



# 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, March 10, 2011

## AGENDA

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**CALL TO ORDER 7:30 p.m.**

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of February 24, 2011

Annex A  
Pages 1-31

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PETITIONS AND DELEGATIONS

3. **Ross Muirhead, Elphinstone Logging Focus**  
Regarding logging old growth forests on Mount Elphinstone

### COMMUNICATIONS

4. **District of Sechelt**  
Regarding Notice of Initiation of Service Review of the Solid Waste Management Function
5. **Government Finance Officers Association**  
Regarding the Canadian Award for Financial Reporting for the year ended December 31, 2009

Annex B  
pp 32

Annex C  
pp 33-34

### REPORTS

6. Administrators Report
7. Directors Reports
8. Community Services Committee recommendation Nos. 1-34 of February 24, 2011 (*No. 30 previously adopted*)
9. Corporate and Administrative Services Committee recommendation Nos. 1-15 of March 3, 2011

Annex D  
pp 35-36

Verbal

Annex E  
pp 37-43

Annex F  
pp 44-47

10. Infrastructure Services Committee recommendation Nos. 1-18 of March 3, 2011  
Annex G  
pp 48-52
11. Notice on Title  
Annex H  
pp 53-54

### MOTIONS

12. THAT Director Nohr be authorized to attend the Chief Executive Officer Forum on Wednesday, March 23, 2011.
13. THAT the resignation of Ed Lands from the Area D Advisory Planning Commission be accepted.
14. That Garry Nohr be appointed as the observer to Community Forest Advisory Committee and Lee Turnbull appointed as Alternate.

### BYLAWS

15. "Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.12, 2011" ***three readings and adoption***  
**(Voting-Participants-weighted vote: A-2, B-2, D-2, E-2, F-2)**  
Annex I  
pp 55-56
16. Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.12, 2011 – ***three readings and adoption***  
**(Voting-Participants-weighted vote: B-2, D-2, E-2, F-2)**  
Annex J  
pp 57-58

### NEW BUSINESS

#### IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c), (g), and (k) of the *Community Charter* as "labour relations or other employee relations", "litigation or potential litigation affecting the municipality;" and "negotiations and related discussions respecting the proposed provision of a municipal service ..." are to be discussed.

### ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

February 24, 2011

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

<b>PRESENT:</b>	Chair	G. Nohr
	Directors	D. Shugar L. Turnbull B. Janyk K. Thirkell L. Lewis J. Louie B. Wilbee (Alt.)

<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. France
	Acting GM Corporate Services	J. Day
	GM, Community Services	P. Fenwick
	GM, Infrastructure Services	B. Shoji
	Deputy Corp. Officer/Recording Secretary	S. Williams
	Media	0
	Public	0

**CALL TO ORDER 7:30 p.m.**

**AGENDA It was moved and seconded**

081/11 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

082/11 THAT the Regular Board minutes of February 10, 2011 be adopted as amended to correct Resolution No. 057/11 Recommendation No. 4 to read "That *contribution to* capital reserves be reduced to \$35,000 for 2011 only."

**CARRIED**

**PETITIONS**

*Dale Peterson, Martin Kiewitz and Gabriel Forbes of the Agricultural Advisory Committee addressed the Board regarding the application for subdivision within the ALR for Lot J, DL 909, Plan 3417 located at 331 Hough Road, Gibsons, BC. They spoke in opposition to the application and expressed concern with the recommendation of support made at the February 10, 2011 Planning and Development Committee meeting.*

*The Chair thanked Mr. Peterson, Kiewitz and Forbes for their presentation.*

**COMMUNICATIONS**

Columbia Institute      **It was moved and seconded**

083/11                      THAT the correspondence from the Columbia Institute dated January 26, 2011 regarding the 2011 Centre for Civic Governance Forum to be held March 25<sup>th</sup> and 26<sup>th</sup> at Harrison Hot Springs be received;

AND THAT Directors Shugar, Lewis, Turnbull and Nohr attend the 2011 Columbia Institute Centre for Civic Governance Forum;

AND THAT conference fees, daily stipend and travel expenses be paid for directors attending this session;

AND FURTHER THAT Director Shugar be given access to support staff for assistance with the technical aspects of her presentation for this forum.

**CARRIED**

Elphinstone Logging      **It was moved and seconded**

084/11                      THAT the press release from the Elphinstone Logging Focus group concerning Sunshine Coast Community Forests’ logging low-elevation old growth be received;

AND THAT staff invite representatives from the Sunshine Coast Community Forest to attend the March 10, 2011 Planning and Development Committee meeting to discuss this cut block.

**CARRIED**

**REPORTS**

Administrator’s            **It was moved and seconded**

085/11                      THAT the Chief Administrative Officer’s report be received.

**CARRIED**

Bylaw 636

**It was moved and seconded**

086/11

THAT staff provide options to amend SCRD Remuneration Bylaw No. 636 with respect to the minimum two week period stipulated in the definition of “Acting in the capacity of Board Chair”.

**CARRIED**

**Director’s Reports**

*Directors provided a verbal report of their activities.*

Budget

**It was moved and seconded**

087/11

THAT the Corporate and Administrative Services (R2 Budget) Committee recommendation Nos. 1-10 and 12 of February 10, 2011 be received, adopted and acted upon as amended as follows:

**Recommendation No. 1**      *Recreational Facilities*

THAT staff report back to the third round of budget meetings as to the recreation facilities’ budgets since the referendum (i.e. where the tax numbers started including the year by year tax increase), along with the repairs done to the facilities and how they have been addressed to date.

**Recommendation No. 2**      *Function 310 Public Transit*

THAT the Manager of Transportation and Facilities’ reports regarding Public Transit 2011 R2 Decision Package and Pilot Saturday Handy-Dart Service be received:

AND THAT the following decision packages be included in the 2011 budget:

- Package 2 - \$5,000 for Bus Shelter Construction; and
- Package 3 - \$1,700 Transit Marketing Plan

AND THAT the report regarding Pilot Saturday Handy-Dart Service be referred to the third round of budget meetings as a decision package, along with more specific information on where the ridership is increasing, as well as a comparison of the service to other similar local governments;

AND FURTHER THAT the budget for Public Transit [310] be referred to the third round of budget meetings as amended.

087/11 cont.

**Recommendation No. 3**      *Variance Reporting*

THAT staff provide quarterly variance reporting for Transit, *Building Inspection, Community Recreation Facilities and Regional Solid Waste* to the Corporate and Administrative Services Committee beginning in April 2011.

**Recommendation No. 4**      *Function 312 Maintenance Facility*

THAT the Manager of Transportation and Facilities' report regarding Maintenance Facility 2011 R2 Decision Package be received;

AND THAT the 2010 surplus be included in the 2011 budget to fund Package 1 - \$5,800 integration of the fuel management system with Cartegraph maintenance management software and \$6,200 transfer to reserves;

AND FURTHER THAT the budget for Maintenance Facility [312] be referred to the third round of budget meetings as amended.

**Recommendation No. 5**      *Function 345 Ports*

THAT the Manager of Transportation and Facilities' report regarding Ports [345] 2011 R2 Decision Package be received;

AND THAT \$3,300 be included in the 2011 budget for the dock divestiture consultation process from the 2010 surplus, with the remaining surplus transferred to rate stabilization;

AND THAT the following decision packages be included in the 2011 budget as presented:

- Package 1 - \$29,000 capital funding for major repairs;
- Package 2 - \$22,000 for capital funding for minor repairs;

AND THAT the budget for Ports [345] be referred to the third round of budget meetings as amended.

**Recommendation No. 6**      *Keats Island Moorage*

THAT Manager of Transportation and Facilities' report regarding Keats Island Moorage Society Lease Agreement be received;

AND THAT staff provide a history of the current lease between the Regional District and the Keats Island Moorage Society;

AND FURTHER THAT the report be referred to a future Infrastructure Services Committee meeting.

087/11 cont.

**Recommendation No. 7**      *Function 320 Regional Street Lighting*

THAT the budget for Regional Street Lighting [320] be referred to the third round of budget meetings as presented.

**Recommendation No. 8**      *Function 370 Regional Water Service*

THAT the Manager of Utility Services' report regarding Function 370 Regional Water 2011 R2 Budget Decision Package be received;

AND THAT the following decision packages be included in the 2011 budget and funded through 2010 surplus:

- Package 7 - \$100,000 Bathroom Fixture Replacement Program;
- Package 8 - \$20,000 Toilet Rebate Program;

AND THAT the remaining 2010 surplus be transferred to capital reserves;

AND THAT Package 4 - \$80,000 for the replacement of two new vehicles be funded from capital reserves;

AND THAT the 2011 budget be adjusted to increase the Machinery and Equipment capital base budget by \$20,000 while reducing the Contribution to Operating Reserves;

AND THAT \$50,000 be included in Transfer from Operating Reserves, Line Item 02-1-370-145, in the 2011 budget to fund the source assessment program;

AND FURTHER THAT the budget for Regional Water Service [370] be referred to the third round of budget meetings as amended.

**Recommendation No. 9**      *Meeting Time*

THAT notice be waived and the February 11th, 2011 Corporate and Administrative Services Committee meeting scheduled for 9:30 a.m. commence at 9:00 a.m.

**Recommendation No. 10**      *Regional Water Services*

THAT the budgets for the following Regional Water Services be referred to the third round of budget meetings as presented:

- [371] Water Quality Control
- [372] Purification and Treatment
- [373] Primary Water Supply
- [374] Transmission and Distribution

087/11 cont.

- [375] Pumping
- [376] New Connections
- [377] Mains Replacement
- [378] New Construction
- [379] Chapman Water Treatment Plant

**Recommendation No. 12**    *Function 381 – 393 Waste Water*

THAT the Engineering Technician’s report regarding Function 393 Lillies Lake Waste Water Treatment Facility 2011 R2 Budget Decision Package be received;

AND THAT \$2,570 be transferred from operating reserves to offset the 2010 deficit;

AND THAT Schedule B of Bylaw No. 428 be amended to increase the frontage charges of Lillies Lake Waste Water Plant to \$200 per year;

AND THAT the following Waste Water Plant budgets be referred to the third round of budget meetings as presented:

- [381] Greaves Road
- [382] Woodcreek Park
- [383] Sunnyside
- [384] Jolly Roger
- [385] Secret Cove
- [386] Lee Bay
- [387] Square Bay
- [388] Langdale
- [389] Canoe Road
- [390] Merrill Crescent
- [391] Curran Road
- [392] Roberts Creek Cohousing

AND FURTHER THAT the budget for Lillies Lake Waste Water Plant [393] be referred to the third round of budget meetings as amended.

**CARRIED**

Planning

**It was moved and seconded**

088/11

THAT the Planning and Development Committee recommendation Nos. 2-4, 6-13 and 15 of February 10, 2011 be received, adopted and acted upon as amended as follows:

*Correction in the notes from Mr. McLaughlin’s presentation as follows: “.....addressed the committee regarding the soil conditions of the subject land and a summary of the reasons why he believed the land **should be subdivided.***



088/11 cont.

