



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, April 14, 2011

AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 24, 2011

Annex A
Pages 1-36

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Administrators Report Late item
4. Directors Reports Verbal
5. Corporate and Administrative Services Committee recommendation Nos. 3, 5-7, 9-10 and 12-13 of March 24, 2011 (*1, 2, 4, 8 and 11 previously adopted*) Annex B
pp 37-42
6. Infrastructure Services Committee recommendation Nos.1-11 of April 7, 2011 Annex C
pp 43-46
7. Planning and Development Committee recommendations of April 14, 2011 (*to come forward as required*) Late item
8. Notice on Title Annex D
pp 47-48

MOTIONS

BYLAWS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (g) and (j) of the Community Charter as “litigation or potential litigation affecting the municipality;” and “information that is prohibited, or information that if it were presented in a document would be prohibited...” are to be discussed.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

March 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.

PRESENT:	Chair	D. Shugar
	Directors	L. Turnbull B. Janyk B. Smith (Alt.) L. Lewis B. Wilbee (Alt.)
ALSO PRESENT:	Manager, Legislative Services	A. Legault
	Acting GM, Corporate Services	J. Day
	GM, Community Services	P. Fenwick
	Recording Secretary	S. Williams
	Media	0
	Public	2

CALL TO ORDER 7:30 p.m.

AGENDA It was moved and seconded

136/11 THAT the agenda for the meeting be adopted as amended to include Recommendation No. 2 from the March 24, 2011 Corporate and Administrative Services Committee meeting.

CARRIED

MINUTES

Minutes **It was moved and seconded**

137/11 THAT the Regular Board minutes of March 10, 2011 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Community School **It was moved and seconded**

138/11 **THAT** the report being prepared pursuant to Resolution No. 116/11 Recommendation No. 7 of the March 10, 2011 Board minutes regarding Community Schools funding and programming also include issues related to Cedar Grove School.

CARRIED

COMMUNICATIONS

Correspondence **It was moved and seconded**

139/11 **THAT** the following items of correspondence be received:

- City of Langley and Township of Langley regarding the licensing of medical marijuana growers;
- Sunshine Coast Community Forest responding to questions from the SCRD concerning Block EW002; and
- Royal Canadian Mounted Police regarding SCRD policing priorities for 2011/2012.

CARRIED

Community Forest **It was moved and seconded**

140/11 **THAT** Sunshine Coast Community Forest be invited to attend the Planning and Development Committee on April 14, 2011 to provide clarification to the answers contained in the correspondence of March 15, 2011 (subsequently replaced on March 21, 2011);

AND THAT the letter of invitation also respond to the five questions contained in the March 15th letter concerning appearing as a delegation as follows:

1. The meeting is open to the public.
2. Members of the public generally are not permitted to question the delegation directly but may address questions through the Chair, at the discretion of the Chair.
3. Meeting protocol and etiquette is maintained through the Chair. Inappropriate behaviour is not permitted at any time.
4. The questions from the SCRD arose out of a staff report.
5. The purpose of the questions is to fulfill the SCRD's responsibility to protect the interests of the public given that the land that the Community Forest covers is Crown land.

AND FURTHER THAT the letter request that the delegate bring maps to confirm the area to be harvested at this time and note that the SCRD trusts that the Sunshine Coast Community Forest will not commence logging activity in this area prior to this dialogue occurring.

CARRIED

Policing Priorities **It was moved and seconded**

141/11 THAT the RCMP be advised that the SCRD priorities for 2011/2012 are as listed for 2010/11 with the addition of Item #4 Working with the Restorative Justice Program.

CARRIED

REPORTS

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

142/11 THAT the Chief Administrative Officer’s report be received.

CARRIED

Delegation **It was moved and seconded that**

143/11 THAT staff provide a verbal report for the next Community Services Committee regarding youth issues and that members of VOICE be invited to be in attendance to answer questions that may arise.

CARRIED

Director’s Reports

Directors provided a verbal report of their activities.

Budget **It was moved and seconded**

144/11 THAT the Corporate and Administrative Services (R3 Budget) Committee recommendation Nos. 1-28 of March 7, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *2010 Surpluses*

THAT the Acting General Manager of Corporate Services’ report regarding remaining 2010 surpluses be received.

144/11 cont.

Recommendation No. 2 *Referrals*

THAT the following reports be referred to the March 9th, 2011 Corporate and Administrative Services Committee meeting:

- Manager, Recreation – Recreation Facilities’ [670] Recreation Programming; and
- Manager, Parks Services – Community Parks [650] 2011 R3 Decision Package.

Recommendation No. 3 *Parks & Recreation Master Plan*

THAT the General Manager of Community Services’ report regarding Parks and Recreation Master Plan be received;

AND THAT, with respect to the Parks and Recreation Master Plan, the 2011 – 2015 Financial Plan include \$81,556 in 2011 and \$43,914 in 2012 for a total of \$125,470 and distributed by function according to the work involved for each, as follows:

	2011	2012
[650] Community Parks	\$29,081	\$15,659
[630] Joint Use	2,714	1,461
[615] Recreation Facilities	42,652	22,966
[665] Bike/Walkways	4,524	2,436
[625] Pender Harbour Fitness and Aquatic Centre	2,585	1,392

Recommendation No. 4 *Function 615-621 Recreational Facilities*

THAT \$40,000 be included in the 2011 budget to conduct a departmental review of the Gibsons Aquatic Centre , Gibsons & Area Community Centre, Sechelt Arena and Sechelt Aquatic Centre, with the cost distributed equally between them;

AND THAT, as part of the request for proposal process for the departmental review, staff explore with the respondents of the Parks and Recreation Master Plan RFP the possible efficiencies, effectiveness and cost-saving of using the same firm or a combination of firms;

AND THAT staff contact the 3 short- listed applicants of the Parks and Master Plan RFP and report back to the March 9, 2011 Corporate and Administrative Services Committee meeting with options to amalgamate the two projects;

AND FURTHER THAT the following budgets be referred to the March 9, 2011 Corporate and Administrative Services Committee meeting as amended:

144/11 cont.

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

Recommendation No. 5 *Recreational Facilities*

THAT any cost-saving realized from the departmental review on the four recreational facilities (Gibsons Aquatic Centre, Gibsons and Area Community Centre, Sechelt Arena and Sechelt Aquatic Centre) be placed in Appropriated Surplus to offset the recreational functions' 2012 portion of the Parks & Recreation Master Plan.

Recommendation No. 6 *Recreational Facilities – BC Hydro Costs*

THAT the Manager of Recreation's report regarding BC Hydro usage and costs for the recreational facilities be received.

Recommendation No. 7 *Pender Harbour Pool*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Pender Harbour Pool [625] be approved as presented.

Recommendation No. 8 *Cemetery*

THAT the remaining 2010 surplus be transferred to an operating reserve in 2011;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Cemetery [400] be approved as amended.

Recommendation No. 9 *School Facilities Joint-Use*

THAT the remaining 2010 surplus be used to offset 2011 taxation;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for School Facilities Joint-Use [630] be approved as amended.

Recommendation No. 10 *Community Parks*

THAT the budget for Community Parks be referred to the March 9, 2011 Corporate and Administrative Services Committee meeting as presented.

Recommendation No. 11 *Gas Tax Funding*

THAT the Accounting Technician's report regarding Gas Tax Funding be received.

144/11 cont.

Recommendation No. 12 *Bikeways/Walkways Decision Package*

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

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Bikeways/Walkways [665] be approved as amended.

Recommendation No. 13 *Regional Recreational Programs*

THAT the budget for Regional Recreational Programs [670] be referred to the March 9, 2011 Corporate and Administrative Services Committee.

Recommendation No. 14 *Dakota Ridge Recreation*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Dakota Ridge Recreation [680] be approved as presented.

Recommendation No. 15 *Regional Planning*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Regional Planning [500] be approved as presented.

Recommendation No. 16 *Rural Planning*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Rural Planning [504] be approved as presented.

Recommendation No. 17 *Heritage Conservation Service*

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

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Heritage Conservation Service [515] be approved as presented.

Recommendation No. 18 *Building Inspection*

THAT the Chief Building Inspector and Bylaw Manager’s report regarding zero taxation impacts on Building Inspection [520] be received;

AND THAT, for the years 2012 to 2015, taxation be reduced to \$50,000 per year;

AND THAT Required Revenue, Line Item 01-1-520-146 be increased as follows to determine whether a permit fee increase is warranted:

- Year 2012 - \$ 60,081;
- Year 2013 - \$ 71,993;
- Year 2014 - \$83,507; and
- Year 2015 - \$95,201

144/11 cont.

