



# 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, May 12, 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 April 28, 2011

Annex A  
Pages 1-18

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PETITIONS AND DELEGATIONS

3. **Fon Pawakanun, Cultural Coordinator Capilano University**  
Regarding a proposed Sunshine Coast Community Accord signing ceremony

Annex B  
pp 19

### COMMUNICATIONS

### REPORTS

4. Administrators Report Verbal
5. Directors Reports Verbal
6. Special Corporate and Administrative Services Committee recommendation Nos.1-6 of April 28, 2011 Annex C pp 20-22
7. Corporate and Administrative Services Committee recommendation Nos.2-4, 6-7 and 9-12 of April 28, 2011 (1, 5 and 8 previously adopted) Annex D pp 23-26
8. Infrastructure Services Committee recommendation Nos.1-25 of May 5, 2011 Annex E pp 27-32

**MOTIONS****BYLAWS**

9. "Sunshine Coast Regional District Directors' Remuneration Amendment Bylaw No. 636.1, 2011"
- ***receipt of report***
  - ***first, second, third reading***
- (Voting – All Directors – 1 Vote Each)**

Annex F  
pp 33-34

**NEW BUSINESS****IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with the *Community Charter* Section 90 (1) (e) (g) (j) and (k) 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...", "negotiations and related discussions respecting the proposed provision of a municipal service..." are to be discussed.

**ADJOURNMENT**



**SUNSHINE COAST REGIONAL DISTRICT**

**April 28, 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 L. A. Johnson (Alt.) L. Lewis E. Graham J. Louie K. Thirkell
<b>ALSO PRESENT:</b>	Manager, Legislative Services	A. Legault
	GM, Community Services	P. Fenwick
	Recording Secretary	S. Williams
	Media	0
	Public	2

**CALL TO ORDER 7:40 p.m.**

**AGENDA It was moved and seconded**

180/11 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

**Minutes It was moved and seconded**

181/11 THAT the Regular Board minutes of April 14, 2011 be adopted as presented.

**CARRIED**

**PETITIONS AND DELEGATIONS**

*Ed Steeves, resident of Sechelt, addressed the Board regarding the requirement for drivers over the age of 80 to travel to Vancouver for testing.*

*The Chair thanked Mr. Steeves for his presentation.*

Letter of support      **It was moved and seconded**

182/11                      THAT the correspondence from Ed Steeves regarding the issue of senior citizens over the age of 80 who are required to travel off coast for motor vehicle driver testing be received;

AND THAT a letter be sent to the Superintendent of Motor Vehicles and BCAA Traffic Safety Foundation requesting the placement of a driver testing facility on the Sunshine Coast at regular intervals through each month sufficient to accommodate those seniors requiring testing;

AND THAT the Superintendent consider the unnecessary physical and financial burden placed on those citizens required to travel off coast particularly in light of the requirement for the testing to be repeated every six months;

AND THAT the letter also request that the notification process be reviewed to ensure that citizens are provided adequate advance notice to arrange testing prior to the drivers license being revoked on the 80th birthday or subsequent date;

AND FURTHER THAT the letter be copied to the District of Sechelt, Town of Gibsons, and Sechelt Indian Government District with a request that they write a similar letter.

**CARRIED**

**REPORTS**

**Administrator’s Reports**

CAO Report              **It was moved and seconded**

183/11                      THAT the Chief Administrative Officer’s report be received.

**CARRIED**

**Director’s Reports**

*Directors provided a verbal report of their activities.*

Meeting **It was moved and seconded**

184/11 THAT Teresa Fortin and Director Shugar attend a meeting with Island Timberlands to review the proposed harvest plan in the Wilson Creek Watershed.

**CARRIED**

Gospel Rock **It was moved and seconded**

185/11 THAT staff provide a report to the May, 2011 Planning and Development Committee meeting on the Gospel Rock Neighbourhood Plan outlining the actions taken to date and any outstanding items.