**Recommendation No. 2**     *Communications*

THAT the following items of communication be received;

- Mr. Glenn Wong, Chair, Alberni-Clayoquot Regional District, regarding proposed Pacific Coast Council for sustainability for rural, remote and resource communities across the coast;
- BC Communities in Bloom regarding enhancing community liveability;
- Dr. Paul Martiquet, Medical Health Officer, Rural Vancouver Coastal Health regarding Health Profile Rural Vancouver Coastal Health British Columbia 2010;
- Union of British Columbia Municipalities (UBCM) regarding 2011 Province-Wide Community to Community Forum Registration.

**Recommendation No. 3**     *Union of British Columbia Municipalities*

THAT Directors Shugar, Lewis and Nohr attend the 2011 Province-Wide Community to Community Forum.

**Recommendation No. 4**     *LMTAC Feedback Bill C-24*

THAT the report titled “LMTAC Feedback Bill C-24 and Additions to Reserves and Related Items” dated February 2, 2011, be received;

AND THAT the SCRD send a letter to LMTAC to thank them for a thorough report and to request clarification on the lack of democratic representation of non-aboriginal population on reserves (taxation without representation concerns);

AND FURTHER THAT the SCRD supports LMTAC in providing a strong voice for local government in the discussions relating to the implementation of the *First Nations Commercial and Industrial Development Act* (FNCIDA) and the *First Nations Certainty of Land Title Act* (FNCLTA) policy and implementation.

**Recommendation No. 6**     *Draft Protocol Agreement*

THAT the report titled “Draft Sunshine Coast Regional District and BC Timber Sales Protocol Agreement” be received;

AND THAT the Draft Sunshine Coast Regional District and BC Timber Sales Protocol Agreement be forwarded to BC Timber Sales for comment;

AND FURTHER THAT “Schedule B: Draft Forest Management and Communication Strategy for Mt. Elphinstone be amended as follows:

088/11 cont.

Under paragraph "Commitments 1. BCTS agrees to:" replace the phrase that reads: "Include a clause in their harvesting agreements that would restrict BCTS contractors to work only between the hours of 8 am and 8 pm." with "Include a clause in their harvesting agreements that would restrict contractors who purchase or lease rights from BCTS to work only between the hours of 8 am to 8 pm in the designated Sunshine Coast Community Interface Area;" and

Replace the phrase that reads: "Inform downstream water licence holders of harvesting activities within 100 m of affected stream." with "Inform downstream water licence holders of harvesting activities within 100 m of affected stream prior to commencement of harvesting. (Notification time to be discussed with BCTS to find an appropriate period)."

**Recommendation No. 7**      *Regional Affordable Housing Committee*

THAT the report titled "Regional Affordable Housing Committee Draft Terms of Reference" be received;

AND THAT staff meet with the Technical Advisory Group (TAG) to review the Memorandum of Understanding (MOU) and *suggest that the TAG seek to be a delegation* to the relevant committees of the Town of Gibsons and District of Sechelt to present their proposals for a Housing Committee;

AND THAT the TAG members be invited to give a presentation at the March 10, 2011 Planning and Development Committee Meeting after the above meeting is held;

AND FURTHER THAT staff report back on the above as well as on an investigation of the issue of banking Provincial Crown land to be used for affordable housing without the need for establishing a Housing Function.

**Recommendation No. 8**      *Agricultural Advisory Committee*

THAT the report titled "Role and Continuation of the Agricultural Advisory Committee" dated February 3, 2011 be received;

AND THAT the Agricultural Advisory Committee (AAC) Terms of Reference be amended to remove the current clause No. 9 concerning its being disbanded after its first two year term;

AND THAT the AAC Terms of Reference be amended to review only applications and planning issues that are referred to it by the SCRDP, the Town of Gibsons or the District of Sechelt by amending the first sentence under "Purpose and Role".

088/11 cont.

AND THAT letters be sent to the Sunshine Coast Botanical Garden Society, One Straw Society *and other local groups involved in food security issues and/or agricultural issues* inviting them to have a member serve on the AAC, prior to the SCR D commencing public advertising for new membership applications;

*AND THAT the current members be invited to submit applications;*

AND FURTHER THAT Planning staff advise the AAC at their next meeting that requests for external correspondence from the AAC are to be directed to the SCR D Planning and Development Committee.

**Recommendation No. 9**     *Water Bottling Policy*

THAT the report titled “Water Bottling Policy” dated December 9, 2010 be received;

AND THAT the following Board Policy regarding Water Bottling be adopted:

“The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.”

**Recommendation No. 10**     *Planning Division Monthly Report*

THAT the report titled “Planning and Development Division Monthly Report for January 2011” be received;

*AND THAT the SCR D write to the Department of Fisheries and Oceans to request that access from the foreshore to construct shoreline works not be permitted unless there is no other option.*

**Recommendation No. 11**     *Advisory Committee Minutes*

THAT the Agricultural Advisory Committee minutes of February 1, 2011 and the Natural Resources Advisory Committee minutes of January 26, 2011 be received.

**Recommendation No. 12**     *Sustainability Checklist*

THAT the report titled “Sustainability Checklist” dated February 2, 2011 be received;

AND THAT the Checklist be amended to include on-site retention of storm water as the default approach and if this approach is not pursued that an explanation be provided;

088/11 cont.

AND THAT clause 12 of the Form and Character section of the Checklist be amended to include addressing noise created by the development;

AND THAT the Form and Character section of the Checklist be amended to include a new clause immediately after Clause 7 for a requirement to protect existing trails and provide connections to existing adjacent trails and renumbering the other clauses as required;

AND FURTHER THAT the SCRD Sustainability Checklist be endorsed as amended.

**Recommendation No. 13**     *Roberts Creek Pathway*

THAT the report titled “Roberts Creek Pathway Project Invitation to Tender” and “Roberts Creek Pathway Concept Plan” dated February 2, 2011, be received;

AND THAT, once the Ministry of Transportation and Infrastructure (MoTI) issues a works permit for the project, staff proceed with tendering phases one to three of the Roberts Creek Pathway Project as outlined in this report and the attached Concept Plan;

AND THAT staff proceed with obtaining rights of way for the SCRD with owners of property on which some of improvements are planned to the mutual satisfaction of both parties;

AND THAT staff work with the Purchasing Officer to ensure that the local aesthetic is addressed;

AND FURTHER THAT staff consult Capilano University for input from their Park and Trail Design and Building Course.

**Recommendation No. 15**     *APC Minutes*

THAT the following Minutes be received;

- Egmont/Pender Harbour APC minutes of January 26, 2011;
- Roberts Creek (Area D) APC minutes of January 31, 2011;
- Elphinstone (Area E) APC minutes of January 26, 2011;
- West Howe Sound (Area F) APC minutes of January 25, 2011.

**CARRIED**

Subdivision App.      **It was moved and seconded**

089/11                      THAT ALR Application E-37 for Subdivision within the Agricultural Land Reserve (ALR) be forwarded to the Agricultural Land Commission (ALC) for comments;

AND THAT the following items be sent to the ALC with this resolution:

- the minutes of the Agricultural Advisory Committee meeting where this item was discussed;
- the staff report entitled “Agricultural Land Reserve (ALR) Application #E-37 for Subdivision within the ALR by Mr. McLaughlin for Lot J, DL 909, Plan 3417, located at 331 Hough Road, Gibsons, BC” received at the February 10, 2011 PDC meeting;
- Relevant sections of the Official Community Plan.

**CARRIED**

*Director Turnbull opposed*

Budget                      **It was moved and seconded**

090/11                      THAT the Corporate and Administrative Services (R2 Budget) Committee recommendation Nos. 1-40 of February 11, 2011 be received, adopted and acted upon as follows:

**Recommendation 1**                      *Gibsons Volunteer Fire Department*

THAT the budget for Gibsons and Area Volunteer Fire Department [210] be referred to the third round of budget meetings as presented.

**Recommendation 2**                      *Animal Control*

THAT the budget for Animal Control [290] be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting for further discussion.

**Recommendation 3**                      *Roberts Creek Fire Protection*

THAT the budget for Roberts Creek Fire Protection [212] be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting for further discussion.

**Recommendation 4**                      *Gibsons & District Public Library*

THAT the following be received for information:

090/11

- Correspondence from the Gibsons Public Library's Chief Librarian regarding their 2011 budget submission; and
- Chief Administrative Officer's report regarding Gibsons & District Public Library [640] 2011 R2 Decision Package

AND THAT the operating grant to the Gibsons Public Library be approved for \$502,832;

AND THAT the 2010 surplus be included in the 2011 budget to fund the capital repairs as presented totalling \$87,500 to the Library building;

AND THAT sufficient funds be transferred from capital reserves for the remaining cost of the capital repairs listed on the Facility Audit Summary, excluding the \$1,000 HVAC work which is to be funded from the Function 640 operating budget;

AND THAT the recommended list of 2012 deficiencies to the library building be referred to 2012 budget meetings;

AND THAT staff be authorized to commence work on the capital repairs prior to the adoption of the 2011 – 2015 Financial Plan;

AND FURTHER THAT the budget for Gibsons & District Public Library [640] be referred to the third round of budget meetings as amended.

**Recommendation No. 5**      *Roberts Creek Library Service*

THAT the funding allocation for the Roberts Creek contribution be amended to reflect an equivalent net operating grant (operating and support services) to Gibsons & District Public Library and Sechelt and Area Public Library;

AND THAT the budget for Roberts Creek Library Service [646] be referred to the third round of budget meetings as amended.

**Recommendation 6**      *Support Services*

THAT the topic of Support Services for the Gibsons Library [640] and Museum Services [648] be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting.

090/11

**Recommendation 7***Sechelt & Area Public Library*

THAT the correspondence from the Sechelt & Area Public Library's Chief Librarian regarding their 2011 budget submission be received for information;

AND THAT the operating grant to the Sechelt and Area Public Library be approved in the amount of \$467,200.

**Recommendation 8***Museums Service*

THAT the following be received for information:

- Correspondence from the Sunshine Coast Museum and Archives regarding their 2011 budget submission, including 2010 actuals; and
- Correspondence from the Skookumchuk Heritage Society regarding their 2011 budget submission, including draft 2010 actuals;

AND THAT the budget for Museum Services [648] be referred to the third round of budget meetings as presented.

**Recommendation 9***Sunshine Coast Tourism*

THAT the correspondence from Sunshine Coast Tourism regarding the Association's financial information be received for information.