AND FURTHER THAT the 2011 – 2015 Financial Plan for Building Inspection [520] be approved as amended.

Recommendation No. 19 *Bylaw Enforcement*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Bylaw Enforcement [200] be approved as presented.

Recommendation No. 20 *Halfmoon Bay Smoke Control*

THAT 5-Year Financial Plan, Years 2011 – 2015, for Halfmoon Bay Smoke Control [204] be approved as presented.

Recommendation No. 21 *Roberts Creek Smoke Control*

The Corporate and Administrative Services Committee recommended the 5-Year Financial Plan, Years 2011 – 2015, for Roberts Creek Smoke Control [206] be approved as presented.

Recommendation No. 22 *Animal Control*

THAT 5-Year Financial Plan, Years 2011 – 2015, for Animal Control [290] be approved as presented.

Recommendation No. 23 *Gibsons & District Fire Protection*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Gibsons & District Fire Protection [210] be approved as presented.

Recommendation No. 24 *Roberts Creek Fire Protection*

THAT the remaining 2010 surplus be transferred to reserves;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Roberts Creek Fire Protection be approved as amended.

Recommendation No. 25 *Halfmoon Bay Fire Protection*

THAT the remaining 2010 surplus be transferred to reserves;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Halfmoon Bay Fire Protection [216] be approved as amended.

Recommendation No. 26 *Egmont Fire Protection*

The Corporate and Administrative Committee recommended that the remaining 2010 surplus be transferred to reserves;

144/11 cont.

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Egmont Fire Protection [218] be approved as amended.

Recommendation No. 27 *Emergency Telephone 911*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Emergency Telephone 911 [220] be approved as presented.

Recommendation No. 28 *Emergency Planning*

THAT the remaining 2010 surplus be transferred to a Machinery and Equipment capital reserve;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Emergency Planning [222] be approved as amended.

CARRIED

Budget

It was moved and seconded

145/11

THAT the Corporate and Administrative Services (R3 Budget) Committee recommendation Nos. 1-14 of March 8, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *Public Transit*

THAT the following reports be received:

- Public Transit [310] 2011 R3 Decision Package;
- Maintenance Facility [312] 2011 R3 Decision Package;
- Regional Solid Waste [350-353] 2011 R3 Decision Package; and
- Woodcreek Waste Water Treatment Facility.

Recommendation No. 2 *Public Transit*

THAT the following adjustments be made to the 2011 budget:

- Increase BC Transit revenue funding by \$60,000 in 2011 and \$20,000 in Years 2012 to 2015; and
- Include a net increase of \$5,300 in taxation to the 2011 base budget for the Saturday handyDART service;

AND THAT the Transit benchmarking program be deferred to 2012 budget discussions;

AND FURTHER THAT the 5-Year Financial Plan, Years 2011 – 2015, for Public Transit [310] be approved as amended.

145/11 cont.

Recommendation No. 3 *Maintenance Facility*

THAT \$10,650 be included in the 2011 budget for the integration of the fuel management system with the Cartegraph maintenance management software;

AND THAT \$4,350 of this project be funded from 2010 surplus and \$6,300 from grant funds;

AND FURTHER THAT the 5-Year Financial Plan, Years 2011 – 2015 for Maintenance Facility [312] be approved as amended.

Recommendation No. 4 *Building Maintenance Services*

THAT the 5-Year Financial Plan, Years 2011 – 2015 for Building Maintenance Services [313] be approved as presented.

Recommendation No. 5 *Ports*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Ports [345] be approved as presented.

Recommendation No. 6 *Regional Street Lighting*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Regional Street Lighting [320] be approved as presented.

Recommendation No. 7 *Street Lighting*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for the following functions be approved as presented:

- [322] Langdale Street Lighting;
- [324] Granthams Street Lighting;
- [326] Veterans Street Lighting;
- [328] Spruce Street Lighting;
- [330] Woodcreek Street Lighting;
- [332] Fircrest Street Lighting;
- [334] Hydaway Street Lighting;
- [336] Sunnyside Street Lighting;
- [340] Burns Street Lighting, and
- [342] Stewart Road Street Lighting.

Recommendation No. 8 *Regional Solid Waste*

THAT \$100,000 be included in the 2011 budget for the Solid Waste Management Plan implementation and funded as follows:

- 145/11 cont.
- \$49,001 from Appropriated Surplus; and
 - \$50,999 from an increase in tipping fees, with staff providing a report to a future Infrastructure Services Committee meeting as to the exact fee increase required;

AND THAT the report also provide information on how the fee increase program will be rolled out, including the refuse collection fee increase, with consideration given to a potential eco fee *as a surcharge to the tipping fee*;

AND FURTHER THAT the 5-Year Financial Plan, 2011 – 2015, for the following functions be approved:

- [350] Regional Solid Waste as amended;
- [351] Pender Harbour Landfill as presented;
- [352] Sechelt Landfill as amended;
- [353] Regional Recycling as presented; and
- [355] Refuse Collection as presented.

Recommendation No. 9 *Woodcreek Park Waste Water Plant*

THAT Woodcreek Park Sewer User Rate Bylaw No. 430 be amended to reduce the annual frontage fee from \$160 to \$100;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for the Woodcreek Park Waste Water Plant [382] be approved as amended.

Recommendation No. 10 *Waste Water Plants*

THAT the 5-Year Financial Plan, Years 2011 – 2015 for the following waste water plant functions be approved as presented:

- [381] Greaves Road
- [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
- [393] Lillies Lake.

145/11 cont.

Recommendation No. 11 *North Pender Harbour Water Services*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for North Pender Harbour Water Services [365] be approved as presented.

Recommendation No. 12 *South Pender Harbour Water Services*

THAT the following adjustments be made to the budget years from 2012 to 2015 for the South Pender Harbour Water Treatment borrowing:

- Debt Charge Principal, Line Item 02-2-366-505 increased by \$24,500; and
- Debt Charge Interest, Line Item 02-2-366-506 increased by \$18,250

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for South Pender Harbour Water Services [366] be approved as amended.

Recommendation No. 13 *Regional Water Service*

THAT Cylinder – Chemical, Line Item 01-2-370-255 be reduced to 0 in Years 2012 to 2015;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015 for Regional Water Service [370] be approved as amended.

Recommendation No. 14 *Regional Water Services*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for the following functions be approved as presented:

- [371] Regional Water Services: Water Quality Control
- [372] Regional Water Services: Purification and Treatment
- [373] Regional Water Services: Primary Water Supply
- [374] Regional Water Services: Transmission and Distribution
- [375] Regional Water Services: Pumping
- [376] Regional Water Services: New Connections
- [377] Regional Water Services: Mains Replacement
- [378] Regional Water Services: New Construction, and
- [379] Regional Water Services: Chapman Water Treatment Plant.

CARRIED

Budget

It was moved and seconded

146/11

THAT the Corporate and Administrative Services (R3 Budget) Committee recommendation Nos. 1-44 of March 9, 2011 be received, adopted and acted upon as amended as amended as follows:

146/11 cont.

Recommendation No. 1 *Reports*

THAT the following reports be received for information:

- Recreation Programs Outside the Regional District's Facilities R3;
- Feedback from Parks and Recreation Master Plan RFP Respondents Concerning a Recreation Service Departmental Review;
- Adjustments to Sechelt Aquatic Centre, Function 621;
- Community Parks [650] 2011 R3 Decision Package;
- Corporate Sustainability [135] 2011 R3 Decision Package;
- Chief Administrative Officer regarding the Museum Function; and
- Chief Administrative Officer regarding the 2011 Budget Process.

Recommendation No. 2 *Correspondence*

THAT the following correspondence be received for information:

- Pender Harbour Chamber of Commerce regarding a request for funding for two portable toilets in the Hospital Bay area; and
- Sunshine Coast Special Olympics regarding 2011 grant-in-aid funding.

Recommendation No. 3 *Recreational Facilities / Programs*

THAT the following adjustments to the 2011 R3 budget be approved to reallocate expenditures and associated revenues in the amount of \$15,309 from Gibsons and Area Community Centre [617] and Sechelt Aquatic Centre [621] to Regional Recreation Programs [670]:

Gibsons & Area Community Centre, Function 617, Reductions:

- \$5,165, Instructional Programs Expense, Line Item 01-2-617-272
- \$419, Administrative Fees Expense, Line Item 01-2-617-200
- \$5,584, Instructions Program Revenues, Line Item 01-1-617-041

Sechelt Aquatic Centre, Function 621, Reductions:

- \$9,000 Instructional Programs expense, Line Item 01-2-621-272
- \$725 Administrative Fees expense, Line Item 01-2-621-200
- \$9,725 Instruction Programs revenues, Line Item 01-1-621-041

Regional Recreational Programs, Function 670, Additions:

- \$14,165, Instructional Programs expense, Line Item 01-2-670-272
- \$1,144 Administrative Services expense, Line Item 01-2-670-200
- \$15,309 Summer Programs revenue, Line Item 01-1-670-038
- \$4,892 Prior Year Surplus revenue, Line Item 01-1-670-150
- \$4,892 Transfer to Operating Reserve, Line Item 01-2-670-492

146/11 cont.