**CARRIED**

Planning **It was moved and seconded**

186/11 THAT the Planning and Development Committee recommendation Nos. 2-11, 13 and 15-22 of April 14, 2011 be received, adopted and acted upon as amended as follows:

**Recommendation No. 2** *Development Variance Permit 337.136*

THAT the report titled “Development Variance Permit 337.136 (McBain)” dated April 4, 2011 be received;

AND THAT DVP 337.136 to vary section 1100.2(a) of Bylaw 337 from 5 meters to 3.26 meters from the front parcel line to allow the construction of the proposed dwelling on Lot 9, District Lot 3992, Plan 22705, PID 015 829 405 be issued subject to:

1. Applicant to provide the SCRD with a copy of a setback relief permit from the Ministry of Transportation and Infrastructure;
2. SCRD to receive comments from the Sechelt Indian Band and any issues raised are resolved; or the end of the referral period;
3. Applicant to confirm which plan is the accurate representation of the proposed development;
4. The registration of a “save harmless” covenant on title that indemnifies the Sunshine Coast Regional District;
5. That prior to issuance of a building permit, the developer consult with the SCRD Building Division regarding the need for a geotechnical engineers report as the site is within a geotechnical assessment area as identified in the Egmont/Pender Harbour Official Community Plan;
6. Generally adhere to site plan prepared by John Theed dated March 11, 2011 attached to the report as Appendix “A”.

186/11 cont.

**Recommendation No. 3**     *Sechelt First Nation Strategic Land Plan*

THAT the staff report titled “Sechelt First Nation Strategic Land Plan lil xemit tems swiya nelh mes stutula” dated April 5, 2011 be received;

AND THAT an SCR D and SIB staff-to-staff meeting be scheduled to discuss mutual interests and concerns related to the Sechelt First Nation Strategic Land Plan;

AND FURTHER THAT a joint Planning and Development Committee and Infrastructure Services Committee meeting be scheduled, with an invitation to the SIB Council to participate.

**Recommendation No. 4**     *BC Hydro Integrated Resource Plan*

THAT the report titled “BC Hydro Integrated Resource Plan” dated April 7, 2011 be received;

AND THAT planning staff prepare specific wording for a response based on the comments made at this meeting, including the controversy at this table about Site C, for consideration at the Board meeting on April 28, 2011;

AND FURTHER THAT this report be referred to the April 28th Corporate and Administrative Services Committee meeting.

**Recommendation No. 5**     *Development Permit with Variance A-20*

THAT the staff report titled “Development Permit with a Variance A-20 (Powell for Bezeredi)” dated March 22, 2011 be received;

AND THAT this application to vary the minimum required setback to Hotel Lake from 30 meters to 15 meters for the construction of a single family dwelling and detached garage be approved subject to the conditions noted in the draft Development Permit noted in the staff report as well as receipt of Sechelt Indian Band comments or expiry of the referral period.

**Recommendation No. 6**     *Butler Correspondence*

THAT the correspondence from David and Marjorie Butler be received;

AND THAT a letter be sent to Mr. and Mrs. Butler explaining that the process of the OCP review is nearing completion and that their concerns need to be addressed in the context of that process;

186/11 cont.

AND FURTHER THAT staff inform Mr. and Mrs. Butler of the date of the forthcoming Public Information Meeting and the Public Hearing *when it is set*.

**Recommendation No. 8**     *Integrated Transportation Study*

THAT a Special Planning and Development Committee meeting be scheduled for Friday, May 6 at 9:30 a.m. to continue the discussion on the Integrated Transportation Study.

**Recommendation No. 9**     *Monthly Report for March 2011*

THAT the report titled "Planning and Development Division Monthly Report for March 2011" be received.

