

**DISTRICT OF SEHEL  
MINUTES OF THE SPECIAL FINANCE, CULTURE AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING  
held at 5797 Cowrie Street, Sechelt, BC  
Wednesday, January 17, 2018**

**PRESENT** Mayor B. Milne; Councillors D. Inkster; A. Lutes; N. Muller; D. Siegers; M. Shanks; and D. Wright

**STAFF** Chief Administrative Officer A. Yeates; Director of Corporate and Financial Services D. Stewart; Director of Engineering and Operations D. Kutney; Finance Manager B. Currie; Recording Secretary K. Poulsen

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**1. CALL TO ORDER AND DECLARATION OF CONFLICT**

The Chair called the Finance, Culture and Economic Development Committee Meeting to order at 2:02 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**

**3.1 Margaret Hodgins, Chief Librarian – Sechelt Public Library**

The Mayor invited Chief Librarian Hodgins to speak.

Ms. Hodgins described current library attendance and costs, comparing Sechelt to other libraries on the Sunshine Coast. She informed Council of services the library brings to the community and discussed recent improvements in technology and staffing. Ms. Hodgins asked that Council consider the Library's request for the District of Sechelt to increase funding to cover a funding gap needed to maintain existing staffing and services and to integrate improvements. Ms. Hodgins explained that Library hours will be reduced to 48 hours per week. She also described the importance of the library for the provision of community services and accessibility for all members of the community, including the homeless.

In response to questions from Council, Ms. Hodgins confirmed that:

- The Sechelt archives are not a part of the library's mandate
- There may be an error in the total dollar value listed for the Library's funding request for 2018 on page 8 of the agenda
- The increase in adult programming was discussed
- Some of the items in the funding request require continued funding and some are one-time requests.

The Mayor thanked the Chief Librarian for her presentation and stated that the funding request will be included in 2018 budget discussions for the District of Sechelt.

In discussion it was noted that:

- Economic conditions can influence per capita numbers that were referenced on page 3 of the agenda
- The other Regional District Electoral areas make independent decisions on how much funding to contribute to the Sechelt Library.

#### **4. ADOPTION OF MINUTES**

##### **4.1 Minutes of the Finance, Culture and Economic Development Committee of December 13, 2017**

##### **Recommendation No. 2 – Minutes of the Finance, Culture and Economic Development Committee Meeting of December 13th, 2017**

##### **Moved/Seconded**

That the Minutes of the Finance, Culture and Economic Development Committee Meeting of December 13, 2017 be received.

**CARRIED**

#### **5. BUSINESS ARISING FROM MINUTES**

Staff has not yet provided details to the Committee of District ownership boundaries for the area or assessments such as storm water management which have been conducted in the area around Ms. Mumford's property.

## **6. BUSINESS ITEMS**

### **6.1 2018 Budget – Early Approval Request**

#### **Recommendation No. 3 – 2018 Budget – Early Approval Request**

##### **Moved/Seconded**

That the report from the Director of Corporate and Financial Services dated January 9, 2018 be received.

**CARRIED**

The Director of Corporate and Financial Services presented the early approval requests for the 2018 Budget.

In discussion of the Community Investment Program (CIP) it was noted that:

- 24 applications for the 2018 CIP have been received
- The funding allocated to the CIP is not tied to the policy and is at the discretion of Council
- The total amount requested by the community is approximately \$55,000
- The amount for the CIP in the draft 2018 budget is \$65,000
- In past years over \$100,000 has been requested by the community.

#### **Recommendation No. 4 – 2018 Budget – Early Approval Request**

##### **Moved/Seconded**

That early approval of the Community Investment Program budget of \$52,000 be granted.

**CARRIED**

In discussion of the Nestman Beach Access - Phase II early approval request it was noted that:

- A residential property encroaches slightly on the beach access
- A license to occupy was issued to the homeowner to allow for an encroachment of a driveway on public property
- The existing trail and switchback are considered unsafe
- Early approval has been requested so the Nestman Beach Access - Phase II project can be completed prior to the summer to improve safety for the area.

**Recommendation No. 5 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That early approval of the Nestman Beach Access - Phase II capital project for \$10,000 be granted.

**CARRIED**

In discussion of the wildlife proof garbage cans it was noted:

- Wildlife resistant garbage cans would be installed in Davis Bay and near the Kinnikinnick Elementary School
- Early approval has been requested to reduce human/wildlife interaction prior to the spring when wildlife are coming out of hibernation.

**Recommendation No. 6 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That early approval of the Wildlife Resistant Garbage Cans (Davis Bay) capital project for \$15,000 be granted.

**CARRIED**

In discussion of the Trail Avenue Sewer Relocation it was noted:

- This project is considered to be part of the larger paving project on Trail Avenue
- Early approval was requested so the Trail Avenue Sewer Relocation can begin in April 2018, prior to formal budget approval.