AND THAT the 2011 – 2015 Financial Plan for the following budgets be approved as amended:

- [617] Gibsons & Area Community Centre
- [621] Sechelt Aquatic Centre, and
- [670] Regional Recreation Programming;

AND FURTHER THAT the 2011 – 2015 Financial Plan for [616] Gibsons Aquatic Centre and [621] Sechelt Arena be approved as presented.

Recommendation No. 4 *Museums*

THAT the 2010 surplus be included in the 2011 budget as a maintenance reserve for the building occupied by the Sunshine Coast Museum & Archives in the Town of Gibsons, with the utilization of these funds being contingent on a full accounting of the expenses to the Corporate and Administrative Services Committee;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Museums [648] be approved as amended.

Recommendation No. 5 *Parks*

THAT 50% of the 2010 surplus be transferred to an operational reserve and 50% used to offset the Community Parks portion of the new Recreation and Master Plan in 2011;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Parks [650] be approved as amended.

Recommendation No. 6 *Recreational Facilities*

THAT the 2011 budget include \$300,000 to cover reasonable costs of repairs that may be recovered from the actionable deficiencies of the Gibsons and Area Community Centre and the Sechelt Aquatic Centre;

AND THAT these funds only be accessed by Board resolution;

AND FURTHER THAT these funds be allocated by way of internal borrowing with reasonable interest being paid by the function.

Recommendation No.7 *Economic Development Area A*

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

146/11 cont.

AND THAT a grant of up to \$4,500 be provided to the Pender Harbour and Egmont Chamber of Commerce to provide, maintain and remove two portable toilets for the time period of May 1st to October 31, 2011 at or near the present site of the toilets at the Hospital Bay location;

AND THAT the Chamber of Commerce agrees to deal with any complaints or feedback from the public and/or the vendor regarding these toilets;

AND FURTHER THAT the 5-Year Financial Plan, Years 2011 – 2015, for Economic Development Area A [531] be approved as amended.

Recommendation No. 8 *Economic Development Area B*

THAT the 2010 surplus be transferred to Grants Conditional, Line Item 01-2-532-214 in 2011;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Economic Development Area B [532] be approved as amended.

Recommendation No. 9 *Economic Development Area D*

THAT the 2010 surplus be transferred to Grants Conditional, Line Item 01-2-533-214 in 2011;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Economic Development Area D [533] be approved as amended.

Recommendation No. 10 *Economic Development Area E*

THAT the 2010 surplus be transferred to Grants Conditional, Line Item 01-2-534-214 in 2011;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Economic Development Area E [534] be approved as amended.

Recommendation No. 11 *Economic Development Area F*

THAT the 2011 surplus be transferred to Grants Conditional, Line Item 01-2-535-214 in 2011;

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Economic Development Area F [535] be approved as amended.

Recommendation No. 12 *Hillside Development Project*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Hillside Development Project [540] be approved as presented.

146/11 cont.

Recommendation No. 13 *General Government*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for General Government [110] be approved as presented.

Recommendation No. 14 *Legislative / Administrative Services*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Legislative Services [111] and Administrative Services [112] be approved as presented.

Recommendation No. 15 *Corporate Sustainability*

THAT an eco-energy fee be endorsed as a concept, with the issue being referred to a future Community Services meeting for further discussion;

AND THAT, if implemented, a new line item number be established in the budget for this revenue;

AND THAT staff be authorized to apply for the seed grant or similar funding;

AND FURTHER THAT the 5-Year Financial Plan, 2011 – 2015, for Corporate Sustainability [135] be approved as amended.

Recommendation No. 16 *SCRHD Administration*

THAT the 2010 surplus be used to reduce taxation;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Sunshine Coast Regional Hospital District Administration [118] be approved as amended.

Recommendation No. 17 *Grants-in-Aid (Area A)*

THAT, based on the final accounting of the project, a grant of up to \$7,000 be provided to the Sunshine Coast Museum & Archives Society over 2011 and 2012 toward the roof replacement of the building they occupy in the Town of Gibsons;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-Aid Area A [121] be approved as presented.

Recommendation No. 18 *Grants-in-Aid (Area B)*

THAT Grants Unconditional, Line Item 01-2-122-212, be increased by \$3,500 for 2011 only;

146/11 cont.

AND THAT, based on the final accounting of the project, a grant of up to \$7,000 be provided to the Sunshine Coast Museum and Archives Society over 2011 and 2012 toward the roof replacement of the building they occupy in the Town of Gibsons;

AND FURTHER THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-Aid Area B [122] be approved as amended.

Recommendation No. 19 *Grants-in-Aid (Areas E and F)*

THAT, based on the final accounting of the project, a grant of up to \$14,000 be provided to the Sunshine Coast Museum and Archives Society over 2011 and 2012 toward the roof replacement of the building they occupy in the Town of Gibsons;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-Aid Areas E and F [123] be approved as presented.

Recommendation No. 20 *Greater Gibsons Community Participation*

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

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Greater Gibsons Community Participation [126] be approved as amended.

Recommendation No. 21 *Grants-in-Aid Area D*

THAT, based on the final accounting of the project, a grant of up to \$7,000 be provided to the Sunshine Coast Museum and Archives Society over 2011 and 2012 toward the roof replacement of the building they occupy in the Town of Gibsons;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-aid Area D [127] be approved as presented.

Recommendation No. 22 *Sunshine Coast Museum & Archives Society*

THAT a letter be sent to the Town of Gibsons, District of Sechelt and the Sechelt Indian Government District advising them of the following rural areas' financial commitment (based on the final accounting of the project) to the Sunshine Coast Museum and Archives Society, paid over 2011 and 2012, totalling \$35,000 toward the roof replacement required for the building they occupy in the Town of Gibsons; breakdown as follows: Area A - \$7,000, Area B - \$7,000, Area D \$7,000 and Areas E and F \$ 14,000.

146/11 cont.

AND THAT the letter request their participation in grant funding to this organization;

AND FURTHER THAT, once the roof replacement is complete, a resolution be adopted by the Board recording the contributions made by the rural areas and municipalities and the date of the completion of the project.

Recommendation No. 23 *Special Olympics*

THAT an in-kind contribution of fitness services at the Gibsons and Area Community Centre and the Sechelt Aquatic Centre totalling \$600 be provided to the Sunshine Coast Special Olympics for their silent auction being held on May 28, 2011;

AND THAT the Recreation staff determine the most appropriate combination of services to contribute.

Recommendation No. 24 *Grants-In-Aid Area E*

THAT the 2010 surplus be included in Grants Unconditional, Line Item 01-2-128-212 in 2011;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-Aid Area E [128] be approved as amended.

Recommendation No. 25 *Grants-in-Aid Area F*

THAT Grants Unconditional, Line Item 01-2-129-212 be decreased by \$13,600 in 2011;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-Aid Area F [129] be approved as amended.

Recommendation No. 26 *Area F Feasibility*

THAT the 5-Year Financial Plan, 2011 – 2015, for Area F Feasibility [155] be approved as presented.

Recommendation No. 27 *Gibsons & District Public Library*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Gibsons & District Public Library [640] be approved as presented.

Recommendation No. 28 *Halfmoon Bay Library Service*

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

146/11 cont.

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Halfmoon Bay Library Service [645] be approved as amended.

Recommendation No. 29 *Roberts Creek Library Service*

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

AND THAT the 5-Year Financial Plan, Years 2011 – 2015, for Roberts Creek Library Service [646] be approved as amended.

Recommendation No. 30 *Grants-in-Aid Community Schools*

THAT the 5-Year Financial Plan, 2011 – 2015, for Grants-in-Aid Community Schools [125] be approved as presented.

Recommendation No. 31 *UBCM/AVICC Electoral Area Services*

THAT the 5-Year Financial Plan, 2011 – 2015, for UBCM/AVICC Electoral Area Services [130] be approved as presented.