**Recommendation No. 10**     *Elphinstone Electors (Community) Assn.*

THAT the letter from the Elphinstone Electors (Community) Association dated March 30, 2011 regarding the proposed Gospel Rock Neighbourhood Plan be received;

AND THAT staff make further comments regarding the above and other community correspondence;

AND THAT a staff report on these community and other staff comments be referred to the next appropriate Regional District committee meeting;

AND FURTHER THAT comments from advisory committee members be forwarded directly to the Town of Gibsons.

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

THAT the following minutes be received:

- Natural Resources Advisory Committee minutes of March 23, 2011
- Egmont/Pender Harbour (Area A) APC minutes of March 30, 2011
- Halfmoon Bay (Area B) APC minutes of March 22, 2011
- Roberts Creek (Area D) APC minutes of March 28, 2011
- West Howe Sound (Area F) APC minutes of March 22, 2011

**Recommendation No. 13**     *Invasive Plants*

THAT staff invite representatives from the Ministry of Transportation and Infrastructure and the Coastal Invasive Plants Committee to speak to the Board on the topic of invasive plants;

186/11 cont.

AND THAT a letter be sent to the municipalities with an invitation to participate in the discussion at joint Special Planning & Development and Community Services Committee meeting;

AND FURTHER THAT plant vendors and representatives of garden clubs on the Coast also be invited to participate.

**Recommendation No. 15**    *Development Permit with Variance B-41*

THAT the staff report titled “Development Permit with a Variance B-41 (Stevenson)” dated March 28, 2011 be received;

AND THAT the application to vary the minimum required setback to a watercourse from 15 meters to 4 meters for the construction of a single family dwelling be approved subject to the conditions of the professional report and receipt of Sechelt First Nations comments, or expiry of the referral period, and registration of a Section 219 save harmless covenant prior to issuance as outlined in the staff report.

**Recommendation No. 16**    *Development Permit with Variance D-97*

THAT the staff report titled “Development Permit with a Variance D-97 (Walters)” dated March 23, 2011 be received;

AND THAT this application to vary the minimum required setback to a watercourse from 15 meters to 10 meters for an already constructed carport and proposed lean-to-shed be approved subject to the conditions of the professional report and receipt of Squamish First Nations comments, or expiry of the referral period, and registration of a Section 219 save harmless covenant prior to issuance as outlined in the staff report.

**Recommendation No. 17**    *Passenger Transportation Board*

THAT the communication from the Passenger Transportation Board regarding wheelchair accessible transportation, dated March 17, 2011, be received;

AND THAT the report be forwarded to the Special Planning and Development Committee meeting on the Integrated Transportation Study on May 6, 2011;

AND THAT the public be invited to observe;

AND FURTHER THAT staff prepare a synopsis for the meeting to bring people up to date.



186/11 cont.

**Recommendation No. 18**    *Bylaw Nos. 310.105 and 337.83*

THAT the report titled “Bylaws 310.105 and 337.83 (Subdivisions to provide Residence for a Relative) dated April 6, 2011 be received;

AND THAT Bylaw 310.105 be forwarded to the Board for consideration of amended second reading to;

- a) Amend 402(2) to read “Where a proposed parcel is equal to or greater than 3500 square metres in area it shall have a minimum of 2000 square metres of contiguous area or two sections of 1000 square metres of contiguous area which is not included”
- b) Amend 405 (3) to read “The minimum parcel size and the average parcel size required by the applicable subdivision district under this bylaw for a proposed subdivision are each hereby reduced by that amount required by the applicable subdivision under this bylaw, to a maximum of 20 percent, where the proposed subdivision is to provide a residence for a relative pursuant to Section 946 of the *Local Government Act* providing that no parcel is less than 2500 square metres. As noted in Sec 946 (5) of the *Local Government Act* this does not apply to Agricultural Land Reserve.”
- c) Add 405 (5) to note that the Subdivision Approval Officer will be asked to require a covenant be registered to prevent a change in the parcel’s use for 5 years as set out in Section 946 (8) of the *Local Government Act*.
- d) Add 405 (6) to note that the Subdivision Approval Officer will be asked to require a covenant be registered to limit each parcel created under Sec 946 of the LGA to one single family dwelling.