**Recommendation 10***Economic Development*

THAT the following be received:

- General Manager of Community Services' report regarding Economic Development Information;
- Accounting Technician's report regarding Sunshine Coast Tourism 2010 Funding Allocation;
- Correspondence from the Gibsons Chamber of Commerce regarding 2011 Funding; and
- Correspondence from the Pender Harbour Chamber of Commerce regarding 2011 Funding;

AND THAT the 2011 budget include rural-area funding for Best Coast Initiatives for economic development services in the amount of \$1,525 each for the following:

- Area A Economic Development, Line Item 01-2-531-214;
- Area B Economic Development, Line Item 01-2-532-214; and
- Area D Economic Development, Line Item 01-2-533-214

090/11

AND THAT Michael McLaughlin be requested to report back before Round 3 with more substantial information on the intelligence cluster project;

AND THAT Mr. McLaughlin clarify how much of the \$25,000 paid by Areas E and F is apportioned to the intelligence cluster project;

AND THAT the following budgets be referred to the third round of budget meetings as amended:

- [531] Economic Development Area A;
- [532] Economic Development Area B; and
- [533] Economic Development Area D

AND FURTHER THAT the budgets for [534] Economic Development Area E; and [535] Economic Development Area F be referred to the third round of budget meetings as presented:

**Recommendation No. 11**     *Regional Solid Waste*

THAT the Manager of Sustainable Services' report regarding Regional Solid Waste [350 – 353] 2011 R2 Decision Package be received;

AND THAT the following be included in the 2011 budget:

- Package 9 - \$1,500 Sechelt Solid Waste annual increase in base budget for Telephone & Alarm Lines, Line Item 01-2-352-314, funded from tipping fees;
- Package 10 – \$1,100 Increase in Bank Charges, funding from tipping fees, as follows:
  - \$300 for Pender Harbour Landfill, Line Item 01-2-351-246
  - \$800 for Sechelt Solid Waste, Line Item 01-2-352-246

AND FURTHER THAT \$49,001 be transferred to Appropriated Surplus from tipping fees for future Board consideration.

**Recommendation No. 12**     *Regional Solid Waste*

THAT the \$50,999 proposed for the implementation of the Solid Waste Management Plan be referred to Round 3 for discussion.

**Recommendation No. 13**     *Regional Solid Waste*

THAT the following be included in the 2011 budget:

- Package 4 - \$3,500 for the Landfill Office Supplies and Building Maintenance, funded from tipping fees;



090/11

- Package 3 - \$4,000 Training, partially funded from taxation (\$1,100) with the remaining funds from the dismantling of the Sunshine Coast Reuses website;
- Package 7 - \$20,000 Solid Waste Services Benchmarking Program, funded from 2010 surplus;
- Package 8 - \$3,700 Pender Harbour Cleanup Coupon base budget increase, funded from tipping fees;
- Package 2 – \$3,000 Landfill Vehicle Replacement, funded from 2010 surplus;

AND THAT the recommendation to transfer \$71,378 to reserves be referred to the third round for further discussion, with staff providing suggestions on the mitigation of this impact on the reserves over a period of years;

AND FURTHER THAT the following functions be referred to the third round of budget meetings as amended:

- [350] Regional Solid Waste
- [351] Pender Harbour Landfill
- [353] Regional Recycling.

**Recommendation No. 14**     *Sechelt Solid Waste*

THAT the Manager of Sustainable Services' report regarding Sechelt Landfill [352] Amended Project Carryover be received;

AND THAT the carryover amount for the Sechelt Landfill Leachate and Stormwater Management Improvements Project to include all project funds not spent in 2010;

AND FURTHER THAT the 2011 budget be amended as follows:

- Transfer from Appropriated Surplus, Line Item 01-5-352-151 - \$129,784
- Land & Improvements, Line Item 01-6-352-470 - \$129,784

AND FURTHER THAT the budget for Sechelt Solid Waste [352] be referred to the third round of budget meetings as amended.

**Recommendation No. 15**     *Refuse Collection*

THAT the Manager of Sustainable Services' report regarding Refuse Collection [355] 2011 R2 Budget Decision Package be received;

090/11

AND THAT the following be included in the 2011 budget:

- Package 1 - \$18,000 from 2011 Increase in Refuse Collection/User Fees and a 3% increase added annually; and
- Package 2 - \$10,000 Cleanup Coupon Program for 2011 and base budget increase from Refuse collection/User Fees

AND FURTHER THAT the budget for Refuse Collection [355] be referred to the third round of budget meetings as amended.

**Recommendation No. 16**     *Corporate Sustainability*

THAT the Manager of Sustainable Services and the Community Energy Manager's report regarding Corporate Sustainability [135] 2011 R2 Decision Package be received;

AND THAT the following be included in the 2011 budget:

- Package 2 - \$10,000 Sustainability Plan Engagement Process and Launch funded from the electoral areas' gas tax funds and calculated on a per capita basis;
- Package 4 - \$2,000 increase to Training, Line Item 01-2-135-235 and recovered from support services;

AND THAT \$13,600 from 2010 surplus/grants be included in the 2011 budget for Package 1, \$28,600 Community Energy and Emissions Plan, with the discussion on the \$15,000 new revenue from House Retrofits referred to Round 3 discussions for Building Inspection [520];

AND THAT Package 5 – \$7,500 for the hiring of a Transportation Demand Management Summer Student be referred to the Round 2 budget discussion for Rural Planning [504];

AND FURTHER THAT the budget for Corporate Sustainability [135] be referred to the third round of budget meetings as amended.

**Recommendation No. 17**     *Gas Tax Funds*

THAT staff report back to Round 3 on committed and uncommitted rural areas' gas tax funds.

**Recommendation No. 18**     *Regional Hospital District Administration*

THAT the Acting Treasurer's report regarding Regional Hospital District Administration [118] 2011 R1 Budget Decision Package be received;

AND THAT the budget for Regional Hospital District [118] be referred to the third round of budget meetings as presented.

090/11

**Recommendation No. 19**     *UBCM/AVICC Electoral Area Services*

THAT the Manager of Legislative Services' report regarding UBCM/AVICC Electoral Areas [130] 2011 R2 Changes to Base Budget be received;

AND THAT \$5,000 be added to the base budget for Function 130 in a new line item for Constituency Expenses in accordance with Recommendation No. 2 of the January 24/27 Corporate and Administrative Services Committee meeting;

AND THAT \$3,000 be added to base budget for Function 130 in a new line item for Electoral Area Director remuneration;

AND FURTHER THAT the budget for UBCM/AVICC Electoral Area Services [130] be referred to the third round of budget meetings as amended.

**Recommendation No. 20**     *Elections – Electoral Areas*

THAT the 2011 budget be amended by deleting \$8,000 from Contingency, Line Item 01-2-131-292, from Function 131 Elections – Electoral Areas.

**Recommendation No. 21**     *Elections – Electoral Areas*

THAT Recoveries – Other, Line Item 01-1-131-133 be increased by \$5,000 in Function 131;

AND THAT the budget for Elections – Electoral Areas [131] be referred to the third round of budget meetings as amended.

**Recommendation No. 22**     *Legislative Services*

THAT the Manager of Legislative Services' report regarding Legislative Services [111] 2011 R2 Changes to Base Budget be received;

AND THAT \$25,340 be added to base budget for Function 111 Legislative Services in accordance with Director Remuneration Bylaw 636 as adopted by the Board on February 10th, 2011;

AND THAT an additional \$13,176 be added to base budget for Function 111 to more accurately reflect the number of meetings held;

AND FURTHER THAT the budget for Legislative Services [111] be referred to the third round of budget meetings as amended.

090/11

**Recommendation No. 23**     *Administrative Services*

THAT the Manager of Legislative Services' report regarding Legislative Services [111] 2011 R2 Changes to Base Budget be received;

AND THAT \$10,000 of the 2010 surplus designated in Round 1 for reserves for the future purchase of mobile shelving be used to reduce taxation in 2011;

AND THAT the following adjustments be made to the 2011 budget:

- Advertising, Line Item 01-2-112-335 – reduce by \$2,500; and
- Legal Fees, Line Item 01-2-112-381 – reduce to \$40,000

AND FURTHER THAT the budget for Administrative Services [112] be referred to the third round of budget meetings as amended.

**Recommendation No. 24**     *General Government*

THAT the 2011 budget be adjusted by increasing Interest on Investments, Line Item 01-1-110-120, to \$50,000 to reflect actual interest earned.

**Recommendation No. 25**     *Hillside Development*

THAT the following be received:

- General Manager of Community Services' report regarding Hillside Industrial Park [540] 2011 R2 Decision Package; and
- General Manager of Community Services' report regarding Hillside Financial Information;

AND THAT Professional Fees, Line Item 01-2-540-387 be increased by \$36,000 towards negotiating water access;

AND FURTHER THAT the budget for Hillside Development Project [540] be referred to the third round of budget meetings as amended.

**Recommendation No. 26**     *Halfmoon Bay Library Service*

THAT the budget for Halfmoon Bay Library Service [645] be referred to the third round of budget meetings as presented.

**Recommendation No. 27**     *Financial Services*

THAT the 2010 surplus designated to operating reserves in Round 1 be used to reduce support services in 2011;

090/11

AND THAT the budget for Financial Services [113] be referred to the third round of budget meetings as amended.

**Recommendation No. 28**     *Meeting Time*

THAT notice be waived and the Corporate and Administrative Services Committee meeting scheduled for February 14, 2011 commence at 9:00 a.m. versus 9:30 a.m.

**Recommendation No. 29**     *Regional Planning*

THAT the Manager of Planning and Development's report regarding Regional Planning [500] 2011 R2 Decision Package be received;

AND THAT the 2010 surplus be used to offset taxation in 2011;

AND FURTHER THAT the budget for Regional Planning [500] be referred to the third round of budget meetings as amended.

**Recommendation No. 30**     *Rural Planning / Corporate Sustainability*

THAT the Manager of Planning and Development's report regarding Rural Planning [504] 2011 R2 Decision Package be received;

AND THAT \$12,500 be included in the 2011 budget for the hiring of the summer student Planning Technician in the following budgets and funded from 2010 surplus:

- Function 504 Rural Planning - \$5,000; and
- Function 135 Corporate Sustainability - \$7,500

*AND THAT the balance of the 2010 surplus for function 504 Rural Planning be used to reduce taxation in 2011;*

AND THAT the budget for Rural Planning [504] be referred to the third round of budget meetings as amended;

AND FURTHER THAT the budget for Corporate Sustainability [135] be referred to the third round of budget meetings as amended.

**Recommendation No. 31**     *Heritage Conservation Service*

THAT the budget for Heritage Conservation Service [515] be referred to the third round of budget meetings as presented.

090/11

**Recommendation No. 32**     *Pender Harbour Health Clinic*

THAT \$3,500 be included in the 2011 budget for Pender Harbour Health Clinic from Area A Gas Tax funds for the energy retrofit to the health clinic building;

AND THAT the budget for Pender Harbour Health Clinic [410] be referred to the third round of budget meetings as amended.

**Recommendation No. 33**     *Grants-in-aid – Area A*

THAT the correspondence from the Pender Harbour Community School regarding 2011 funding be received;

AND THAT the budget for Grants-in-aid – Area A [121] be referred to the third round of budget meetings as presented.

**Recommendation No. 34**     *Grants-in-aid – Area B*

THAT Grants Unconditional, Line Item 01-2-121-212 be reduced by \$1,600;

AND THAT the budget for Grants-in-aid – Area B [122] be referred to the third round of budget meetings as amended.

**Recommendation No. 35**     *Grants-in-aid – Community Schools*

THAT the issue of the funding allocation of this function be referred to the March 3, 2011 Corporate and Administrative Services Committee meeting;

AND THAT the budget for Grants-in-aid – Community Schools [125] be referred to the third round of budget meetings as presented.