Recommendation No. 32 *Elections – Electoral Area Services*

THAT the 5-Year Financial Plan, 2011 – 2015, for Elections - Electoral Area Services [131] be approved as presented.

Recommendation No. 33 *Member Municipality Debt*

THAT the 5-Year Financial Plan, 2011 – 2015, for Member Municipality Debt [140] be approved as presented.

Recommendation No. 34 *Area A Feasibility*

THAT the 5-Year Financial Plan, 2011 – 2015, for Feasibility Studies [151] be approved as presented.

Recommendation No. 35 *Bicycle/Walking Paths*

THAT staff provide a report to a future Corporate and Administrative Services Committee meeting on the implications of Area A joining Function 665 Bicycle/Walking Paths.

Recommendation No. 36 *Pender Harbour Health Care Clinic*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for Pender Harbour Health Care Clinic [410] be approved as presented.

146/11 cont.

Recommendation No. 37 *Financial Services*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for General Offices, Building Maintenance [113] be approved as presented.

Recommendation No. 38 *General Offices, Building Maintenance*

THAT the 5-Year Financial Plan, Years 2011 – 2015, for General Offices, Building Maintenance [114] be approved as presented.

Recommendation No. 39 *Human Resources*

THAT the 5-Year Financial Plan, 2011 – 2015, for Human Resources [115] be approved as presented.

Recommendation No. 40 *Information Technology*

THAT the 5-Year Financial Plan, 2011 – 2015, for Information Technology Services [117] be approved as presented.

Recommendation No. 41 *Property Information & Mapping Services*

THAT the 2010 surplus be transferred to Appropriated Surplus;

AND THAT the 5-Year Financial Plan, 2011 – 2015, for Property Information and Mapping Services [506] be approved as amended.

Recommendation No. 42 *House Numbering*

THAT the 5-Year Financial Plan, 2011 – 2015, for House Numbering [510] be approved as presented.

Recommendation No. 43 *Gibsons Aquatic Centre*

THAT the 2011 year-end Tangible Capital Asset report for the Gibsons Aquatic Centre be forwarded to a future Corporate and Administrative Services Committee meeting for discussion.

Recommendation No. 44 *2011 Budget Debriefing*

THAT a budget debriefing session be included at a future Corporate and Administrative Services Committee meeting.

CARRIED

Planning

It was moved and seconded

147/11

THAT the Planning and Development Committee recommendation Nos. 1-17 of March 10, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *DVP 337.135 (Jones)*

THAT the report titled “Development Variance Permit Application No. 337.135 (Sunshine Coast Forest Products for Clifford Jones) dated March 2, 2011 be received;

AND THAT, should the applicant wish to proceed, an environmental impact assessment be carried out as to the long term impacts of the proposed dwelling on Jones Island and the immediate marine area surrounding the island, and that this be carried out by a qualified third party professional acceptable to the SCRDC and at the expense of the proponent, to assist with the Board’s further consideration of this application.

Recommendation No. 2 *Affordable Housing Committee*

THAT the report titled “Sunshine Coast Affordable Housing Committee” dated March 3, 2011 be received;

AND THAT the establishment of a Sunshine Coast Affordable Housing Committee be supported in principle;

AND FURTHER THAT an intergovernmental meeting be scheduled with the SCRDC Rural Area Directors, and Councils from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District, and Squamish First Nation to further refine the proposed Memorandum of Understanding and Terms of Reference and to discuss next steps.

Recommendation No. 3 *Meeting of Rural Area Directors*

THAT a meeting be scheduled for the Rural Area Directors to discuss the Memorandum of Understanding and Terms of Reference for the proposed Affordable Housing Committee in preparation for the intergovernmental meeting.

Recommendation No. 4 *Communications*

THAT the following items of correspondence be received;

- Danyta Welch, Policy and Programs Officer, Union of British Columbia Municipalities, dated December 23, 2010, regarding Completion of 2010/11 Community to Community Forum;

147/11 cont.

- Gwen Hawkins, Chair, Habitat for Humanity, dated February 7, 2011 regarding affordable housing – Cooperation with SCRD;
- Honourable Stephanie Cadieux, Minister, Ministry of Community, Sport and Cultural Development, dated February 21, 2011 regarding waiver of Ministerial Approval for Planning Bylaws;
- Mayor Joanne Monaghan, District of Kitimat, dated February 15, 2011, regarding Allocation of Pacific Halibut to the Sport Fishing Sector.

Recommendation No. 5 *Habitat for Humanity*

THAT a letter be sent to Habitat for Humanity thanking them for their input and advising that a discussion on an affordable housing committee is ongoing.

Recommendation No. 6 *BC Timber Sales*

THAT discussion on the correspondence from Norm Kempe, Planning Forester, BC Timber Sales, dated February 9, 2011, regarding proposed FSP amendment #4 and extension be deferred to the next Planning and Development Committee meeting.

Recommendation No. 7 *Sunshine Coast Community Forest*

THAT the following questions be forwarded to Mr. Davie and copied to Sechelt Community Projects Inc., noting that the questions were a starting point for discussion at the March 17, 2011 Community Services Committee meeting:

1. When is the Block scheduled for harvest?
2. Please confirm which areas will be harvested.
3. What is the age of the forest to be harvested?
4. What is the volume to be harvested and the species mix?
5. Could he describe how large veteran trees are being accommodated in the block?
6. Could he describe the logging practices near Wilson Creek?
7. Are there any buffers along the OGMAs? If so, please discuss the details.
8. Please describe the retention/leave tree pattern. How will this mitigate blow-down?
9. How will the block relate to existing neighbouring harvested blocks?
10. How will spruce and white pine species be addressed?
11. The Regional District has asked BCTS to conduct a CWAP on Wilson Creek. The Regional District is considering this request of SCPI.

147/11 cont.

12. The Regional District is in the process of developing a protocol Agreement with BCTS. Is there interest in entering a Protocol Agreement with the SCRDR?

Recommendation No. 8 *Reports*

THAT the following reports be received:

- Sunshine Coast Affordable Housing Committee
- Towards Completion of the Integrated Transportation Study
- Community Watersheds
- Heritage Protocol Advisory Committee minutes of January 24, 2011
- Agricultural Advisory Committee Minutes of March 1, 2011
- Proposed Planning and Development Work Plan: 2011-2015
- Planning and Development Monthly Report for February 2011
- Statutory Right of Way for a Walking Path on Keats Island
- Egmont Park
- Egmont/Pender Harbour (Area A) APC Minutes of February 23, 2011
- Roberts Creek (Area D) APC Minutes of February 28, 2011
- West Howe Sound (Area F) APC Amended Minutes of February 22, 2011.

Recommendation No. 9 *Community Watersheds*

THAT the Regional District forward the following additional comment to BC Timber Sales (BCTS) regarding the 2011 BCTS Operating Plan for Mt. Elphinstone:

The Regional District does not support logging within the Dakota Community Watershed, including Block A79517 that lies within this watershed;

AND THAT staff share with BCTS some of the history in the report about the SCRDR's traditional position on logging in community watersheds.

Recommendation No. 10 *Integrated Transportation Study*

THAT the Integrated Transportation Study report be referred to next Planning and Development Committee meeting to be scheduled to begin at 1:00 p.m. to continue the discussion;

AND THAT Committee members bring comments and discuss with the Manager of Planning and Development in advance of the meeting.

147/11 cont.

Recommendation No. 11 *Advisory Committee Minutes*

THAT the Heritage Protocol Advisory Committee Minutes of January 24, 2011 be received;

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

Recommendation No. 1 *Minutes*

THAT the minutes from the Heritage Protocol meeting held on April 19, 2010 be adopted as circulated.

Recommendation No. 2 *Meeting Notes*

THAT the notes from the Heritage Protocol meeting held on October 4, 2010 be adopted as amended as follows:

- Add Jordan Louie to the list of attendees
- Page 2, 2nd line under SCR D Lions Field Sign: insert “signs” to read “and signs should be posted...”
- Page 2, 4th line under Pender Harbour Moorage should read “Jordan Louie” not “Jordon Louise”

Recommendation No. 3 *Foreshore Lease Issues*

THAT the District of Sechelt be included in the foreshore lease issues pertaining to the Sechelt Indian Band and the Sunshine Coast Regional District.

Recommendation No. 4 *SIB Council*

THAT the Heritage Protocol Advisory Committee requests a recommendation from Sechelt Indian Band Council on how the SCR D Board could be of further assistance regarding Pender Harbour moorage issues.