AND THAT Bylaw 337.83 be forwarded to the Board for amended second reading to:

- a) Amend 403(3) to read “Where a proposed parcel is equal to or greater than 3500 square metres in area it shall have a minimum of 2000 square metres of contiguous area or two sections of 1000 square metres of contiguous area.”
- b) Amend 406 (3) to read “The minimum parcel size and the average parcel size required by the applicable subdivision district under this bylaw for a proposed subdivision are each hereby reduced by that amount required by the applicable subdivision under this bylaw, to a maximum of 20 percent, where the proposed subdivision is to provide a residence for a relative pursuant to Section 946 of the *Local Government Act* providing that no parcel is less than 2500 square metres. As noted in Sec 946 (5) of the *Local Government Act* this does not apply to Agricultural Land Reserve.”

- 186/11 cont.
- c) Amend 406 (4) to state “The combined maximum reduction under Sections 406 (2) and 406 (3) is 20 percent.”
  - d) Add 406 (5) to note that the Subdivision Approving Officer will be asked to require a covenant be registered to prevent a change in the parcel’s use for 5 years as set out in Section 946 (8) of the *Local Government Act (LGA)*.
  - e) Add 406 (6) to note that the Subdivision Approving Officer will be asked to require a covenant be registered to limit each parcel created under Sec 946 of the LGA to one single family dwelling.

AND FURTHER THAT a public hearing regarding bylaws 310.105 and 337.83 be scheduled to be held on Tuesday May 31, 2011 at 7:00 pm in the SCRD Board Room (1975 Field Road, Sechelt) and the Board delegate a Chair and Alternate Chair to conduct the public hearing.

**Recommendation No. 19**     *Residence for a Relative*

THAT the SCRD write a letter to the Province articulating its concerns regarding the Residence for a Relative provisions under Section 996 of the *Local Government Act*, and request that they review this legislation with the intent of providing clarity.

**Recommendation No. 20**     *West Howe Sound Official Community Plan Bylaw No. 640, 2011*

THAT the report titled “West Howe Sound Official Community Plan Bylaw 640 dated April 4, 2011 be received;

AND THAT responses from the referral agencies be compiled and forwarded to a future meeting of the West Howe Sound Official Community Plan Review Advisory Committee for consideration of further amendments to the West Howe Sound Official Community Plan;

AND FURTHER THAT a staff report of consideration of First Reading be forwarded to the May 26 meeting of the Corporate and Administrative Services Committee and the subsequent Board meeting.

**Recommendation No. 21**     *Update on Invitation to Community Forest*

THAT the correspondence regarding the invitation to a representative from the Community Forest to attend the Planning and Development Committee on May 12, 2011 be forwarded to the District of Sechelt Chief Administrative Officer.

**Recommendation No. 22**    *Agricultural Advisory Committee*

THAT the report “Agricultural Advisory Committee Appointments and Resignation” dated April 6, 2011 be received;

AND THAT the resignation of Robin Wheeler and Struan Brown from the Agricultural Advisory Committee be received;

AND THAT Catherine Abbott, Jon Bell, Lynda Chamberlin, Gabriel Forbes, Margrett George, Betty Hart, Martin Kiewitz, Ray Moscrip, Dale Peterson, Frank Roosen, Jr., Dave Ryan, and Chris Hergesheimer be appointed to the Agricultural Advisory Committee;

AND THAT an invitation to attend Agricultural Advisory Committee meetings be sent to District of Sechelt Planner, Andre Boel and copied to the Chief Administrative Officer;

AND FURTHER THAT a card be forwarded to Robin Wheeler with a letter thanking her for her past service and wishing her well.