**Recommendation No. 7 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That early approval of the Trail Avenue Sewer Relocation - Teredo Lane to Teredo Street capital project for \$25,000 be granted.

**CARRIED**

In discussion of the Trail Bay Waterfront - Trail to Ocean Avenue Community Park project it was noted that:

- Public consultation will be conducted as a part of the design process for this project
- Preserving vehicle access may be necessary to ensure people with limited mobility can continue to enjoy the waterfront
- The importance of conducting community-wide public engagement was discussed
- Staff could begin public consultation even if the request for early funding approval is not approved

- The potential for weather-related damage and coastal degradation to this potential waterfront pathway will be considered.

**Recommendation No. 8 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That early approval of the Trail Bay Waterfront - Trail to Ocean Avenue Community Park capital project for \$174,000 be granted.

**DEFEATED**

**Recommendation No. 9 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That staff bring a cost estimate for public consultation and preliminary design options for the Trail Bay Waterfront - Trail to Ocean Avenue Community Park capital project to regular budget deliberations.

**CARRIED**

In discussion of the Trail Avenue Storm Trunk Line early approval request it was noted that:

- The project will replace the existing open ditch with a pipe
- The natural hydrological flow in this area drains into the Sechelt marsh
- Drainage improvements in this area will prevent street debris from flowing into the marsh.

**Recommendation No. 10 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That early approval of the Trail Avenue Storm Trunk Line - Ebbitide to Pebble Crescent project for \$250,000 be granted.

**CARRIED**

In discussion of the request for early approval of the Trail Avenue Construction road improvements it was noted that:

- Early approval would allow construction to begin in the spring
- Staff aim to begin construction in the the upper Trail Avenue area in the summer and the downtown area in the fall
- Public consultation is underway for the proposed construction
- The final design is expected to be completed in March and Council approval will be sought in early April

- Early approval is needed to ensure construction can begin prior to the May 15, 2018 budget approval deadline.

**Recommendation No. 11 – 2018 Budget – Early Approval Request**

**Moved/Seconded**

That early approval of the Trail Avenue Construction P1: Teredo Street to Anchor capital project for \$2,500,000 be granted.

**CARRIED**

**6.2 2018 - 2022 Financial Plan Communication Strategy**

**Recommendation No. 12 – 2018 - 2022 Financial Plan Communication Strategy**

**Moved/Seconded**

That the report from the Director of Corporate and Financial Services dated January 9, 2018 regarding the Financial Plan Communication Strategy be received.

**CARRIED**

In discussion it was noted that Council discussions on the budget will begin in March after the e-Townhall meeting has been conducted and feedback from the public is received from all other methods.

**Recommendation No. 13 – 2018 - 2022 Financial Plan Communication Strategy**

**Moved/Seconded**

That the 2018 – 2022 Financial Plan communication strategy as outlined by District staff be endorsed.

**CARRIED**

**6.3 2018 Budget – Business Cases**

**Recommendation No. 14 – 2018 Budget – Business Cases**

**Moved/Seconded**

That the report from the Director of Corporate and Financial Services dated January 9, 2018 regarding the 2018 Budget – Business Cases be received.

**CARRIED**

Information on all 2018 Business Cases is available on [www.sechelt.ca](http://www.sechelt.ca).

In discussion it was noted that:

- Short term financing would be needed for the new excavator and would be paid back over 5 years
- The Chapman Trails Section 56 project would include 3.75 km of new trails as well as two new kiosks and road signage
- The District has received an early agreement with the Province to include this portion of trails under section 57
- The Eagle View to Chapman Rd pedestrian access way is a community request and may reduce public trespassing on private property
- The Selma Park Beach Lookout will include limited parking on Selma Park Road
- First Nations history is to be included on the historical signage on the Selma Park Beach Lookout
- It could take up to five months to obtain electoral consent to borrow funds and construction can begin
- The cost estimate for the RCMP Facility Reception Area renovation includes the entire project from design to completion of construction
- The RCMP Facility Reception Area renovation is needed to improve safety for the staff
- It was suggested that the RCMP Facility Reception Area renovation should include a 'welcoming feel' for the facility
- A review of all information technology (IT) systems at the District of Sechelt is currently being conducted
- IT infrastructure that was purchased in the past was not fully implemented due to staffing limitations in past years
- Staff are now ready to move forward with the Enterprise Resource Planning project
- The new systems are expected to streamline the processes for agendas and minutes, while integrating with online media such as YouTube
- Specific Council requirements are considered when new Council technology is being sourced
- Trail Bay Outfall Upgrades will improve the existing pipe and will not be extending the pipe
- Business cases for staffing are to be discussed at a later date.

## 7. ADJOURNMENT

The Finance, Culture and Economic Development Committee Meeting of January 17 2018 was adjourned at 3:03 p.m.



Bruce Milne, Mayor



Doug Stewart,  
Director of Corporate and Financial  
Services