Recommendation No. 5 *Conservation Service Officer*

THAT a strongly worded letter be sent to the appropriate ministry noting the Province needs to increase Conservation Service Officer representation on the Sunshine Coast, with the intent of increasing surveillance, investigation and enforcement of illegal dumping on the Sunshine Coast and a review of the funding inadequacies, and noting when the Sunshine Coast last received that type of service.

147/11 cont.

Recommendation No. 12 *Walking Path on Keats Island*

THAT the report titled “Statutory Right Of Way For A Walking Path On Keats Island On Portion Of Block 1, DL 1467”, dated March 1, 2011 be received;

AND THAT this report and related information from Islands Trust be referred to the next Planning and Development Committee meeting;

AND FURTHER THAT more detail be provided on where the provincial park and *existing* trail network are located relative to the proposed trail right-of-way.

Recommendation No. 13 *Agricultural Advisory Committee Minutes*

THAT rural area directors be informed when there is an ALR application in their electoral area so that they can attend the Agricultural Advisory Committee (AAC) meeting at which the application is being considered;

AND THAT the AAC members be advised that they are welcome to attend the Planning and Development Committee meeting to speak to issues and answer questions about the Advisory Committees’ minutes.

Recommendation No. 14 *Agricultural Advisory Committee*

THAT staff bring back material about existing Agricultural Advisory Committee members to the next in-camera Planning and Development Committee when the AAC members are to be appointed by the Board.

Recommendation No. 15 *Work Plan: 2011 - 2015*

THAT the report entitled “Proposed Planning and Development Work Plan: 2011-2015” be received;

AND THAT staff incorporate comments from the Planning and Development Committee into the report.

Recommendation No. 16 *Egmont Point Park*

THAT Egmont Point Park be included on the agenda for the next Heritage Protocol Advisory Committee along with the staff report.

Recommendation No. 17 *Bylaw 310.133 (Collura)*

THAT the report titled “Zoning Bylaw Amendment No. 310.133 (Collura)” dated March 2, 2011 be received;

AND THAT Bylaw No. 310.133 (Collura) be forwarded to the SCRD Board for consideration of Second Reading;

AND THAT pending Second Reading being given, a public hearing be scheduled to be held on Thursday, April 14th at 7:00 p.m. in the Sunshine Coast Regional District Board Room;

AND FURTHER THAT the Board delegate a Chair and Alternate Chair to conduct the public hearing.

CARRIED

Community

It was moved and seconded

148/11

THAT the Community Services Committee recommendation Nos. 1-38 of March 17 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *2011 Spring Ice*

THAT the report from the Recreation Services Manager dated March 7, the email from Bruce Bauman dated March 14 and the letter from the Sunshine Coast Skating Club dated March 17 regarding 2011 Spring Ice be received.

Recommendation No. 2 *2011 Spring Ice*

THAT staff meet with all known ice user groups to review ice time to May 19, 2011 at the Sechelt Arena and to bring forward a report on potentially adding ice in the shoulder seasons for the March 24, 2011 Corporate and Administrative Services Committee.

Recommendation No. 3 *2011 Spring Ice*

THAT Recreation staff and Finance staff meet to determine what the variable cost allocations will be for 2011 Spring Ice use from April 11 to May 19.

Recommendation No. 4 *Towns for Tomorrow*

THAT the correspondence from the District of Sechelt regarding Towns for Tomorrow Sechelt Aquatic Facility be received.

Recommendation No. 5 *Dakota Ridge*

THAT the correspondence from Carol and Edward Eades regarding a thank you for work done at Dakota Ridge be received and referred to the Dakota Ridge Advisory Committee for information.

Recommendation No. 6 *Monthly Report*

THAT the Parks and Recreation Division Monthly Report be received.

148/11 cont.

Recommendation No. 7 *Work Plan 2011*

THAT the report from the Parks Services Manager regarding the 2011 Work Plan for Parks Planning Coordinators be received.

Recommendation No. 8 *Work Plan 2011*

THAT staff include a report on what is required to acquire Roberts Creek UREPs to the 2011 work program;

AND THAT previous Board directives regarding UREPS be updated.

Recommendation No. 9 *Encroachments on Right of Ways*

THAT the issue of encroachments of brush/hedges on right of ways, i.e. impeding bike paths etc, be referred to the May 2, 2011 Transportation Committee meeting for discussion.

Recommendation No. 10 *Dakota Ridge Advisory Committee Minutes*

THAT the Dakota Ridge Advisory Committee minutes of January 17, 2011 be received.

Recommendation No. 11 *Forest Service Road Dakota Ridge*

THAT staff write to forest licensees and ask what their plans are for the maintenance of the Forest Service Road to Dakota Ridge and to promote cooperating on this initiative to ensure that the quality of the road surface is not compromised.

Recommendation No. 12 *Letter of Appreciation*

THAT a letter of appreciation from the SCR D Board be forwarded to all Dakota Ridge volunteers and Dakota Ridge Advisory Committee members for distribution at their wrap-up appreciation barbeque in April.

Recommendation No. 13 *Advisory Committee Minutes*

THAT the Recreation and Parks Services Advisory Committee minutes of March 7, 2011 be received.

Recommendation No. 14 *Parks and Recreation Master Plan*

THAT the Parks and Recreation Master Plan consultant review committee be increased to four (4) members to include Director Thirkell as a municipal member.

148/11 cont.

Recommendation No. 15 *Hall Rental Policy*

THAT staff develop a hall policy *for the Boards consideration* clarifying hall etiquette and renting to specific groups.

Recommendation No. 16 *Community Garden - Community Schools*

THAT the issue of grant-in-aid funding Community School garden projects be deferred to the March 24, 2011 Corporate and Administrative Services Committee regarding: (1) Area D interest in participating; (2) determine whether Area B will participate; and, (3) forwarding a letter to School District No. 46 stating Area interest and asking them to authorize their school to participate.

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

THAT the verbal report from staff regarding the Parks and Recreation Master Plan RFP be received and that a date for interviews in April be determined.

Recommendation No. 18 *Traffic Count GACC*

THAT staff obtain a traffic counter to determine the level of traffic through the Gibsons and Area Community Centre driveways.

Recommendation No. 19 *Smoke Free Outdoor Public Spaces*

THAT the correspondence from the Heart and Stroke Foundation regarding smoke free outdoor public spaces be received.

Recommendation No. 20 *Open Burning Smoke Control Regulation*

THAT the correspondence from the Ministry of Environment regarding Open Burning Smoke Control Regulation be received.

Recommendation No. 21 *School Community Connections*

THAT the correspondence from UBCM regarding School Community Connections be received.

Recommendation No. 22 *Hillside Development Group*

THAT the correspondence from Dawn Bezaire resigning from the Hillside Development Group be received;

AND a letter of appreciation be sent to Ms. Bezaire.

148/11 cont.

Recommendation No. 23 *RCMP Contract Renewal*

THAT the correspondence from UBCM regarding RCMP Contract Renewal update on negotiations be received.

Recommendation No. 24 *RCMP Contract Renewal*

THAT the letter previously received from the Community Services Society endorsed by the RCMP regarding the provincial allocation of rural contributions of Police Based Victims Services be forwarded to UBCM bringing this issue to their attention and asking that it be included in RCMP contract negotiations, with a cover letter explaining the issue.

Recommendation No. 25 *RCMP Contract Renewal*

THAT clarification be obtained from UBCM regarding RCMP Contract Renewal action item as follows: “Local community policing committees are contemplated in the current *Police Act*, and over the coming year more attention will be focused on developing support for such committees.” noting the SCRD currently has a Policing Committee and seeking more information on the support for these committees.

Recommendation No. 26 *Monthly Report*

THAT the January and February monthly Building Statistics reports from the Chief Building Inspector and Bylaw Manager be received.

Recommendation No. 27 *2010 Year End Statistics*

THAT the 2010 Year End Statistics report from the Chief Building Inspector and Bylaw Manager be received.

Recommendation No. 28 *SCEP 2010 Annual Report*

THAT the Sunshine Coast Emergency Program 2010 Annual Report be received.

Recommendation No. 29 *Sunshine Coast Emergency Program*

THAT a letter be forwarded to the Hon. Shirley Bond, Minister of Public Safety and Solicitor General, Province of BC and Hon. Vic Toews, Minister of Public Safety, Government of Canada regarding funding concerns for emergency preparedness and training with copies to John Weston, MP, Nicholas Simons, MLA, Union of BC Municipalities, Federation of Canadian Municipalities, attaching the previous letter sent by Bill Elsner, President of BC Association of Emergency Managers.

148/11 cont.

Recommendation No. 30 *Sunshine Coast Emergency Program*

THAT the SCRCD Communication Officer prepare a communication strategy regarding Emergency Neighbourhood Preparedness Plans.