**CARRIED**

Community

**It was moved and seconded**

187/11

THAT the Community Services Committee recommendation Nos. 1-28 of April 21, 2011 be received, adopted and acted upon as follows:

**Recommendation No. 1**    *Hike BC - Suncoaster Trail*

THAT the correspondence from Hike BC regarding adding National Hiking Trail signage to the developing Suncoaster Trail be received;

AND THAT staff identify the future conceptual route with preliminary cost estimates for completion;

AND THAT the proposed Suncoaster Trail route through Roberts Creek will require a public process in order to be defined and prior to detailed planning;

AND FURTHER THAT the National Hiking Trail signage be allowed to be posted along the newly developed Suncoaster Trail with a condition to cancel the signage upon 60 days notice by the SCRD.

**Recommendation No. 2**    *Dakota Ridge*

THAT the correspondence from Miroslav E. Vydra regarding Dakota Ridge be received.

187/11 cont.

**Recommendation No. 3**     *Painted Turtles*

THAT the correspondence from Michelle Evelyn and David Stiles regarding a nesting beach proposal for Painted Turtles at Trout Lake be received;

AND THAT the SCR D supports the Sunshine Coast Wildlife Project subject to consultation with staff and ensuring there is no conflict with other proposed trail uses;

AND FURTHER THAT staff send a referral to the Sechelt Indian Government District.

**Recommendation No. 4**     *Parks and Recreation -Monthly Report*

THAT the Parks and Recreation Division Monthly Report be received;

AND THAT staff report back to the May Community Services Committee regarding the planning of the Lower Road, Roberts Creek bike path with an estimated time line;

AND FURTHER THAT staff share information regarding the past potential expansion plans for the Gibsons Aquatic Centre with the successful firm for the Parks and Recreation Master Plan.

**Recommendation No. 5**     *Dakota Ridge Advisory Minutes*

THAT the Dakota Ridge Advisory Committee minutes of March 14, 2011 be received and Recommendations No. 1 to 4 be adopted and acted upon as follows:

**Recommendation No. 1**     *Minutes*

THAT the minutes of the meeting held January 17, 2011 be received.

**Recommendation No. 2**     *Dakota Ridge Mission Statement*

THAT the Dakota Ridge Mission and Vision Statement be received at the April 21, 2011 Community Services committee and subsequently forwarded to the SCR D Board for adoption.

**Recommendation No. 3**     *Dakota Ridge Business Plan*

THAT two to three members of the Dakota Ridge Advisory Committee form an Ad Hoc committee with SCR D staff to work toward developing the Dakota Ridge Business Plan including the process of short-listing of the RFP.

187/11 cont.

**Recommendation No. 4**     *Current Operations*

THAT the Parks Planners report regarding Current Operations at Dakota Ridge be received.

**Recommendation No. 6**     *Dakota Ridge Vision/Mission Statement*

THAT the Dakota Ridge Mission Statement be received;

AND THAT the Dakota Ridge Advisory Committee develop the 'Related Issues' into goals and objectives;

AND FURTHER THAT, upon adoption, the Vision and Mission Statement be referred to the Business Plan project.

**Recommendation No. 7**     *Draft Terms of Reference*

THAT the report from the Parks Services Manager regarding the draft Terms of Reference for the Dakota Ridge Business Plan be received.

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

THAT the report from the Parks Services Manager regarding expansion of Dakota Ridge Recreation Area be received.

**Recommendation No. 9**     *Process for Acquiring UREP Land Area D*

THAT the report from the Manager of Parks Services regarding the process for acquiring UREP land in Area D be received;

AND THAT staff report back to the May Community Services Committee meeting advising the process of acquiring a Section 56 or 57 agreement at this site and noting what would be required to secure it, and further, what opportunities would it provide.

**Recommendation No. 10**     *Advisory Committee Minutes*

THAT the Recreation and Parks Services Advisory Committee meeting minutes of April 4, 2011 be received and Recommendations No. 1 to 5 be adopted and acted upon as follows:

**Recommendation No. 1**     *Minutes*

THAT the minutes of the meeting held March 7, 2011 be received.

