following Collision / Ports Maintenance and Repairs Contract Update be received;

AND THAT Sunshine Coast Regional District's (SCRD) contracted ports repair service provider, Summerhill Fine Homes Ltd., be directed to proceed with repairs necessary to remedy collision damage at Keats Landing Dock;

AND THAT a budget of up to \$156,250 be approved for emergency repairs to Keats Landing Dock funded from insurance recovery;

AND THAT operating reserves be used to fund any costs not recovered by insurance up to a maximum of \$50,000;

AND THAT the 2019-2023 Financial Plan be amended accordingly;

AND THAT the 3-year value of General Service Agreement 18 354 for Maintenance and Minor Repairs to Regional District docks be increased to \$453,500;

AND FURTHER THAT this recommendation be forwarded to the October 24, 2019 Board meeting.

Recommendation No. 10 *Agenda items referred from October 24, 2019 Corporate and Administrative Services Committee*

The Corporate and Administrative Services Committee recommended that agenda items Nos. 6, 11, 15 and 17 of the Corporate and Administrative Services Committee Meeting of October 24, 2019 be referred to the Regular Board Meeting of October 24, 2019.

Recommendation No. 11 *Reports*

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

- Regional Solid Waste / Recycling [350] Variance Reporting for Period Ending September 30, 2019;
- Recreation Facilities [615] Variance Reporting for Period Ending September 30, 2019;
- Public Transit [310] Variance Reporting for Period Ending September 30, 2019;
- Gas Tax Community Works Fund Update;
- Director Constituency and Travel Expenses for Period Ending September 30, 2019;
- Contracts Between \$50,000 and \$100,000 from July 1 to September 30, 2019.

The Committee moved In Camera at 12:55 p.m.

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* –“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 1:44 p.m.

ADJOURNMENT 1:44 p.m.

Committee Chair

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

October 31, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz A. Toth (Alt.) L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Interim Chief Administrative Officer	M. Brown
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Corporate Officer	S. Reid
	Administrative Assistant / Recorder	T Crosby
	Media	2
	Public	14

CALL TO ORDER 9:38 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 *Sunshine Coast Libraries and Reading Rooms*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Public Libraries and Reading Rooms and the Limits by Law Budget reporting package be received for information.

Recommendation No. 2 *Sechelt Public Library Service Agreement*

The Corporate and Administrative Services Committee recommended that a five year (2020-2024) Memorandum of Understanding (MOU) / Service Agreement be negotiated with the Sechelt Public Library Association;

AND THAT this recommendation be forwarded to the Sechelt Indian Government District, the District of Sechelt Council and the Sechelt Public Library Board for approval to enter negotiations for the Sechelt Public Library MOU / Service Agreement.

The Committee recessed at 11:07 a.m. and reconvened at 11:29 a.m.

Recommendation No. 3 *Sechelt Public Library Funding Allocation*

The Corporate and Administrative Services Committee recommended that staff report to the next Corporate and Administrative Services Committee meeting with funding allocation options for the Sechelt Public Library based on estimated percentage of population served, using 33% for Electoral Area A, 100% for Electoral Area B, 100% for District of Sechelt and 50% for Electoral Area D and considerations of existing Service Bylaws by Area;

AND THAT the Sechelt Indian Government District be consulted as to an agreeable percentage of population served contribution based on the proposed change for suggested percentage contributions.

COMMUNICATIONS

Recommendation No. 4 *Gibsons and District Public Library 2020 Budget*

The Corporate and Administrative Services Committee recommended that the 2020 Budget request from the Gibsons and District Public Library be received.

Recommendation No. 5 *Sechelt Public Library 2020 Budget*

The Corporate and Administrative Services Committee recommended that the presentation titled Sechelt Library Historical Funding and the 2020 Budget request from the Sechelt Public Library be received.

Recommendation No. 6 *Roberts Creek Community Library 2020 Budget*

The Corporate and Administrative Services Committee recommended that the 2020 Budget request from the Roberts Creek Community Library be received.

Recommendation No. 7 *Pender Harbour Reading Centre 2020 Budget*

The Corporate and Administrative Services Committee recommended that the 2020 Budget request from the Pender Harbour Reading Centre be received.

ADJOURNMENT 11:42 a.m.

Committee Chair