Recommendation No. 31 *Emergency Program Training Funds*

THAT a late resolution be drafted for AVICC asking the Province to restore emergency management training funds;

AND THAT the Manager of Legislative Services forward the wording of the resolution to the March 24, 2011 Corporate and Administrative Services Committee and then be forwarded to the March 24th Board meeting for adoption.

Recommendation No. 32 *SCEP Planning Committee Minutes*

THAT the Sunshine Coast Emergency Program Planning Committee Minutes of February 23, 2011 be received.

Recommendation No. 33 *Policing Committee Minutes*

THAT the Sunshine Coast Policing Committee Minutes of February 28, 2011 be received.

Recommendation No. 34 *GDVFD 2010 Annual Report*

THAT the Gibsons and District Volunteer Fire Department 2010 Annual Report be received.

Recommendation No. 35 *RCVFD 2010 Annual Report*

THAT the Roberts Creek Volunteer Fire Department 2010 Annual Report be received

Recommendation No. 36 *Roberts Creek Volunteer Fire Department*

THAT staff check UBCM resolutions regarding the following recommendation in the Roberts Creek Volunteer Fire Department Annual Report that:

“The federal government should be encouraged to pass legislation to allow a \$3000 tax credit for volunteer fire fighters. Any incentives that can be offered as an aid to recruitment and retention of volunteers will be welcomed by Fire Departments.”

148/11 cont.

Recommendation No. 37 *BEN Workshop Notes*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Bylaw Enforcement Notification (BEN) Workshop Notes of February 3, 2011 be received;

AND THAT staff prepare a report for the April Community Services Committee regarding (1) can higher qualifications for arbitrators be embedded in a bylaw, (2) retain the mechanism regarding the ability to use the provincial court to dispute the amount of a fine as done now in Chilliwack, and, (3) establish a board policy;

AND FURTHER THAT “outdoor watering” and “ports” be included in a two year pilot project.

Recommendation No. 38 *Bylaw 631 Fire Regulations*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding the proposed SCRD Fire Protection Bylaw No. 631 Fire Regulations be received;

AND THAT staff re-examine with the Fire Chiefs, Fire Protection Bylaw sections 5.4 (Chimineia), 5.13 (any fuel other than dry seasoned wood), 6.1(b) (particularly hay/straw), 6.1(d) (knowledgeable use of defective cooking or heating device), and, 6.1(e) (hay/straw).

CARRIED

Corporate

It was moved and seconded

149/11

THAT the Corporate and Administrative Services Committee recommendation Nos. 1, 2, 4, 8 and 11 of March 24, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Gospel Rock*

THAT the Senior Planner’s report regarding the Gospel Rock Neighbourhood Plan be received;

AND THAT the following comments be forwarded to the Town of Gibsons regarding the draft Plan:

- Use of Gibsons water system creates no concerns for the SCRD in terms of an impact on the Chapman water system;
- Since there may be impacts on other aquifers in the area, this should be investigated by the Town of Gibsons as part of the development process and the SCRD Infrastructure Services staff should be asked to provide their comments on potential impacts;

149/11 cont.

- As the development moves forward, the Town of Gibsons and Developer(s) liaise with the SCR D Parks and Transit Divisions to ensure that any opportunities for links to existing or proposed trails and bus services are taken into account;
- *A pedestrian/bike lane on Gower Point Road through the development should be part of the Neighbourhood Plan;*
- The SCR D encourages the Town of Gibsons to continue to use smart growth principles regarding stormwater with no net increase of run-off originating from *site* development;
- The SCR D, Elphinstone property owners and members of the Elphinstone Electors Association should be included in discussions relating to the Drainage and Stormwater Plan and plan management that derive from future development. Seaward Creek, within Elphinstone in this area, is a development permit area for environmental and geotechnical issues;
- The SCR D supports the Town of Gibsons' policy on keeping creeks daylighted and wishes to see that policy carried through in this neighbourhood plan;
- *An alternate route to Chaster Road should be provided early in the development so that at least two accesses are provided for safety and so that Gibsons residents have direct access to services and facilities in Gibsons;*
- SCR D staff will report back on reasonable capacity for this development area, after consultation with the Gibsons Fire Department, SCR D Emergency Planning Coordinator, Elphinstone Advisory Planning Commission, Elphinstone Electors Association, Agricultural Advisory Committee and the Town of Gibsons' engineering consultant of this plan;
- Buffers along agricultural lands should be created on the western boundary of the site, according to Agricultural Land Commission specifications;
- Buffers adjacent to Elphinstone properties (outside ALR lands) should be addressed in future development projects;
- SCR D staff will look into the concept of fringe-area agreements and report back on what would be involved and what kind of issues could be addressed in such an agreement between the Regional District and Town of Gibsons for this plan; and
- The SCR D will provide information on the SCR D website regarding the upcoming public meeting and the Draft Plan

AND THAT the staff report, recommendations and Neighbourhood Plan be referred to the Elphinstone APC, Elphinstone Electors Association and the Agricultural Advisory Committee;

149/11

AND THAT the Chair write a letter to the Town of Gibsons requesting a two-month time period in which to fully review the draft plan with applicable parties and, subsequently, provide its final comments.

Recommendation No. 2 *Spring Ice 2011*

THAT the Manager of Recreation's report regarding Spring Ice 2011 be received;

AND THAT the policy on subsidies be adjusted to realize weekly revenue of \$4,282.50 and allow spring ice to proceed;

AND FURTHER THAT all contracts be signed in advance.

Recommendation No. 4 *2011 Human Resources Plan*

THAT the Manager of Human Resources report regarding the 2011 Human Resources Plan be received;

AND THAT the 0.45 FTE increase to the 2011 Human Resources Staffing Plan be approved as part of the 2011 budget.

Recommendation No. 8 *Procedure Bylaw Amendment*

THAT the Manager of Legislative Services' report regarding Procedure Bylaw Amendment – Electronic Meetings be received;

AND THAT the bylaw be amended to:

- require the physical presence of the presiding member
- ensure adequate privacy for the member(s) attending electronically during an In Camera meeting;

AND FURTHER THAT Procedures Bylaw 474.6, as amended, be forwarded to the March 24, 2011 Regular Board meeting for three readings and adoption.

Recommendation No. 11 *Saturday handyDart Service*

THAT the Manager of Transit and Facilities' report regarding Saturday handyDart Service be received;

AND THAT the 2011 budget for Function 310, Transit, be amended to reflect the appropriate line items that result in net taxation of \$5,300 for the Saturday handyDart Service which is already included in the 2011 – 2015 Financial Plan, as follows:

Revenues

- 01-1-310-076 - \$1,300
- 01-1-310-016 - \$9,522
- 01-1-310-015 - \$5,300 (already included in the budget)

Expenses

- 01-2-310-220 - \$6,565
- 01-2-310-225 - \$1,838
- 01-2-310-227 - \$ 74
- 01-2-310-458 - \$2,145 (\$5,300 included in budget)
- 01-2-310-464 - \$5,400

CARRIED

BYLAWS

Bylaw 430.7

It was moved and seconded

150/11

THAT “Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.7, 2011” be read a first time.

CARRIED

Bylaw 430.7

It was moved and seconded

151/11

THAT “Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.7, 2011” be read a second time.

CARRIED

Bylaw 430.7

It was moved and seconded

152/11

THAT “Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.7, 2011” be read a third time.

CARRIED

Bylaw 430.7

It was moved and seconded

153/11

THAT “Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.7, 2011” be adopted.

CARRIED

Bylaw 637

It was moved and seconded

154/11

THAT "Sunshine Coast Regional District Financial Plan Bylaw No. 637, 2011" be read a first time.

CARRIED

Bylaw 637 **It was moved and seconded**
155/11 THAT "Sunshine Coast Regional District Financial Plan Bylaw No. 637, 2011" be read a second time.

CARRIED

Bylaw 637 **It was moved and seconded**
156/11 THAT "Sunshine Coast Regional District Financial Plan Bylaw No. 637, 2011" be read a third time.

CARRIED

Bylaw 637 **It was moved and seconded**
157/11 THAT "Sunshine Coast Regional District Financial Plan Bylaw No. 637, 2011" be adopted.

CARRIED

Bylaw 310.133 **It was moved and seconded**
158/11 THAT "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.133, 2011" be read a second time.

CARRIED

Bylaw 310.133 **It was moved and seconded**
159/11 THAT a Public Hearing regarding Bylaw 310.133 be scheduled for April 14, 2011, at 7:00 p.m. in the Board Room of the SCRD Offices located at 1975 Field Road, Sechelt, B.C.;

AND THAT Director Lewis be delegated as Chair and Director Turnbull as Alternate Chair to conduct the public hearing.

