

**DISTRICT OF SEHELDT
MINUTES OF THE FINANCE, CULTURE AND ECONOMIC
DEVELOPMENT COMMITTEE MEETING
held at 5797 Cowrie Street, Sechelt, BC
Wednesday, March 14, 2018**

PRESENT Mayor B. Milne; Councillor A. Lutes; Councillor D. Inkster; Councillor N. Muller; Councillor D. Siegers, Councillor M. Shanks, Councillor D. Wright

STAFF Chief Administrative Officer A. Yeates; Director of Corporate and Financial Services D. Stewart; Manager of Financial Services B. Currie; Communications Manager J. Rogers; Arts and Culture Coordinator S. Smith; Recording Secretary S. Tyne

1. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Finance, Culture and Economic Development Committee Meeting to order at 1:00 p.m. and asked for any declarations of Conflict of Interest.

2. ADOPTION OF AGENDA

Recommendation No. 1 – Agenda

Moved/Seconded

That the Agenda be adopted.

CARRIED

3. APPOINTMENTS AND DELEGATIONS

4. ADOPTION OF MINUTES

4.1 Minutes of the Community Investment Program Meeting of February 27th, 2018

Recommendation No. 2 – Community Investment Program Meeting Minutes

Moved/Seconded

That the Minutes of the Community Investment Program Meeting of February 27th, 2018 be received for information.

CARRIED

5. BUSINESS ARISING FROM MINUTES

None.

6. BUSINESS ITEMS

6.1 2018 Community Investment Program Grants

Recommendation No. 3 – 2018 Community Investment Program Grants

Moved/Seconded

That the report from the Arts, Culture and Communications Coordinator dated March 4, 2018 regarding 2018 Community Investment Program Grants (CIP) be received.

CARRIED

Recommendation No. 4 – 2018 Community Investment Program Grants

Moved/Seconded

That the Finance, Culture and Economic Development Committee recommend that Council approve the allocation of \$50,523 from general revenue towards Community Investment Program grant applications as outlined in the following recommendations of the CIP Grant Committee:

- 1.1.1. THAT the Committee Recommend Council award \$5,000 to the Arrowhead Clubhouse Society.
- 1.1.2. THAT the Committee Recommend Council award \$1,500 to Capilano University for the Welcoming Communities program.
- 1.1.3. THAT the Committee Recommend Council award \$3,500 to the Coast Cultural Alliance.
- 1.1.4. THAT the Committee Recommend Council award \$500 to the Coast Recital Society.
- 1.1.5. THAT the Committee Recommend Council award \$1,700 to the Coast Rogue Arts Society.
- 1.1.6. THAT the Committee Recommend Council award \$500 to the Deer Crossing the Art Farm for their Emergence project.
- 1.1.7. THAT the Committee Recommend Council award \$1,500 to the Deer Crossing the Art Farm for their Imagination Network project
- 1.1.8. THAT the Committee Recommend Council award \$0 to the Deer Crossing

the Art Farm for their Submerged project.

- 1.1.9. THAT the Committee Recommend Council award \$0 to the Halfmoon Bay – Chatelech Community School.
- 1.1.10. THAT the Committee Recommend Council award \$1,500 to the Metro Vancouver Crime Stoppers Association.
- 1.1.11. THAT the Committee Recommend Council award \$1,000 to the Pender Harbour and District Wildlife Society.
- 1.1.12. THAT the Committee Recommend Council award \$500 to the People in Pain Network.
- 1.1.13. THAT the Committee Recommend Council award \$1,000 to the Sechelt Downtown Business Association.
- 1.1.14. THAT the Committee Recommend Council award \$7,500 to the Sechelt Public Library Association.
- 1.1.15. THAT the Committee Recommend Council award \$3,200 to the Special Olympics British Columbia Society.
- 1.1.16. THAT the Committee Recommend Council award \$2,150 to the Sunday in the Park with Pride Society.
- 1.1.17. THAT the Committee Recommend Council award \$5,000 to the Sunshine Coast Community Resource Centre Society.
- 1.1.18. THAT the Committee Recommend Council award \$500 to the Sunshine Coast Hospice Society.
- 1.1.19. THAT the Committee Recommend Council award \$7,873 to the Sunshine Coast Marine Rescue Society.
- 1.1.20. THAT the Committee Recommend Council award \$500 to the Sunshine Coast Natural History Society.
- 1.1.21. THAT the Committee Recommend Council award \$4,100 to the Sunshine Coast Salmonid Enhancement Society.
- 1.1.22. THAT the Committee Recommend Council award \$1,000 to the Transportation Choices Sunshine Coast Society.
- 1.1.23. THAT the Committee Recommend Council award \$500 to the United Canadian Métis Nation.