**Recommendation No. 36**     *Grants-in-aid – Area D*

THAT the Parks Planning Coordinator’s report regarding the Update on Tetrahedron Road be received;

AND THAT the budget for Grants-in-aid – Area D [127] be referred to the third round of budget meetings as presented.

**Recommendation No. 37**     *Grants-in-aid – Area E*

THAT the Administrative Assistant’s report regarding Community Youth Outreach Worker Funding be received;

AND THAT the report, along with the MOU be deferred to the February 14, 2011 meeting for further discussion;

090/11

AND FURTHER THAT the budget for Grants-in-aid – Area E [128] be referred to the third round of budget meetings as presented.

**Recommendation No. 38**     *Grants-in-aid – Area F*

THAT the budget for Grants-in-aid – Area F [129] be referred to the third round of budget meetings as presented.

**Recommendation No. 39**     *Member Municipality Debt*

THAT the budget for Member Municipality Debt [140] be referred to the third round of budget meetings as presented.

**Recommendation No. 40**     *Referrals*

THAT the following budgets be referred to the February 14, 2011 Corporate and Administrative Services Committee meeting for discussion:

- [114] Field Road Building Maintenance
- [115] Human Resources
- [117] Information Technology
- [506] Property Information Mapping Services
- [155] Area F Feasibility

**CARRIED**

Budget

**It was moved and seconded**

091/11

THAT the Corporate and Administrative Services (R2 Budget) Committee recommendation Nos. 1-25 of February 14, 2011 be received, adopted and acted upon as amended as follows:

**Recommendation No. 1**     *Recreation Facilities*

THAT the Manager of Recreation’s report regarding Community Recreation, Functions 615 to 621, 2011 R2 Decision Package be received;

AND THAT Machinery and Equipment, Line Item 01-6-621-475 for Sechelt Aquatic Centre be reduced by \$75,000 and Line Item 01-6-620-475 for the Sechelt Arena be increased by \$75,000 to properly reflect the condenser replacement;

AND THAT the capital repairs approved in Round 1 budget meetings, as stated below, regarding Gibsons Aquatic Centre and Sechelt Arena be funded through reserves and the remaining 2010 surplus;

091/11 cont.

- Package 2 - \$140,000 Roof replacement for the Gibsons Aquatic Centre;
- Package 12 - \$85,000 for Hot Water Boilers/Heat Exchangers for Gibsons Aquatic Centre; and
- Package 7 - \$75,000 for the condenser replacement at the Sechelt Arena;

AND THAT the commencement of the Sechelt Aquatic Centre Energy Retrofit project be contingent on receiving the Towns for Tomorrow grant funds;

AND THAT the following items be referred to the February 24th, 2011 Community Services Committee meeting for discussion:

- how the remaining decision packages on the recreational facilities are to be addressed;
- how the Regional District's share of the CEEP project would be addressed; and
- discussion of the Recreation and Parks Master Plan;

AND THAT staff report back to the February 24th Community Services Committee meeting with more detailed information on "code" issues with respect to the facilities and provide any financial options that may be available;

AND FURTHER THAT the following budgets be referred to the third round of budget meetings, as presented:

- [615] Recreation Facilities;
- [616] Gibsons Aquatic Centre;
- [617] Gibsons and Area Community Centre;
- [620] Sechelt Arena; and
- [621] Sechelt Aquatic Centre.

**Recommendation No. 2**     *Roberts Creek Fire Department*

THAT \$15,000 of the 2010 surplus be used to offset taxation in 2011;

AND THAT the budget for Roberts Creek Fire Department [212] be referred to the third round of budget meetings are amended.

**Recommendation No. 3**     *Function 650 Community Parks*

THAT the following reports be received:

- Community Parks [650] 2011 R2 Decision Package; and
- Report Referrals from Round 1 Budget



091/11 cont.

AND THAT staff report back to Round 3 with an amended Package 5 – Tot Lot Safety Improvements to Egmont Park and Cliff Gilker Park, deferring the erection of a new slide in Cliff Gilker Park until further notice from Director Shugar;

AND THAT the following decision packages be included in the 2011 budget from surplus:

- Package 4 - \$7,500 for repairs and enhancements to the Dan Bosch Park and Klein Lake Campground as follows:
  - \$4,000 Outdoor Maintenance & Landscaping, Line Item 01-2-650-415, cost centre 207; and
  - \$3,500 Outdoor Maintenance & Landscaping, Line Item 01-2-650-415, cost centre 211
- Package 9 - \$3,000 Sprockids Parks Signage and Maintenance, Line Item 01-2-650-415;
- Package 8 - \$11,500 Chaster House Access ramp and replacement of patio canopy, as follows:
  - \$4,500 Outdoor Maintenance, Line Item 01-2-650-415
  - \$7,000 Building Repairs and Maintenance, Line Item 01-2-650-403
- Package 7: \$10,000 Cliff Gilker Trail restoration program, Line Item 01-2-650-415

AND THAT Package 3 – \$5,000 for the Sun Coaster Trail Project Maintenance as a base budget increase be included in the 2011 budget;

AND THAT the following be deferred to the February 24, 2011 Community Services Committee meeting:

- Package 1 - \$30,000 Parks and Recreation Master Plan, with clarification of the figures;
- Package 6 - \$1,200 Roberts Creek Estuary Park Professional Assessment with staff reporting back on unallocated Parks Master Plan funds that could be used for the Roberts Creek Estuary and Ocean Beach Esplanade shoreline project;
- Shirley Macey Park Project, with staff reporting back on the remedial work that was done and the outcome of that work, as well as options on using the remaining \$18,000 and a portion of the unallocated Parks Master Plan funds; and
- Planning of the Suncoaster Trail.

**Recommendation No. 4**      *Portable Toilets*

THAT the Regional District discontinue portable toilet services at Madeira Government Dock (2 year-round toilets), Garden Bay Lake (1 seasonal toilet), and Hospital Bay Dock (1 year-round and 1 seasonal).

091/11 cont.

**Recommendation No. 5**      *Community Parks*

THAT the following decision packages be deferred to the February 24, 2011 Community Services Committee meeting:

- Package 12 - \$45,000 Coast-wide SCR-D-Led Trail Strategy;
- Package 11 - \$400,000 Extension of Suncoaster Trail

AND THAT the current annual \$7,500 contribution to reserves be referred to the third round as a decision package for consideration;

AND FURTHER THAT the budget for Community Parks [650] be referred to the third round of budget meetings as amended.

**Recommendation No. 6**      *Bicycle & Walking Paths*

THAT the Parks Planning Coordinator's report regarding Bicycle and Walking Paths [665] 2011 R2 Decision Package be received;

AND THAT the report be referred to the February 24, 2011 Community Services Committee meeting for discussion;

AND THAT the Parks Planning Co-ordinator's report regarding the Fusing of the Bicycle Walking Path [665] with Community Parks [650] be received;

AND THAT the report be deferred to a future Community Services Committee meeting, with staff reporting back on which trails are in Function 665 as opposed to Function 650 and, with respect to the trails or walking paths in Function 665, the maintenance being spent on them;

AND FURTHER THAT the budget for Bicycle & Walking Paths [665] be referred to the third round of budget meetings as presented.

**Recommendation No. 7**      *Schools Facilities Joint-Use*

THAT the Manager of Parks Services' report regarding Function 630 Joint-Use 2011 R1 Budget Decision Package be received;

AND THAT the report be deferred to the February 24th, 2011 Community Services Committee meeting;

AND FURTHER THAT the budget for Joint Use [630] be referred to the third round of budget meetings as presented.

**Recommendation No. 8**      *Dakota Ridge Recreation*

THAT the Manager of Parks Services' report regarding Dakota Ridge Recreation [680] 2011 R2 Decision Package be received;

091/11 cont.

AND THAT \$15,000 be included in Other Professional Fees, Line Item 01-2-680-387 for the development of a Business Plan;

AND THAT the draft Terms of Reference for the Business Plan Request for Proposals be referred to a future Community Services Committee meeting;

AND FURTHER THAT the budget for Dakota Ridge Recreation [680] be referred to the third round of budget meetings are amended.

**Recommendation No. 9**     *Grants-in-aid Area E*

THAT the budget for Grants-in-aid Area E [128] be referred to the third round of budget meetings as presented.

**Recommendation No. 10**     *Building Inspection*

THAT the Chief Building Inspector and Bylaw Manager's report regarding Building Inspection [520] 2011 R2 Decision Package be received;

AND THAT, for Round 3, staff report on what the budget would look like going to zero taxation for this function;

AND FURTHER THAT the budget for Building Inspection [520] be referred to the third round of budget meetings are presented.

**Recommendation No. 11**     *Bylaw Enforcement*

THAT the Chief Building Inspector and Bylaw Manager's report regarding Bylaw Enforcement [200] 2011 R2 Decision Package be received;

AND THAT the vehicle purchase of \$30,000 be included in the 2011 budget;

AND THAT Decision Package 1, vehicle replacement reserve contribution of \$5,000 per year commencing in 2012 to 2017 be included in the Financial Plan;

AND FURTHER THAT the budget for Bylaw Enforcement [200] be referred to the third round of budget meetings as amended.

**Recommendation No. 12**     *Animal Control*

THAT the Chief Building Inspector and Bylaw Manager's report regarding Animal Control [290] 2011 R2 Decision Package be received;

AND THAT the 2010 surplus be transferred to reserves;

091/11 cont.

AND THAT Decision Package 1, vehicle replacement reserve annual contribution of \$4,000 from 2012 to 2016 be included in the budget;

AND FURTHER THAT the budget for Animal Control [290] be referred to the third round of budget meetings are amended.

**Recommendation No. 13**     *Halfmoon Bay Fire Protection*

THAT the budget for Halfmoon Bay Fire Protection [216] be referred to the third round of budget meetings as presented.

**Recommendation No. 14**     *Regional Recreation Programs*

THAT the budget for Regional Recreation Programs [670] be referred to the third round of budget meetings as presented.

**Recommendation No. 15**     *Egmont Fire Protection*

THAT the budget for Egmont Fire Protection [218] be referred to the third round of budget meetings as presented.

**Recommendation No. 16**     *Emergency Telephone 911*

THAT the 2010 surplus designated in Round 1 for reserves be used to offset taxation in 2011;

AND THAT the budget for Emergency Telephone 911 [220] be referred to the third round of budget meetings as amended.

**Recommendation No. 17**     *Sunshine Coast Emergency Planning*

THAT the budget for Sunshine Coast Emergency Planning [222] be referred to the third round of budget meetings as presented.

**Recommendation No. 18**     *Property Information Mapping Services*

THAT the budget for Property Information Mapping Services [506] be referred to the third round of budget meetings as presented.

**Recommendation No. 19**     *Information Technology*

THAT the surplus designated in Round 1 to an equipment reserve be used to reduce taxation in 2011;

AND THAT the 2011 budget for Information Technology [117] be referred to the third round of budget meetings as amended.

091/11 cont.