CARRIED

Bylaw 600.1 **It was moved and seconded**
160/11 THAT "Elphinstone Official Community Plan Amendment Bylaw No. 600.1, 2009" be adopted.

CARRIED

Bylaw 310.129 **It was moved and seconded**
161/11 THAT "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.129, 2009" be adopted.

CARRIED

Bylaw 474.6 **It was moved and seconded**

162/11 THAT “Sunshine Coast Regional District Procedures Amendment Bylaw No. 474.6, 2011” be read a first time.

CARRIED

Bylaw 474.6 **It was moved and seconded**

163/11 THAT “Sunshine Coast Regional District Procedures Amendment Bylaw No. 474.6, 2011” be read a second time.

CARRIED

Bylaw 474.6 **It was moved and seconded**

164/11 THAT “Sunshine Coast Regional District Procedures Amendment Bylaw No. 474.6, 2011” be read a third time.

CARRIED

Bylaw 474.6 **It was moved and seconded**

165/11 THAT “Sunshine Coast Regional District Procedures Amendment Bylaw No. 474.6, 2011” be adopted.

CARRIED

The Board moved In Camera at 8:35p.m.

IN CAMERA It was moved and seconded

166/11 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (e), (g) and (j) of the *Community Charter* as “the acquisition, disposition or expropriation of land or improvements”. . .”, “litigation or potential litigation affecting the municipality;” and “information that is prohibited, or information that if it were presented in a document would be prohibited...” are to be discussed.

CARRIED

The Board moved out of In Camera at 8:45 p.m.

ADJOURNMENT It was moved and seconded

167/11 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

March 24, 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

PRESENT:	Chair	B. Janyk
	Directors	L. Turnbull D. Shugar K. Thirkell L. Lewis B. Smith (Alt.) B. Wilbee (Alt.)

ALSO PRESENT:	Acting GM, Corporate Services Manager, Legislative Services GM Community Services Manager, Recreation Senior Planner Recording Secretary Public Media	J. Day A. Legault P. Fenwick (Partial) B. Bauman (Partial) D. Rafael (Partial) J. Fraser 9 2
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CALL TO ORDER 1:30 p.m.

AGENDA The agenda was adopted as amended, to include:

Reports:
Item 11a. Manager, Recreation Services – Spring Ice 2011

Michael Rosen, the engineering consultant working with the Town of Gibsons on the Gospel Rock Neighborhood Plan, was present to answer questions from the Committee regarding the Plan.

REPORTS

Recommendation No. 1 *Gospel Rock*

The Corporate and Administrative Services Committee recommended that the Senior Planner’s report regarding the Gospel Rock Neighborhood Plan be received;

AND THAT the following comments be forwarded to the Town of Gibsons regarding the draft Plan:

- Use of Gibsons water system creates no concerns for the SCR D in terms of an impact on the Chapman water system;
- Since there may be impacts on other aquifers in the area, this should be investigated by the Town of Gibsons as part of the development process and the SCR D Infrastructure Services staff should be asked to provide their comments on potential impacts;
- As the development moves forward, the Town of Gibsons and Developer(s) liaise with the SCR D Parks and Transit Divisions to ensure that any opportunities for links to existing or proposed trails and bus services are taken into account;
- A pedestrian/bike lane on Gower Point Road through the development should be part of the Neighbourhood Plan;
- The SCR D encourages the Town of Gibsons to continue to use smart growth principles regarding stormwater with no net increase of run-off originating from site development;
- The SCR D, Elphinstone property owners and members of the Elphinstone Electors Association should be included in discussions relating to the Drainage and Stormwater Plan and plan management that derive from future development. Seaward Creek, within Elphinstone in this area, is a development permit area for environmental and geotechnical issues;
- The SCR D supports the Town of Gibsons' policy on keeping creeks daylighted and wishes to see that policy carried through in this neighbourhood plan;
- An alternate route to Chaster Road should be provided early in the development so that at least two accesses are provided for safety and so that Gibsons residents have direct access to services and facilities in Gibsons;
- SCR D staff will report back on reasonable capacity for this development area, after consultation with the Gibsons Fire Department, SCR D Emergency Planning Coordinator, Elphinstone Advisory Planning Commission, Elphinstone Electors Association, Agricultural Advisory Committee and the Town of Gibsons' engineering consultant of this plan;
- Buffers along agricultural lands should be created on the western boundary of the site, according to Agricultural Land Commission specifications;
- Buffers adjacent to Elphinstone properties (outside ALR lands) should be addressed in future development projects;
- SCR D staff will look into the concept of fringe-area agreements and report back on what would be involved and what kind of issues could be addressed in such an agreement between the Regional District and Town of Gibsons for this plan; and
- The SCR D will provide information on the SCR D website regarding the upcoming public meeting and the Draft Plan

AND THAT the Report, recommendations and Neighbourhood Plan be referred to the Elphinstone APC, Elphinstone Electors Association and the Agricultural Advisory Committee;

AND THAT the Chair write a letter to the Town of Gibsons requesting a two-month time period in which to fully review the draft plan with applicable parties and, subsequently, provide its final comments.

The Committee recessed at 3:02 p.m. and reconvened at 3:15 p.m.

Recommendation No. 2 *Spring Ice 2011*

The Corporate and Administrative Services Committee recommended that the Manager of Recreation’s report regarding Spring Ice 2011 be received;

AND THAT the policy on subsidies be adjusted to realize weekly revenue of \$4,282.50 and allow spring ice to proceed;

AND THAT all contracts be signed in advance;

AND FURTHER THAT this recommendation be referred to the March 24, 2011 Regular Board meeting for adoption.

Recommendation No. 3 *2011 Budget Debriefing*

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

AND THAT a Special Corporate and Administrative Services Committee meeting be scheduled for April 28th, 2011 at 9:30 a.m. for a debriefing of the 2011 budget process, as well as a review of the “parking lot” items originating from it.

Recommendation No. 4 *2011 Human Resources Plan*

The Corporate and Administrative Services Committee recommended that the Manager’s report regarding the 2011 Human Resources Plan be received;

AND THAT the Board adopt the 0.45 FTE increase to the 2011 Human Resources Staffing Plan as part of the 2011 budget;

AND FURTHER THAT this recommendation be referred to the March 24, 2011 Regular Board meeting for adoption.

Recommendation No. 5 *Health Benefits for Directors*

The Corporate and Administrative Services Committee recommended that the Manager of Human Resources’ report regarding Health Benefit for Directors be received;

AND THAT the issue of achieving parity with other local governments on the Coast providing health benefits to their elected officials be referred to the first Corporate and Administrative Services Committee meeting, following the November 2011 Local Government Election.

Recommendation No. 6 *Service Review – Solid Waste Management*

The Corporate and Administrative Services Committee recommended that the report from the Manager of Legislative Services regarding Solid Waste Management Service Review be received;

AND THAT a letter be forwarded to the District of Sechelt acknowledging receipt of their letter and letting them know that further information with respect to setting a date for the preliminary meeting will be forthcoming and asking if they wish to appoint a party representative for the service review;

AND FURTHER THAT a letter be sent to the Town of Gibsons and Sechelt Indian Government District asking if they wish to appoint a party representative for the Solid Waste Management service review.

Recommendation No. 7 *Director Remuneration – Acting Chair*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services’ report regarding Director Remuneration – Acting Chair be received;

AND THAT the definition of “Acting in the capacity of Board Chair” in Bylaw 636 be amended to reflect the following:

- those times when the Board Chair is unavailable for a period of one week or longer or as resolved by the Board; and
- those days prior to the one-week period where the named Director’s presence is required for Regional District affairs.

Recommendation No. 8 *Procedure Bylaw Amendment –Electronic Meetings*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services’ report regarding Procedure Bylaw Amendment – Electronic Meetings be received;

AND THAT the bylaw be amended to:

- require the physical presence of the presiding member
- ensure adequate privacy for the member(s) attending electronically during an In Camera meeting

AND FURTHER THAT Procedures Bylaw 474.6, as amended, be forwarded to the March 24, 2011 Regular Board meeting for three readings and adoption.

Recommendation No. 9 *Emergency Management Training*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services’ report regarding AVICC Resolution – Emergency Management Training be received.

Recommendation No. 10 *Contracts Between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the following two reports from the Purchasing Officer be received:

- Contracts between \$20,000 and \$100,000 for the period from January 17, 2011 to February 21, 2011; and
- Contracts between \$20,000 and \$100,000 for the period from February 21, 2011 to March 14, 2011.