CARRIED

In discussion it was noted that:

- The full \$52,000 allocated to the Committee for distribution was not allocated within the recommendations
- Clarification was provided that the Committee's recommendations were based on a thorough review and discussions of each application
- The Committee felt it was important to provide funding based on merit and appropriateness, not based on a pre-set budget
- The Sechelt Downtown Business Association application could be increased to their full funding request to utilize the total funds
- Though an application was not submitted to the CIP, the remaining funds could be utilized to partially fund "Ocean's Day"
- Staff were instructed to bring the CIP policy to Council for consideration of the options and changes discussed.

Possible changes to policy and procedure surrounding the Community Investment Program (CIP) to consider include:

- The possibility for two annual application intakes
- Policy regarding whether the committee must allocate the total budget.

6.2 Sechelt Arts Festival Report

Recommendation No. 5 – Sechelt Arts Festival Report

Moved/Seconded

That the report from the Co- Producer of the Sechelt Arts Festival be received for information.

CARRIED

Within her report, Ms. Robertson noted that:

- This year marks the fifteenth anniversary of the Sechelt Arts Festival
- The "Home Grown" theme will be utilized to highlight the accomplishment in collaboration with the Sechelt Archives
- There will be 85-100 performers and visual artists in this year's festival
- The majority of the performers will be local to the Sunshine Coast
- The festival organizers are looking forward to be working with the shíshálh Nation again this year.

In discussion it was noted that:

- The festival's producers are looking to utilize new ideas to acquire and maintain corporate sponsors
- The festival themes have always been well chosen to ensure community involvement and engagement, and this year is no different.

The mayor excused himself at 1:27pm and the Deputy Mayor assumed the role of Chair.

6.3 Aerodrome Property for Lease

Recommendation No. 6 – Aerodrome Property Lease

Moved/Seconded

That the report from the Manager of Financial Services dated March 5, 2018 regarding the availability of property for lease at the District's Aerodrome be received.

CARRIED

In discussion it was noted that:

- The plan for the aerodrome was a collaborative effort within the District and with the Sechelt Airport manager
- Decisions surrounding collection and treatment of sewage at the site will need to be considered
- The cost per lot will need to be calculated and provided to potential leases to ensure it is attractive and feasible
- The income made at the airport could eventually create a reserve which would be utilized for improvements and further development at the airport.
- Staff are to follow up on detailed costs to leases in the next report that comes forward regarding leasing at the airport
- The annual costs for the lease is based on current market values on a per square foot (sq ft) basis at \$.29/ sq ft
- Tee hangers and other viable options are being considered maximize on the current space available.

The Mayor returned to the meeting at 1:39pm and resumed the role of Chair.

6.4 Seasonal Mobile Vending Rotating Schedule

Recommendation No. 7 – Seasonal Mobile Vending Rotating Schedule

Moved/Seconded

That the report from the Manager of Financial Services dated March 7, 2018 regarding Seasonal Mobile Vending be received.

CARRIED

In discussion it was noted that:

- Current applicants and mobile vendors have agreed that a rotation of vending locations is acceptable
- A fair draw would resolve any potential issues surrounding multiple vendors requesting the same location

Recommendation No. 8 – Seasonal Mobile Vending Rotating Schedule

Moved/Seconded

That staff bring forward for Council's consideration, a bylaw to amend the Parks, Lands and Roads Temporary Rental Bylaw 480, 2008 to permit seasonal mobile vendors the ability to rotate between the established locations.

CARRIED

6.5 Equity and Reserve Balances

Recommendation No. 9 – Equity and Reserve Balances

Moved/Seconded

That the report from the Director of Financial Services dated March 8, 2018 regarding Equity and Reserve Balances be received.

CARRIED

In discussion it was noted that:

- The ultimate goal is to achieve a financial status in which annual operations would not affect reserve balances
- The statutory reserves total is a positive number and the parenthesis indicating it is negative is a typographical error
- Though the majority of the reserves are currently committed within the budget, there are a few which could be allocated elsewhere at Council's discretion
- A report from staff will be coming forward regarding the current status of the District's unrestricted reserves.

6.6 2018-2022 Capital Plan

Recommendation No. 10 – 2018-2022 Capital Plan

Moved/Seconded

That the report from the Director of Financial Services dated March 8, 2018 regarding the 2018 – 2022 Capital Plan be received.

CARRIED

The Director presented a summary of the Capital Projects to be considered by Committee. The Committee then considered each Capital project one by one and discussed it, if deemed necessary.

Capital Projects:

Trail Bay Waterfront Trail Avenue to Ocean Avenue Community Park:

In discussion it was noted that:

- Staff recommend that this project be removed from the 2018 budget so that a public consultation could occur and then a business case could be brought forward
- Any public consultation would occur within the current operating budget.

Recommendation No. 11 – 2018-2022 Capital Plan

Moved/Seconded

That the Trail Bay Waterfront Trail Avenue to Ocean Avenue Community Park Capital Request be removed from the 2018 budget.