**Recommendation No. 20**     *Human Resources*

THAT the 2010 surplus of \$10,000 designated in Round 1 for the Human Resources Information Systems software be used to reduce *support services* in 2011;

AND THAT the budget for Human Resources [115] be referred to the third round of budget meetings as amended.

**Recommendation No. 21**     *Field Road*

THAT the \$25,000, including the 2010 surplus, designated in Round 1 for a maintenance reserve be *reduced by \$10,000* to reduce support services *in 2011*:

AND THAT the following be included in the 2011 budget:

- \$21,801 for the installation of the heat recovery ventilator; and
- \$ 5,000 to provide solar heating for domestic hot water;

AND FURTHER THAT the budget for Field Road [114] be referred to the third round of budget meetings as amended.

**Recommendation No. 22**     *Youth on the Coast*

THAT the Chair write to the Attracting, Retaining and Engaging Taskforce thanking them for their hard work in developing the Attracting, Retaining and Engaging Young Adults on the Sunshine Coast community plan and confirming the Regional District's support in their proposed initiatives.

**Recommendation No. 23**     *Libraries' Funding Allocation*

THAT the 2011 Library Funding Allocation spreadsheet be received;

AND THAT the funding allocation be approved as presented and included in the 2011 budget.

**Recommendation No. 24**     *Regional Water*

THAT Schedule B of Bylaw 422 be amended to include a 4% increase to user fees and land charges for 2011.

**Recommendation No. 25**     *Function 155 - Feasibility Area F*

THAT \$5,000 be included in the 2011 budget for the public process concerning the Langdale Dock;

AND THAT the budget for Feasibility Area F [155] be referred to the third round of budget meetings as amended.

**CARRIED**

Community Services **It was moved and seconded**

092/11 THAT the Community Services Committee recommendation No. 3 of February 24, 2011 be received, adopted and acted upon as amended follows:

**Recommendation No. 30** *MOTI Pest Management Plan*

THAT the SCRCD forward comments to the Ministry of Transportation and Infrastructure *encouraging the use of manual control of invasive species wherever possible and objecting to the use of “backpack or ATV foliar spraying”* to control invasive plants on provincial Crown Land in the Coastal Mainland of BC, which includes the lower portion of the Sunshine Coast.

**CARRIED**

AVICC Resolutions **It was moved and seconded**

093/11 THAT the report regarding a resolution concerning BC Hydro Fair Compensation for submission to the Association of Vancouver Island and Coastal Communities 2011 Conference (AVICC) be received;

AND THAT the following resolution be adopted and forwarded to AVICC for consideration at the Annual General Meeting:

**BC HYDRO FAIR COMPENSATION**

WHEREAS Crown Corporations are expected to pay their fair share of property taxes by providing a grant-in-lieu;

AND WHEREAS private utilities pay property taxes to municipalities and regional districts on property including rights-of-way for distribution and transmission lines, and private utilities and BC Hydro provide municipalities a 1% tax on gross sales revenues within their jurisdictions;

THEREFORE BE IT RESOLVED that the AVICC and the UBCM lobby the Province of British Columbia to explore the implementation of a fair and equitable method of compensation to all local governments for the distribution and transmission lines of BC Hydro.

**CARRIED**

**MOTIONS**

APC Appointments **It was moved and seconded**

094/11 THAT Jim Gurney, Ralph Shilling and Ron Kaiser be appointed to the Area E Advisory Planning Commission for a two year term.

**CARRIED**

APC Appointments **It was moved and seconded**

095/11 THAT the resignation of Wayne Taylor from the Area F Advisory Planning Commission be received.

**CARRIED**

APC Appointments **It was moved and seconded**

096/11 THAT the resignation of Henry Hightower from the Area B Advisory Planning Commission be received.

**CARRIED**

APC Appointments **It was moved and seconded**

097/11 THAT Brock O’Byrne be appointed to the Area D Advisory Planning Commission for a two year term.

**CARRIED**

**BYLAWS**

Bylaw 422.18 **It was moved and seconded**

098/11 THAT “Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.18, 2011” be read a first time.

**CARRIED**

Bylaw 422.18 **It was moved and seconded**

099/11 THAT “Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.18, 2011” be read a second time.

**CARRIED**

Bylaw 422.18           **It was moved and seconded**

100/11                    THAT “Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.18, 2011” be read a third time.

**CARRIED**

Bylaw 422.18           **It was moved and seconded**

101/11                    THAT “Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.18, 2011” be adopted.

**CARRIED**

Bylaw 1025.2           **It was moved and seconded**

102/11                    THAT “Sunshine Coast 9-1-1 Emergency Telephone Extended Service Amendment Bylaw No. 1025.2, 2011” be adopted.

**CARRIED**

*Director Thirkell opposed*

Bylaw 1057.2           **It was moved and seconded**

103/11                    THAT “Dakota Ridge Recreation Area Service Amendment Bylaw No. 1057.2, 2010” be adopted.

**CARRIED**

*The Board moved In Camera at 9:11 p.m.*

**IN CAMERA            It was moved and seconded**

104/11                    THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (c), (e), and (k) of the *Community Charter* as “personal information about an identifiable individual ...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, and “negotiations and related discussions respecting the proposed provision of a municipal service ...” are to be discussed.

**CARRIED**

*The Board moved out of In Camera at 9:33 p.m.*



Appointment

**It was moved and seconded**

108/11

THAT Mr. Ed Steeves be appointed to the Board of Variance for a three year term.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

109/11

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:35 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair



# District of Sechelt

*"Heart of the Sunshine Coast"*



File No. 5360-20

February 28, 2011

The Honourable Stephanie Cadieux  
Minister of Community, Sport and  
Cultural Development  
PO Box 9056, STN PROV GOVT  
Victoria BC V8W 9E2

Chair Garry Nohr and Directors  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1

Mayor Barry Janyk and Council  
Town of Gibsons  
Box 340  
Gibsons, BC V0N 1V0

Chief Garry Feschuck and Council  
Sechelt Indian Government District  
Box 740  
Sechelt, BC V0N 3A0

Dear Sir or Madam:

**RE: Notice of Initiation of Service Review – Solid Waste Management Function**

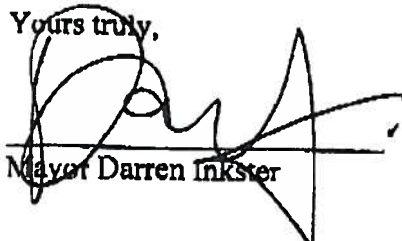
Pursuant to Section 813.04 of the Local Government Act, this is formal notice that the District of Sechelt wishes to initiate a service review of the Sunshine Coast Regional District's Solid Waste Management function.

District of Sechelt Council feels that there are funding inequities in the provision of the function. One area of particular concern is the recycling component. Despite the fact that we have provided an independent curbside recycling service to our residents since 2006, we continue to contribute to the Regional District's Solid Waste Management function at the same level. We believe, and have mentioned at the Regional District table, that our funding portion should be reduced to reflect that we are not receiving recycling services under the function.

District of Sechelt Council, by resolution, recently directed its staff to meet with Regional District staff to discuss the financial inequities and we anticipate that meeting will be held in the near future. In conjunction with these discussions, District of Sechelt Council wishes to proceed with a formal Service Review.

We look forward to a reply from the Ministry of Community, Sport and Cultural Development.

Yours truly,



Mayor Darren Inkster

"C"



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

RECEIVED  
FEB 16 2011  
S.C.R.D.

COPY

January 14, 2011

Ms. Donna Shugar  
Chair  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1

SCRD  
RECEIVED  
FEB 16 2011  
CHAIR

Dear Ms. Shugar:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2009, qualifies for a Canadian Award for Financial Reporting. The Canadian Award for Financial Reporting recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a municipal government and its management.

When a Canadian Award for Financial Reporting is awarded to a government, a Canadian Award for Financial Reporting Achievement is also presented to the individual(s) designated by the government as primarily responsible for its having earned the CanFR. Accordingly, a Canadian Award for Financial Reporting Achievement for Corporate and Administrative Services is enclosed.

The Canadian Award for Financial Reporting plaque will be shipped under separate cover. We hope that you will arrange for a formal presentation of both the CanFR and the Canadian Award for Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist you in this regard, a sample news release is enclosed.

We hope that your example will encourage other government officials in their efforts to achieve and maintain excellence in their own financial reporting.

Sincerely,

**GOVERNMENT FINANCIAL OFFICERS ASSOCIATION**

Stephen J. Gauthier  
Director, Technical Services Center

Enclosures



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

January 14, 2011

For more information, contact:

**NEWS RELEASE**

Jim Phillips (312) 977-9700, ext. 251

(Chicago) - The Canadian Award for Financial Reporting has been awarded to:

**Sunshine Coast Regional District, British Columbia**

by the Government Finance Officers Association of the United States and Canada (GFOA) for its annual financial report. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports. Its attainment represents a significant accomplishment by a government and its management.

A Canadian Award for Financial Reporting Achievement has been awarded to the individual(s) designated as primarily responsible for preparing the award-winning report.

This award has been presented to: **Corporate and Administrative Services.**

The annual financial report has been judged by impartial Canadian Review Committee members to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" designed to clearly communicate the municipality's financial story and to motivate potential users and user groups to read the report.

The GFOA is a nonprofit professional association serving more than 17,400 government finance professionals in the United States and Canada with offices in Chicago, Illinois, and Washington, D.C.

## SCRD STAFF REPORT

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**DATE:** March 4, 2011  
**TO:** Regular Board – March 10, 2011  
**FROM:** John France – Chief Administrative Officer  
**RE:** **CHIEF ADMINISTRATOR'S REPORT**

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### RECOMMENDATION

**That the Board receive this report for information.**

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TOPIC	COMMENTS
Langdale Dock	Report to Committee January CAS. Staff to meet with Dir. Turnbull on suggested changes. Staff, Directors Nohr & Turnbull met on Feb 22 <sup>nd</sup> . <b>Back to discussions with BC Ferries/ setting up meeting in March</b>
TOG GACC Lease	Awaiting comments back from Town of Gibsons
TOG Water Agreement	Approved ISC February, minor changes worked out, completion/signing in late Feb/early March.
SIB Water	Waiting comments back from SIB- meeting will be scheduled for <b>April/May</b> .
Strategic Plan	Revisions made, was sent to three local governments for comment this week, posted for comment on website by next week, and included in weekly ad. No public response, ToG responded and no comment from Sechelt and SIGD. Plan and suggested amendments to CAS March 3 <sup>rd</sup> . <b>Strategic Plan has been amended and will be forwarded to local governments with thank you note.</b>
Purchasing Policy	Adopted as amended. <b>Policy is coming back to Board with minor amendments.</b>
Strategic Plan Priorities	Have met with managers to discuss plan and objectives. Progress update to come in November CAS or early December. Strategic Planning Targets meeting held January 10/11. Next update on Strategic Plan set for April.