**Recommendation No. 2**     *Chapman Creek Trail*

THAT the correspondence from the Sunshine Coast Trails Society be received.

187/11 cont.

**Recommendation No. 3**     *Hall Allocations Policy*

THAT the draft Hall Allocation Policy be amended to read “Public Common Space (ie Lobby, Waiting Rooms and Grounds);”

AND THAT the amended Hall Allocations Policy be forwarded to the Community Services Committee for their review and recommendation.

**Recommendation No. 4**     *Facility Audits*

THAT the report from the Recreation Services Manager regarding facility audits of Sechelt Arena and Gibsons Aquatic Centre be received and submitted to the Parks and Recreation Master Plan consultant as part of the master plan process;

AND FURTHER THAT it continue to move forward through to the 2012 budget process.

**Recommendation No. 5**     *Monthly Report*

THAT the March Parks and Recreation monthly report be received.

**Recommendation No. 11**     *Parks Master Plan Trails*

THAT the report from the Parks Services Manager regarding Parks Master Plan trail suggestions be received;

AND THAT staff, in consultation with Ocean Beach Esplanade Stewardship Committee, proceed with the development of the New Westminster Road trail in Area E;

AND THAT funds for Area B be allocated to a Coopers Green lagoon connection through the development of the Datsun Alley trail connection with any remaining funds to be reviewed;

AND THAT funds for Area F be allocated in the following order: 1) Granthams Hall to Shirley Macey Disc Golf, 2) Granthams Hall to Ruffum Road, and 3) Shirley Macey Disc Golf to Esperanza;

AND THAT \$5000 be held for the development of trails on Keats Island;

AND FURTHER THAT trail development decisions for Area D be put on hold until after the Official Community Plan open house.

187/11 cont.

**Recommendation No. 12** *Indoor Space Allocation Policy*

THAT the report from the Parks Services Manager regarding the draft Indoor Space Allocation Policy be received and amended to include the following clause under Insurance Requirements:

*‘Under certain situations the Recreation Manager may make special arrangements with a user group’.*

AND THAT under General Conditions the sentence be amended to read:

*“Use of Public Common Space is not included in the facility rental and will not be permitted without prior arrangement from staff.”*

**Recommendation No. 13** *Cemetery Tax Rates 2007-2011*

THAT the report from the Parks Services Manager regarding Cemetery Tax Rates from 2007 - 2011 be received.

**Recommendation No. 14** *Ranger Station Agreements*

THAT the report from the Parks Services Manager regarding the Ranger Station Agreements (Pender Harbour Reading Centre, Serendipity Child Development Society and the Harbour Gallery) be received;

AND THAT the lease amount is amended to \$5.00 with Liability Insurance increased from \$2 million to \$5 million;

AND THAT Planning staff research the possibility of listing these buildings as heritage buildings;

AND FURTHER THAT Building Division staff perform building condition assessments on all of the Ranger Station buildings.

**Recommendation No. 15** *SIGD Playing Fields Joint Initiatives*

THAT the report from the General Manager of Community Services regarding SIGD Playing Field / Joint Initiatives be received;

AND THAT, in addition to inviting staff from District of Sechelt, SCR D Parks staff consult with SIGD on potential joint ventures prior to the Parks & Recreation Master Plan.

**Recommendation No. 16** *Attracting, Retaining & Engaging Young Adults on the Sunshine Coast*

THAT the correspondence from the Sunshine Coast Community Foundation regarding Attracting, Retaining & Engaging Young Adults on the Sunshine Coast be received.

187/11 cont.

**Recommendation No. 17**    *VOICE*

THAT the correspondence from Silas White regarding VOICE be received;

AND THAT staff review the questions contained within the VOICE report and provide responses and suggestions to the May Community Services Committee meeting.