Recommendation No. 11 *Saturday handyDart Service*

The Corporate and Administrative Services Committee recommended that the Manager of Transit and Facilities' report regarding Saturday handyDart Service be received;

AND THAT the 2011 budget for Function 310, Transit, be amended to reflect the appropriate line items that result in net taxation of \$5,300 for the Saturday handyDart Service which is already included in the 2011 – 2015 Financial Plan, as follows:

Revenues

- 01-1-310-076 - \$1,300
- 01-1-310-016 - \$9,522
- 01-1-310-015 - \$5,300 (already included in the budget – no change required)

Expenses

- 01-2-310-220 - \$6,565
- 01-2-310-225 - \$1,838
- 01-2-310-227 - \$ 74
- 01-2-310-458 - \$2,145 (\$5,300 included in budget)
- 01-2-310-464 - \$5,400

AND FURTHER THAT this recommendation be referred to the March 24, 2011 Regular Board Meeting for adoption.

Recommendation No. 12 *Community Garden Projects*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding the Community Garden Projects be received for information;

AND THAT the Chair write to the Board of Education School District No. 46 indicating Electoral Area D's interest in collaborating with members of the School District in creating a community garden at the Roberts Creek Elementary School and the desire to enter into discussions in making that happen;

AND THAT a copy of this letter be forwarded to Gloria McBain, Principal, of the Roberts Creek Elementary School;

AND FURTHER THAT the issue of community gardens be referred to the May 2011 Intergovernmental meeting for discussion.

COMMUNICATIONS

Recommendation No. 13 *Correspondence*

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

- Gibsons and District Public Library regarding their December 31, 2010 Financial Statements and Annual report;
- Minister of Finance, Government of Canada regarding the Regional District's input for the 2011 federal budget; and
- City of Coquitlam regarding Online Municipal Voting.

ADJOURNMENT 4:32 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE
APRIL 7, 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.

PRESENT:	Chair Directors	L. Turnbull G. Nohr K. Thirkell E. Graham D. Shugar L. Lewis L. Johnson J. Louie
ALSO PRESENT:	Acting GM, Infrastructure Services Manager of Utilities Manager of Transportation & Facilities CAO Recording Secretary Staff Media Public	D. Whyte D. Crosby (part) B. Sagman (part) J. France (part) J. Bullock 2 2 2

CALL TO ORDER 09:33a.m.

AGENDA The Agenda was adopted as amended to delete the following items:

- Salish Soils presentation regarding composting facility; and
- Sechelt Indian Band correspondence regarding Sechelt Community Projects Inc.

DELEGATIONS

Recommendation No. 1 *Special Meeting*

The Infrastructure Services Committee recommended that a Special Infrastructure Services Committee meeting be scheduled;

AND THAT the following items from the April 7, 2011 Infrastructure Services Committee agenda be deferred to this meeting:

- Salish Soils presentation regarding composting facility;
- Transportation Advisory Committee minutes of February 28, 2011;
- Keats Island Moorage Society Lease History;
- May 19, 2011 BC Ferries Schedule Change;
- BC Transit Response on Public/Private Partnerships;
- Regional Drinking Water Team Directors Committee Response; and
- Infrastructure Services Monthly Report for March 2011.

Mathieu Beaulieu addressed the Committee regarding Research Results for the Watershed Project containing his findings on rainfall and snow melt on the Sunshine Coast.

The Chair thanked Mr. Beaulieu for his presentation.

Recommendation No. 2 *Research Results for Watershed Project*

The Infrastructure Services Committee recommended that staff schedule a Special Infrastructure Services Watershed Committee meeting;

AND THAT staff invite Mr. Beaulieu to attend this meeting for further discussion on his findings on his Watershed Project;

AND THAT the Sechelt Indian Band Chief and Council be invited to attend this meeting.

COMMUNICATIONS

Recommendation No. 3 *Correspondence*

The Infrastructure Services Committee recommended that the following items be deferred to the May Infrastructure Services Committee meeting:

- Yvette Flemming regarding Compact Florescent Bulbs;
- Village of Hazelton regarding Policy Change in Drinking Watersheds;
- BC Ferry Authority regarding New Board Appointments; and
- Presentation of GIS Illegal Dumping Map.

Recommendation No. 4 *Wheelchair Accessible Transportation*

The Infrastructure Services Committee recommended that the correspondence from the Passenger Transportation Board, dated March 17, 2011, regarding Wheelchair Accessible Transportation be referred to the April Planning Committee meeting.

REPORTS**Recommendation No. 5** *Cost Neutral Home Energy Retrofits*

The Infrastructure Services Committee recommended that the Community Energy Manager's report entitled "Cost Neutral Home Energy Retrofits" be referred to the April 21, 2011 Community Services Committee meeting.

Recommendation No. 6 *Landfill Tipping Fee Increase*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services' report entitled "Landfill Tipping Fee Increase" be received;

AND THAT effective July 1, 2011 landfill tipping fees be increased by \$10 per tonne and levied on municipal solid waste and controlled waste that is ultimately landfilled;

AND THAT \$5 of each \$10 be designated as an eco fee towards implementation of zero waste initiatives under the Solid Waste Management Plan (SWMP);

AND THAT staff's quarterly variance reports for landfill functions include a review of eco-fees generated and overall revenue position;

AND THAT landfill customers be notified of this increase immediately;

AND FURTHER THAT this eco fee be reviewed prior to 2012 budget.

Recommendation No. 7 *Summary of Discussions with Municipalities regarding the Draft Solid Waste Management Plan (SWMP)*

The Infrastructure Services Committee recommended that the Manager Sustainable Services' report entitled "Summary of Discussions with Municipalities regarding the Draft Solid Waste Management Plan (SWMP)" be received;

AND THAT a copy of this report be forwarded to the Sechelt Indian Government District, the District of Sechelt and the Town of Gibsons Councils for information.

Recommendation No. 8 *Revised Solid Waste Management Plan (SWMP)*

The Infrastructure Services Committee recommended that the Manager Sustainable Services' report entitled "Revised Solid Waste Management Plan (SWMP)" be received;

And that the title page of the companion document be amended to clearly state that any financial information contained therein is for planning and discussion purposes only, is subject to change, and does not constitute a final commitment of funds from funding agencies as this time.;

AND THAT the companion document be identified as "DRAFT" on every page;

AND THAT staff amend Table 6 (Summary of Diversion Initiatives) as follows:

- re-organize initiatives in priority sequence within the categories provided;
- add an introductory paragraph to explain the purpose of the table and how it relates to the preceding text; and
- add text to the "Sechelt Landfill", "Pender Landfill" and "Illegal Dumping" initiatives to clarify that these are stand alone initiatives;

AND THAT staff add an introductory paragraph to the summary table contained in the companion document (Draft Preliminary Financial Plan) to inform the public that this table can be used as a decision support tool to run implementation scenarios and automatically generate anticipated performance targets;

AND THAT the revised DRAFT plan be endorsed in principal as further amended to go for consultation to the public.

Director Thirkell Opposed

Recommendation No. 9 *Grant In Aid Application – Halfmoon Bay Homeowners Association*

The Infrastructure Services Committee recommended that the Administrative Assistant, Corporate Services' report entitled "Grant In Aid Application – Halfmoon Bay Homeowners Association" be received as amended to delete "homeowners" and replace with "Citizens";

AND THAT \$500 from Electoral Area B grant-in-aid funds be provided to the organization for the specific purpose of taking this broom to a controlled burn facility for disposal;

AND THAT staff be authorized to release the payment prior to the month of August as is stated in the Board Policy.

Recommendation No. 10 *2011 Resolutions to AVICC*

The Infrastructure Services Committee recommended that the Manager Legislative Services' report entitled "2011 Resolutions to AVICC" be received;

AND THAT the Directors Shugar (items 1,2) Turnbull (item 3) Nohr (items 4,5,6) will lead the discussions on SCR D resolutions at the Annual General Meeting of the Association of Vancouver Island and Coastal Communities.

Recommendation No. 11 *Bluff Place Street Light*

The Infrastructure Services Committee recommended that the Manager Legislative Services' report entitled "Bluff Place Street Light" be received.

ADJOURNMENT 11:34pm

SCRD STAFF REPORT

DATE: March 1st, 2011.
TO: Sunshine Coast Regional District Board Meeting April 14th, 2011
FROM: Peter Longhi, Chief Building Inspector and Bylaw Manager
SUBJECT: Placement of Notice on Title

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.

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