<p>Director Remuneration</p>	<p>Report received at CAS committee on Oct 28/10, Special CAS meeting completed and direction given. Bylaw addressing decisions made will be sent to Board meeting February 10th. Bylaw adopted.</p> <p>Staff are working on a report to address the two outstanding issues (formula for increases to Director Remuneration on an ongoing basis and options for compensation when the Vice Chair is required to preside for a portion of a meeting) and will present the report to a future CAS meeting:</p> <ul style="list-style-type: none"> <li>• <b>Vice Chair in acting capacity</b></li> <li>• <b>Benefits</b></li> </ul> <p><b>(Staff to follow up on both)</b></p>
<p>Chekwelp</p>	<p>In process of putting together concepts around the service agreement and the service agreement itself. Meeting scheduled for Mar 10<sup>th</sup>, ToG staff rep will be present.</p>
<p>Budget</p>	<p>Preparing for Round 3. The <b>Public Budget presentation was held on March 2<sup>nd</sup> – no public in attendance. The cable presentation with question period was held on Coast Cable 7:00 pm March 3<sup>rd</sup>. The presentation to the Town of Gibsons was held on March 1<sup>st</sup>. The District of Sechelt and SIGD presentations to be held on March 15<sup>th</sup> after R3 budget discussions. R3 budget discussions were held March 7,8 &amp; 9<sup>th</sup>.</b></p>
<p>Finance</p>	<p>Working with Finance staff/Jackie to ensure major issues are being addressed. Treasurer hiring process progressing. <b>Re-advertising position.</b></p>
<p><b>Regional District CEO/CAO meeting &amp; MFA AGM/Forum</b></p>	<p><b>Scheduled to be attending meeting and forum March 23 -24 with Chair in Victoria.</b></p>
<p><b>Regional Solid Waste Management Plan (RSWMP)</b></p>	<p><b>Met with the District of Sechelt staff to work on plan details and recycling issues. Report to Committee shortly. Meeting scheduled with the Town of Gibsons on March 15<sup>th</sup> at 1:00 pm.</b></p>

I intend on keeping this report short however it will be developed further over time. I would appreciate feedback on the report and whether there are other items you wish to have an update on.

**SUNSHINE COAST REGIONAL DISTRICT  
COMMUNITY SERVICES COMMITTEE  
February 24, 2011**

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RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES,  
1975 FIELD ROAD, SECHELT, BC

---

<b>PRESENT:</b>	Chair	D. Shugar
	Directors	B. Janyk- until 4:05 p.m. L. Lewis G. Nohr K. Thirkell - until 4:05 p.m. L. Turnbull B. Wilbee (Alt) A. Lutes (Alt) - at 4:05 p.m.
<b>ALSO PRESENT:</b>	CAO	J. France
	GM Community Services	P. Fenwick
	Manager of Financial Services	J. Day
	Accounting Technician	J. Astalnok
	Chief Building Inspector and Bylaw Manager	P. Longhi
	Sechelt Area Recreation Manager	B. Baumann
	Parks Manager	C. McDowell
	Recording Secretary	L. Edstrom
	Public	4
	Press	2

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**CALL TO ORDER** 9:30 p.m.

**AGENDA** The Agenda was adopted as amended.

**PETITIONS AND DELEGATIONS**

Soundwerks

*Patrick Tasci of Soundwerks addressed the Committee regarding potential sound baffling for the Gibsons and Area Community Centre and provided a PowerPoint presentation. He explained how sound reverberates within the facility. He circulated a sample of an acoustical cotton panel which is fire resistant, made of recyclable material, and would last the life of the building. The facility would require 1000 ceiling panels (2'x4') at an estimated cost of \$98,000 plus installation. If 500 panels were installed there would still be a noticeable sound baffling impact (i.e. up to 60%). The Committee thanked Mr. Tasci for his presentation.*

## COMMUNICATIONS

### **Recommendation No. 1**      *Gibson/Elphinstone Community School*

The Community Services Committee recommended that the correspondence from the Gibson/Elphinstone Community School regarding their grant-in-aid [125] 2010 Annual Report be received.

### **Recommendation No. 2**      *Roberts Creek Community School*

The Community Services Committee recommended that the correspondence from the Roberts Creek Community School regarding their grant-in-aid [125] 2010 Annual Report be received.

### **Recommendation No. 3**      *Chatelech/Sechelt Community School*

The Community Services Committee recommended that the correspondence from Chatelech/Sechelt Community School regarding their grant-in-aid [125] 2010 Annual Report be received

### **Recommendation No. 4**      *Halfmoon Bay Community School*

The Community Services Committee recommended that the correspondence from the Halfmoon Bay Community School regarding their grant-in-aid [125] 2010 Annual Report be received.

### **Recommendation No. 5**      *Pender Harbour Community School Society*

The Community Services Committee recommended that the correspondence from the Pender Harbour Community School Society regarding their grant-in-aid [125] 2010 Annual Report be received.

### **Recommendation No. 6**      *Pender Harbour Community School Society*

The Community Services Committee recommended that the correspondence from the Pender Harbour Community School Society regarding their report on Recreation Delivery be received.

### **Recommendation No. 7**      *Community Schools Funding [125]*

The Community Services Committee recommended that staff and community school representatives prepare a report to look at: (1) current SCRD funding and equity options; (2) adequacy of existing funding; (3) programming issues, constraints/opportunities e.g. Gibsons Community School, Langdale School; and, (4) stakeholder expectations.

*Director Turnbull Opposed*



## REPORTS

### **Recommendation No. 8**      *Recreation Programs Outside Recreation Facilities [670]*

The Community Services Committee recommended that the report from the Manger of Recreation Services regarding Recreation Programs Outside of Recreation Facilities [670] for 2011 be received;

AND THAT these programs continue in 2011 and charged to Function [670];

AND THAT taxation in Function [615] be increased by the appropriate amount to cover the loss of revenue.

*Director Turnbull Opposed*

### **Recommendation No. 9**      *Accounting for Suncoaster Trail*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Accounting for Suncoaster Trail be received.

### **Recommendation No. 10**      *Planning for Suncoaster Trail*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Planning for Suncoaster Trail be received.

### **Recommendation No. 11**      *Planning for Suncoaster Trail*

The Community Services Committee recommended that staff prepare a report regarding the Suncoaster Trail parks planning coordinator's work plan for 2011 in relation to an estimate of staff time to complete planning and community consultation for the trail in each remaining electoral area.

*The Committee recessed at 11:05 a.m. and reconvened at 11:10 a.m.*

### **Recommendation No. 12**      *Recreation Facilities Repairs*

The Community Services Committee recommended that the report from the Manager of Recreation Services regarding Recreation Facilities - Facility Repairs be received.

### **Recommendation No. 13**      *Recreation Facilities - Five Year Tax History*

The Community Services Committee recommended that the report from the General Manager of Community Services regarding Recreation Facilities - Five Year Tax History information be received.

### **Recommendation No. 14**      *Recreation Facilities- Sechelt Arena & Gibsons Pool*

The Community Services Committee recommended that staff contact the municipalities to obtain data and prepare a report on revenue and expenditure figures for capital and operating by line item for the Sechelt Arena and the Gibsons Pool for 2003- 2006.

*Director Janyk left the meeting at 11:40 a.m.*

*Director Nohr left the meeting at 11:45 a.m.*

**Recommendation No. 15**    *Recreation Facilities*

The Community Services Committee recommended that any letters of complaint received by the SCRD regarding services levels at the Sechelt Arena be provided to the Committee.

*Director Thirkell left the meeting at 12:04 p.m.*

*A quorum was not present at 12:04 p.m.*

*The Committee recessed at 12:10 p.m. and reconvened 1:30 pm*

*Directors Janyk, Nohr and Thirkell returned to the meeting at 1:30 p.m.*

**Recommendation No. 14**    *Comparison to Referendum [615-621]*

The Community Services Committee recommended that the report from the General Manager of Community Services regarding Function [615-621] Comparison to Referendum be received.

**Recommendation No. 15**    *Recreation Facilities [615-621]*

The Community Services Committee recommended that the budget reports from the Financial Services Manager regarding Community Recreation Facilities [615-621] be received.

*The Following motion was made and defeated:*

*THAT a referendum be held in November 2011 with \$1,073,200 financed over 10 years (not including Sechelt Aquatic Centre Energy Project);*

*AND THAT staff prepare a report for a communications budget.*

**Recommendation No. 16**    *Options for Parks and Recreation Master Plan*

The Community Services Committee recommended that the report from the General Manager of Community Services and the Parks Services Manager regarding Options for Parks and Recreation Master Plan be received;

AND THAT a Round 3 Report provide the cost for the Parks and Recreation Master Plan to be spread over two years (2011 and 2012).

**Recommendation No. 17**    *Parks and Recreation Master Plan*

The Community Services Committee recommended that staff provide a report regarding allocation of the parks and recreation master plan costs by functions for the financial plan.

**Recommendation No. 18**     *Parks and Recreation Master Plan*

The Community Services Committee recommended that three directors sit on the interview panel as part of the selection process for the parks and recreation master plan consultant.

**Recommendation No. 19**     *Bicycle Walking Path (665)*

The Community Services Committee recommended that the report from the Parks Planning Coordinator regarding Bicycle & Walking Paths Function (665) 2011 R2 Budget Decision Package be received.

**Recommendation No. 20**     *Joint Use (630)*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Joint Use Function (630) 2011 R2 Budget Decision Package be received

**Recommendation No. 21**     *Parks and Recreation Division Monthly Report*

The Community Services Committee recommended that the report from Parks and Recreation Division Monthly Report be received.

**Recommendation No. 22**     *Shirley Macey Park Drainage*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Shirley Macey Park Field Drainage be received;

AND THAT staff provide an expanded report with information on potential ditching and other remediation, and type of sand for the field.

**Recommendation No. 23**     *Cliff Gilker Park Drainage*

The Community Services Committee recommended that the issue of drainage at Cliff Gilker Park be addressed in 2012.

**Recommendation No. 24**     *Hall Revenues and Expenses*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Hall Revenue and Expenses be received.

**Recommendation No. 25**     *Parks Master Plan Trail Funding*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Parks Master Plan Trail Funding be received;

AND THAT staff be authorized to carry forward the funds required to pay the invoice for the Gambier Beach Trail (\$5,400) to 2011;

AND FURTHER THAT a resolution be made to record the expenditures of Parks and Master Plan Trail Funds Area F to show expenditures for Po Road (\$1,015.18) and Williamson Road for (\$4,005.93) for 2011 respectively from the Area F Trail Funding.

**Recommendation No. 26**     *Unallocated Parks Master Plan Borrowed Funds*

The Community Services Committee recommended that the report from the Parks Services Manager regarding Unallocated Parks Master Plan Borrowed (PMP) Funds be received;

AND THAT the Committee recommend to the SCRD Board to use the remaining unallocated PMP funds for the Roberts Creek Estuary (\$25,000), Ocean Beach Esplanade (\$25,000) and Shirley Macey Park drainage (\$35,000).

**Recommendation No. 27**     *Parks Work Plan*

The Community Services Committee recommended that the Parks Services Manager bring forward a 2011 work plan for the Parks Planning Coordinators.