CARRIED

Information Technology (IT) Hardware Replacement Capital Request:

In discussion it was noted that

- The IT Audit is now complete and a final report will be submitted to the District of Sechelt. Once the report has been received and reviewed, a report will come forward to Council with staff's recommendations
- The budget being requested within the IT Capital request is separate from the IT audit. The Capital request is to address the replacement of out of date hardware, whereas the IT audit was reviewing current software and other IT assets.

Wakefield Road Culvert Replacement:

In discussion it was noted that the Capital request is an educated guess of costs, inclusive of a 40% contingency buffer.

Baillie Road Sidewalk:

In discussion it was noted that

- The area of sidewalk being considered for completion is the final section remaining to be completed once developments in the area complete their required sidewalk installations.
- The West Sechelt Community Association had expressed that they would prefer this money be re-allocated to correct the West Sechelt Elementary School traffic and parking issues. This request is included within the Additional Requests.
- The amount budgeted for the sidewalk completion, \$35,000, is not sufficient to make an impact on the issues at the West Sechelt Elementary School.

Wharf Avenue Sidewalk – Cowrie Street and Dolphin Street:

In discussion it was noted that three concept designs had previously been completed and considered with an open house for public consultation. Now, staff are looking to complete the detailed design and final plan in 2018 for implementation in 2019.

Additional Capital Requests:

In discussion it was noted that:

- Additional capital requests are requests which have come forward from the various Sechelt Community Associations and staff have made an educated estimate of possible costs for the requested projects
- To complete these projects would require the deletion of a current allocated Capital Request as there are no current reserves for them and none of the requests are eligible for use of available Development Cost Charge (DCC) funds.
- A future review of the District's DCC policy could allow for additional requests to be considered.

Teredo Street Pedestrian Crossing Improvements:

In discussion it was noted that:

- The funds requested would be utilized to investigate options, designs, and for any consultations that may be involved in the improvements with this crosswalk
- Some of the issues surrounding traffic turning onto and off of the highway at this location will be addressed within the Trail Avenue realignment plan
- The District of Sechelt is limited in its ability to address options at this location as the highway is owned and maintained by the Ministry of Transportation and Infrastructure (MOTI)

In discussion of the additional capital requests in general it was noted that:

- The District of Sechelt should engage in discussions with the School District regarding possible solutions for traffic and parking issues at the West Sechelt Elementary School

Projects for Consideration:

In discussion it was noted that:

- All projects included within this list have been reallocated to the 2019 budget plan
- There is funding within the Gas Tax reserve totalling \$200,000 which could be allocated to some of these projects at Council's discretion in the 2018 budget.

Recommendation No. 12 – 2018-2022 Capital Plan

Moved/Seconded

That the Mission Point Park Gazebo Project be removed from the 2019 Projects for Consideration budget.

**CARRIED
OPPOSED: Councillor Inkster**

Recommendation No. 13 – 2018-2022 Capital Plan

Moved/Seconded

That the Davis Bay Float Replacement and the Upper Selma Park Paving (Paving Program) be removed from the 2019 Projects for Consideration budget.

**DEALT WITH
BY THE FOLLOWING**

Recommendation No. 14 – 2018-2022 Capital Plan

Moved/Seconded

That the Davis Bay Float Replacement and the Upper Selma Park Paving (Paving Program) be considered separately for removal from the 2019 Projects for Consideration budget.

CARRIED

Recommendation No. 15 – 2018-2022 Capital Plan

Moved/Seconded

That the Davis Bay Float Replacement be removed from the 2019 Projects for Consideration budget.

**CARRIED
OPPOSED: Councillor Inkster**

Recommendation No. 16 – 2018-2022 Capital Plan

Moved/Seconded

That the Upper Selma Park Paving (Paving Program) be removed from the 2019 Projects for Consideration budget.

DEFEATED

In discussion it was noted that:

- There are currently discussions occurring with the shishalh Nation regarding this space and required paving improvements
- This location was indicated as one of the top priorities in the McElhanney paving plan.

The Mayor excused himself from the meeting at 3:21pm and the Deputy Mayor assumed the role of Chair.

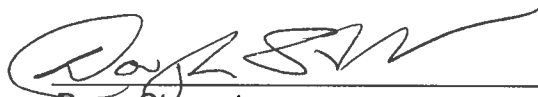
In discussion it was noted that the remaining items surrounding sewers and sewage could be left for discussion until the next Finance, Culture and Economic Development Committee meeting the following week.

7. ADJOURNMENT

The Finance, Culture and Economic Development Committee Meeting of March 14, 2018 was adjourned at 3:32 p.m.



Alice Lutes, Deputy Mayor



Doug Stewart,
Director of Corporate and Financial
Services