**Recommendation No. 28**     *Invasive Plant Species Project*

The Community Services Committee recommended that the report from the Parks Planning Coordinator regarding and Update on the Invasive Plant Species Project be received;

AND THAT the Community Services Committee recommends that the SCRD Board extend an invitation to the Coast Invasive Plant Committee to make a presentation to Regional Board on the merits of the SCRD becoming a member of their Coastal Invasive Plants Committee.

**Recommendation No. 29**     *Animal Control 2010 Year End Statistics*

The Community Services Committee recommended that the report from the Chief Building Inspector and Bylaw Manager regarding Animal Control 2010 Year End Statistics be received.

**Recommendation No. 30**     *MOTI Pest Management Plan*

The Community Services Committee recommended that the SCRD forward comments to the Ministry of Transportation and Infrastructure encouraging the use of manual control of invasive species wherever possible and objecting to the use of “backpack or ATV foliar spraying” to control invasive plants on provincial Crown Land in the Coastal Mainland of BC, which includes the lower portion of the Sunshine Coast.

AND FURTHER THAT this recommendation be forwarded to the February 24, 2011 Board meeting for adoption.

*Directors Janyk and Thirkell left the meeting at 4:05 p.m.  
Alternate Director Lutes joined the meeting at 4:05 p.m.*

**Recommendation No. 31**     *Bylaw Enforcement Notification (BEN) Workshop Notes*

The Community Services Committee recommended that the report from the Chief Building Inspector and Bylaw Manager regarding Bylaw Enforcement Notification (BEN) Workshop Notes of February 3, 2011 be deferred to the March Community Services Committee meeting.

**Recommendation No. 32**     *Sunshine Coast Emergency Program Planning Committee Minutes*

The Community Services Committee recommended that the Sunshine Coast Emergency Program Planning Committee Minutes of January 26, 2011 be received.

**Recommendation No. 33**     *Economic Development Information*

The Community Services Committee recommended that the report from the General Manager of Community Services regarding Additional Economic Development Information be received.

**Recommendation No. 34**     *Planning Technician*

The Community Services Committee recommended that the verbal report from the Manager of Planning and Development regarding the filling of the Planning Technician Vacancy be received;

AND THAT the hiring the Planning Technician be proceeded with.

**IN CAMERA**

*The Committee moved to In Camera at 4:20 p.m.*

The public was excluded from attendance at the meeting in accordance with Section 90(1) (e) of the *Community Charter* – as “the acquisition, disposition or expropriation of land or improvements” is to be discussed.

**ADJOURNMENT**    4:26 p.m.

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

**March 3, 2011**

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

<b>PRESENT:</b>	Chair	B. Janyk
	Directors	L. Turnbull D. Shugar K. Thirkell L. Lewis G. Nohr B. Wilbee (Alt.)
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. France
	Acting GM, Corporate Services	J. Day
	Manager, Legislative Services	A. Legault
	GM Infrastructure Services	B. Shoji (Part)
	Recording Secretary	S. Williams
	Public	7
	Media	1

**CALL TO ORDER**            9:35 a.m.

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

**DELEGATIONS**

*Youth Outreach Program*

*Sean Lougheed, Youth Outreach Team Leader, addressed the Committee regarding the Community Youth Outreach Program. The presentation was supplemented with input from Heather Gordon and Stacia Leach, Community School Coordinators. Highlights of the presentation are as follows:*

- *The program increases youth safety and connects youth with the support services that are available in the community.*
- *The Outreach Program does this through 3 youth outreach workers who, during the day, focus on pro-social awareness, education in classrooms and community and at night deal with youth in crisis – meeting people where they are and moving them to the support they need.*

- *the main issues facing youth in the community are binge drinking, the early use of drugs, transportation and food security issues.*

*The Chair thanked Sean Lougheed, Heather Gordon and Stacia Leech for the presentation.*

*Sea Cavalcade Society*

*Mary Bittroff addressed the Committee on behalf of the Sea Cavalcade requesting consideration for 2011 grant-in-aid funding.*

*The Chair thanked Ms. Bittroff for her presentation.*

## **REPORTS**

### **Recommendation No. 1**     *Youth Outreach Program*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding the Memorandum of Understanding for the Community Youth Outreach Program be received.

### **Recommendation No. 2**     *2011 Budget Process*

The Corporate and Administrative Services Committee recommended that the report from the Chief Administrative Officer regarding the 2011 Budget Process be received;

AND THAT further discussion on this topic be deferred to the 2011 Budget round up session at the close of Round 3 on March 9, 2011.

*Director's Turnbull and Thirkell opposed*

*The Committee recessed at 11:10 a.m. and reconvened at 11:17 a.m.*

### **Recommendation No. 3**     *Strategic Planning Document*

The Corporate and Administrative Services Committee recommended that the report from the Chief Administrative Officer regarding comments received on the Strategic Plan from the Town of Gibsons be received;

AND THAT the Strategic Plan be amended to include the word "cultural" in the sustainability wheel as well as in the third bullet under "What is a Strategic Plan and Why is it Important";

AND FURTHER THAT under "Collaborative Leadership, 2010/2011" add Target #6: "explore the establishment of a collaborative economic development entity for the Sunshine Coast."

### **Recommendation No. 4**     *Strategic Plan*

The Corporate and Administrative Services Committee recommended that the Strategic Plan be adopted as amended and forwarded to the District of Sechelt, Town of Gibsons and Sechelt Indian Government District thanking them for their contributions and welcoming their participation in the next iteration of the Strategic Plan.

**Recommendation No. 5**     *Hotel Tax and Business Licensing*

The Corporate and Administrative Services Committee recommended that staff work with the tourism group regarding the potential use of the 2% Hotel Tax to fund economic and tourism development strategies;

AND THAT the topic of the establishment of a business license program for rural areas be placed on a future Corporate and Administrative Services Committee meeting, subsequent to the Economic Development workshop.

*Director Nohr left the meeting at 11:50 a.m.*

*The Committee moved In Camera at 11:55 a.m.*

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) of the *Community Charter* – “litigation or potential litigation affecting the municipality.”

*The Committee moved out of In Camera at 12:31*

**Recommendation No. 6**     *Think City*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer’s report regarding Think City’s Local Prosperity Report be received.

**Recommendation No. 7**     *Purchasing Policy*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer’s report regarding Amendments to the Purchasing Policy be deferred to the March 24, 2011 Corporate and Administrative Services Committee meeting.

**Recommendation No. 8**     *Contracts between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer’s report regarding Contracts between \$20,000 and \$100,000 entered into by the Regional District from January 17<sup>th</sup>, 2011 to February 21, 2011 be received.

**Recommendation No. 9**     *Museum Service*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer’s report regarding the Regional District’s museum service be referred to the March 9, 2011 R3 Budget meeting.

**Recommendation No. 10**    *Parcel Tax Roll Review*

The Corporate and Administrative Services Committee recommended that the Acting General Manager of Corporate Services’ report regarding the Parcel Tax Roll Review Panel be received;

AND THAT Director’s Turnbull, Lewis and Nohr be appointed to the Property Tax Roll Review Panel;



AND THAT the Parcel Tax Roll Review Panel sitting be scheduled for March 17<sup>th</sup>, 2011 at 9:00 a.m. in the Boardroom of the SCRD Field Road Administration Building;

AND THAT the Acting General Manager of Corporate Services be appointed Collector for the SCRD;

AND FURTHER THAT the Parcel Tax Roll Review Panel confirm and authenticate the Parcel Tax Roll by certificate signed by the majority of its members.

**Recommendation No. 11**     *Electoral Area Directors Forum - Review*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding Electoral Area Directors Forum – Review be referred to the March 3, 2011 Infrastructure Services Committee meeting.

**Recommendation No. 12**     *Rural Areas Grants-in-aid*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding 2011 Grant-in-aid Timelines be received.

**COMMUNICATIONS**

**Recommendation No. 13**     *Correspondence*

The Corporate and Administrative Services Committee recommended that the following items of correspondence be received:

- Union of BC Municipalities (UBCM) regarding 2010 UBCM-administered funding programs;
- UBCM regarding membership renewal;
- Islands Trust regarding the pay telephone removal at New Brighton on Gambier Island;
- City of Penticton regarding collaboration on cost savings, revenue generating and productivity ideas.

**Recommendation No. 14**     *Special Olympics - GIA*

The Corporate and Administrative Services Committee recommended that the correspondence from Special Olympics, Sunshine Coast regarding 2011 grant-in-aid funding be referred to the March 9, 2011 R3 Budget meeting.

**Recommendation No. 15**     *Canfor Award*

The Corporate and Administrative Services Committee recommended that the correspondence from the Government Finance Officers Association regarding the Canadian Award for the Financial Reporting Award be referred to the March 10, 2011 Board meeting.

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

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE  
MARCH 3, 2011**

DRAFT RECOMMENDATIONS FROM THE MEETING OF THE INFRASTRUCTURE SERVICES COMMITTEE HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

<b>PRESENT:</b>	Chair Directors	L. Turnbull G. Nohr K. Thirkell B. Wilbee (Alt) D. Shugar L. Lewis B. Janyk
<b>ALSO PRESENT:</b>	GM, Infrastructure Services Manager of Utilities Manager of Sustainability Manager of Transportation & Facilities CAO Recording Secretary Staff Media Public	B. Shoji D. Crosby (part) D. Whyte B. Sagman (part) J. France J. Bullock 1 1 1

**CALL TO ORDER**      1:30p.m.

**AGENDA**              The Agenda was adopted as amended to include discussion on the Electoral Area Directors Forum – Review

**COMMUNICATIONS**

**Recommendation No. 1**    *Request for Policy Change Regarding Drinking Watersheds*

The Infrastructure Services Committee recommended that the correspondence from Village of Queen Charlotte dated February 8, 2011 regarding a request for policy change on drinking watersheds be received.

**Recommendation No. 2**    *Drinking Watersheds*

The Infrastructure Services Committee recommended that the SCRD representatives attending Association of Vancouver Island and Coastal Communities request a meeting with the Premier designate to discuss the history of watershed concerns on the Sunshine Coast.

**Recommendation No. 3** *Draft SCRD Solid Waste Management Plan*

The Infrastructure Services Committee recommended that the following items of correspondence regarding the Draft SCRD Solid Waste Management Plan be received;

- Town of Gibsons dated February 24, 2011
- District of Sechelt dated February 23, 2011

**REPORTS****Recommendation No. 4** *Illegal Dump Site Map*

The Infrastructure Services Committee recommended that the GIS Administrator's presentation regarding Illegal Dump Site Map be deferred to the April 7, 2011 Infrastructure Services Committee meeting.

**Recommendation No. 5** *Public Wharves Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the Public Wharves Advisory Committee meeting minutes of February 14, 2011 be received;

AND THAT staff prepare an information letter for Gambier Island residents regarding the status of the dock divestitures.

**Recommendation No. 6** *Advisory Committee Minutes*

The Infrastructure Services Committee recommended that there be discussion at a regular Board meeting surrounding the possibility of including a "absent/regrets" section on Advisory Committee minutes; specifically the Public Wharves and North Pender Harbour Water Advisory Committees.

**Recommendation No. 7** *North Pender Harbour Water Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the North Pender Harbour Water Advisory Committee meeting minutes of January 31, 2011 be received.

**Recommendation No. 8** *Joint Watershed Management Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the Joint Watershed Management Advisory Committee minutes of January 24, 2011 be received;

AND THAT the recommendations contained therein be acted upon as follows:

**Recommendation No. 1** *Ministry of Natural Resource Operations*

THAT the correspondence from Minister Steve Thomson, Ministry of Natural Resource Operations regarding the land re-designation and/or land exchange of Crown forest land in the Chapman and Gray watersheds be received.

**Recommendation No. 2** *District of Sechelt*

THAT the Sechelt Indian Band write the District of Sechelt requesting copies of their correspondence on their stand against logging in the Chapman and Gray Creek Watersheds.

AND THAT the following comment made by the Sechelt Indian Band be added to the agenda for the next Joint Watershed Management Advisory Committee meeting for discussion:

*The SIB requested that they be removed as a “stakeholder” in the Chapman Watershed Source Protection TWG reports as they believe they are holding the rights and title of the watersheds as part of their territory. The SIB requested a separate process to this committee and noted historically involving too many groups has not been beneficial to the process.*

**Recommendation No. 9** *Hopkins Landing Dock – Transfer of Upland Ownership*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities’ report entitled “Hopkins Landing Dock – Transfer of Upland Ownership” be received;

AND THAT the Chair and Corporate Officer be authorized to execute the transfer of Fee Simple Title 543321, PID No. 015-969-932 to the Province of British Columbia.

**Recommendation No. 10** *Smart Metering – A Potential Opportunity for the Sunshine Coast*

The Infrastructure Services Committee recommended that the Community Energy Manager’s report entitled “Smart Metering – A Potential Opportunity for the Sunshine Coast” be received;

AND THAT a decision be deferred pending receipt of more information from the Community Energy Manager at the April 7, 2011 Infrastructure Services Committee meeting.

**Recommendation No. 11** *Draft Solid Waste Management Plan Endorsement*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services’ report entitled “Draft Solid Waste Management Plan Endorsement” be received;

AND THAT the Draft Solid Waste Management Plan (SWMP) be adopted in principle with the following amendments:

- Remove specific financial information or reference to Full Time Equivalents (FTE), and include these items in a separate companion document;
- Stated timeline to be converted into a prioritized or phased list rather than set dates;
- Ensure Electoral Area D is represented as part of both Gibsons and Sechelt areas (split interest);
- Include information regarding avoided costs from less volume going to landfill in companion document;

AND THAT staff meet with District of Sechelt and Town of Gibsons staff, and then councils as necessary, to discuss the Draft Solid Waste Management Plan and any issues on the recycling portion of the Regional Solid Waste function;

AND FURTHER THAT the updated draft plan be brought back to a future committee meeting prior to being presented to the public.

*Directors Thirkell and Turnbull opposed*

**Recommendation No. 12** *Special Infrastructure Services Committee meeting*

The Infrastructure Services Committee recommended that the March 11, 2011 Special Infrastructure Services Committee be cancelled and re-scheduled if necessary after discussions with the District of Sechelt and Town of Gibsons.

**Recommendation No. 13** *Regional Hospital District meeting*

The Infrastructure Services Committee recommended that the Regional Hospital District meeting be scheduled for March 10, 2011 at 1:00pm.

*The Infrastructure Services Committee recessed at 3:40pm and reconvened at 3:46pm*

**Recommendation No. 14** *Selected Sustainability Plans and Initiatives: Roles and Relations*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services' report entitled "Selected Sustainability Plans and Initiatives: Roles and Relations" be received;

AND THAT staff forward this report to the municipalities for information.

**Recommendation No. 15** *Recycling Policy Re: Acceptance of Large Loads*

The Infrastructure Services Committee recommended that the Solid Waste Management Coordinator's report entitled "Recycling Policy Re: Acceptance of Large Loads" be received;

AND THAT the Policy regarding "Large Volume Recycling from the ICI Sector" be adopted with the following amendment:

*Section 1.1 (6) those delivering the loads follow any protocols or rules that apply at the processor's facility.*

AND THAT the Policy be reviewed at such time as the SCRD proceeds with changes to its recycling program or enters into a new contract for the processing of collected recyclable materials.

**Recommendation No. 16** *Monthly Report for February 2011*

The Infrastructure Services Committee recommended that the Section Secretary's report entitled "Monthly Report for February 2011" be received.

**Recommendation No. 17** *Community Bus*

The Infrastructure Services Committee recommended that staff report back to a future Infrastructure Services Committee meeting providing information and costs on the possibility of purchasing a community bus for use on collector routes at the south end of the coast (possibly with gas tax funds) and the possibility of using the Pender Harbour community bus.

**Recommendation No. 18** *Electoral Area Directors Forum - Review*

The Infrastructure Services Committee recommended that the Chief Administrative Officer's report regarding Electoral Area Directors Forum – Review be received;

AND THAT the Chief Administrative Officer and Chair be directed to deal with the issues identified as follows:

- The Top 5 priorities are identified as follows:
  - Item #1- Expanding list of services, include tree cutting
  - Item #5- Boundary expansion
  - Item #6- Service reviews
  - Item #13- Subdivisions for relatives
  - Item #16- Cosmetic use of Pesticides
- If topic comes up, support for Item #3 – Electoral Area Planning
- Items that are not a priority
  - Item #2 Interference with staff/officials
  - Item #11 Business license
  - Item #17 Regulating outdoor lighting except as included in “normal” powers
  - Item #18 Grow Operations
  - Item #19 Controlled Substance Remediation

**ADJOURNMENT 4:30pm**

## SCRD STAFF REPORT

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**DATE:** March 1<sup>st</sup>, 2011.  
**TO:** Sunshine Coast Regional District Board Meeting March 10<sup>th</sup>, 2011  
**FROM:** Peter Longhi, Chief Building Inspector and Bylaw Manager  
**SUBJECT:** Placement of Notice on Title

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### RECOMMENDATIONS

**THAT** the Chief Building Inspector and Bylaw Manager's report regarding Building Division file requiring placement of a Notice on Title be received;

**AND THAT** the Manager of Legislative Services 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 title of Lot 7, Block 12, District Lot 1023 & 3624, Plan 19100, for Building Code and/or Bylaw infractions and that further information respecting the resolution may be inspected at the Sunshine Coast Regional District Building Division during regular working hours.

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### BACKGROUND

Section 57.1 of the *Community Charter* allows for a notice to be registered against the title where Building or Bylaw regulations have been contravened, i.e. if the Building Inspector discovers that something was done with respect to a building or structure or construction of same that required a Permit or inspection under a Bylaw regulation or enactment and a permit was not obtained or the inspection was not satisfactorily completed.

This report concerns a property where structures have been constructed and permits have not been procured or inspections have not been completed to the satisfaction of the Building Division. In some cases Occupancy has not been granted and owners are occupying the buildings.

A minimum of three letters have been sent advising the registered owner that these situations exist regarding their property and the Bylaw Compliance Officer has requested that building permits be obtained in each case. The third of these letters has been sent by the Chief Building Inspector requesting compliance.

The *Local Government Act* requires that the Regional District Board must pass a resolution to place a Notice on Title and authorize proceeding with any legal action. The Manager of Legislative Services has sent a registered letter to the registered owner

of the property listed in this report. The owner has been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that they will be afforded the opportunity to speak to the issues being registered if they wish.

**Discussion:**

**4982 Gonzales Road Madeira Park (Lot 7, Block 12, District Lot 1023 & 3624, Plan 19100)**

Concerns with this property include a change of use and creation of commercial retail units for rent. No building permits have been applied for or issued for these works.

- The original building was characterized as a single family residence with a home occupation use. The current zoning is C2.
- The current owner has permitted multiple occupancies over time, two commercial tenancies on the ground floor and one commercial tenancy on the top floor with a residential suite on the second floor as well.
- There is a large roof deck with no railings or guards to prevent falling off the second floor.
- There are basic fire and life safety concerns that exist within the building as a result of the change of use and introduction of several tenants in the building.
- The fire and life safety concerns are not new Building Code regulations applied to an older existing building. These requirements would have applied to the building at the time the building was constructed, if there were multiple tenancies at that time and permits for work were issued.
- The property is currently listed for sale.

**End of report**



**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 428.12**

**A bylaw to amend Sunshine Coast Regional District  
Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996**

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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 Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.12, 2011*.
2. *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996* is hereby amended as follows:
  - a) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.

READ A FIRST TIME	this	10 <sup>th</sup>	day of	March, 2011
READ A SECOND TIME	this	10 <sup>th</sup>	day of	March, 2011
READ A THIRD TIME	this	10 <sup>th</sup>	day of	March, 2011
ADOPTED	this	10 <sup>th</sup>	day of	March, 2011

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 428

SCHEDULE "B"

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FRONTAGE AND CONNECTION CHARGES

1.	<u>Frontage Charges</u>	<u>Per Annum</u>
	Sewage Treatment Facilities	
a.	Greaves Road (Bowsprit)	\$100.00
b.	Canoe Road	\$100.00
c.	Curran Road (Hydaway)	\$100.00
d.	Langdale	\$100.00
e.	Lee Bay	\$100.00
f.	Jolly Roger	\$20.00
g.	Merrill Crescent	\$200.00
h.	Secret Cove	\$100.00
i.	Square Bay	\$100.00
j.	Sunnyside	\$0
k.	Roberts Creek Co-Housing	\$100.00
l.	Lillies Lake Village	\$200.00

2. Connection Charges

Deposit of \$1,500.00 shall be charged for those properties not having a sewer service connection previously installed. Should the cost of such connection be greater than the deposit, then additional costs incurred shall be borne by the property owner.

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 431.12**

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

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The Board of Directors of the Sunshine Coast Regional District in open meeting assembled, enacts the following:

1. This bylaw may be cited as *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.12, 2011.*
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.

READ A FIRST TIME                      this    10<sup>th</sup>    day of                      March, 2011

READ A SECOND TIME                      this    10<sup>th</sup>    day of                      March, 2011

READ A THIRD TIME                      this    10<sup>th</sup>    day of                      March, 2011

ADOPTED                                      this    10<sup>th</sup>    day of                      March, 2011

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CORPORATE OFFICER

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CHAIR

SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 431

“SCHEDULE A”

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1.0 Fees

- |     |  |           |                 |
|-----|--|-----------|-----------------|
| 1.1 | Residential Premises Owners<br>Rate for Garbage Collection:<br>allows for setting out one 77 litre<br>garbage can on any collection day                  | \$ 108.81 | per annum       |
| 1.2 | Mobile Home in Mobile Home<br>Park - per occupied pad<br>allows for setting out one 77 litre<br>garbage can on any collection day                        | \$ 91.73  | per annum       |
| 1.3 | Tags for disposal of extra garbage:<br>allows for setting out additional 77 litre<br>garbage cans over and above those<br>permitted under items 1 and 2. | \$ 2.50   | per garbage can |

2.0 Fee 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 \$108.81 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.