**Recommendation No. 18**    *Transit for Fire Fighters*

THAT the correspondence from the Roberts Creek Fire Department regarding complimentary transit for firefighters be received;

AND THAT fire fighters be provided complimentary Transit passes subject to photo ID.

**Recommendation No. 19**    *Chinese Consulate*

THAT the correspondence from the Sechelt Indian Band regarding the Chinese Consulate visiting the Sunshine Coast be received;

AND THAT both Area F Director Turnbull and alternate Director Joyce Clegg be paid for committees or participation to be held on April 29th.

**Recommendation No. 20**    *BC Transit Annual Operating Agreement*

THAT the report from the Transportation and Facilities Manager regarding the BC Transit 2011/12 Annual Operating Agreement be received;

AND THAT the Chair and Corporate Officer be authorized to sign the agreement.

**Recommendation No. 21**    *Home Energy Retrofit Pilot Program*

THAT the following reports be received:

- Community Energy Manager titled Cost Neutral Home Energy Retrofits Pilot Program; and
- Chief Building Inspector titled Proposed Building Bylaw – Permit Fee Increases;

AND THAT staff provide a report to the Community Services Committee outlining proposed bylaw amendments to:

- amend building permit fees to enable a discount for the eco incentive project without increasing fees for permits issued for building construction valued under \$50,000;



187/11 cont.

- implement fee increases in two steps; August 2011 and January 2012;
- show no increase in fees for woodstove replacement or installation permits

AND FURTHER THAT the report detail options to distribute other fees to achieve the revenue increase target of 10% in 2011 and 5% in 2012.

**Recommendation No. 22**    *Monthly Building Statistics*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding the March monthly building statistics be received.

**Recommendation No. 23**    *Bylaw Enforcement Policy and BEN Ticketing System*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Bylaw Enforcement Policy and BEN Ticketing System be received;

AND THAT the Board Policy on bylaw enforcement be considered as amended;

AND THAT that Bylaw enforcement complaint adjudicator qualifications be drafted as a separate policy;

AND FURTHER that both policies be brought back to the committee for final review.

**Recommendation No. 24**    *Proposed Fire Protection Bylaw*

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

AND THAT the revisions be referred to all APC's (excluding Area A and F) for input and consultation prior to going to the Board for adoption;

AND THAT that 6.3 be amended to read "Refer to the Smoke Bylaw."

**Recommendation No. 25**    *Fire Department Training*

THAT the report from the General Manager of Community Services regarding Fire Department Training be received;

AND THAT the SCRD Board supports collaborative training where possible;

187/11 cont.

AND FURTHER THAT Fire Chiefs meet to discuss how more than one fire department may share the development of new training infrastructure and programs over the next five years and report back to the SCR D Board.

**Recommendation No. 26**    *SCEP Planning Committee Minutes*

THAT the Sunshine Coast Emergency Program Planning Committee minutes of March 30, 2011 be received.

**Recommendation No. 27**    *Co-location Agreement Egmont Tower*

THAT the report from the General Manager of Community Services entitled Egmont Tower Co-location Agreement RCMP be received;

AND THAT the agreement be approved subject to acceptable technical and legal review;

AND FURTHER THAT the Chair and Corporate Officer be authorized to sign the Egmont Tower Co-location Agreement.

**Recommendation No. 28**    *Affordable Housing*

THAT the verbal report from the General Manager of Community Services regarding an ACT/FCM \$5000 grant for an affordable housing project be received;

AND THAT a letter be sent to the Federation of Canadian Municipalities noting that the funding was not utilized due to Cabinet level reorganization in the Province of BC;

AND FURTHER that the SCR D will be examining alternative ways to advance this project.

**CARRIED**

Corporate

**It was moved and seconded**

188/11

THAT the Corporate and Administrative Services Committee recommendation Nos. 1, 5 and 8 of April 21, 2011 be received, adopted and acted upon as follows:

**Recommendation No. 1**    *Audited Financial Statements*

THAT the Sunshine Coast Regional District Financial Statements to December 31, 2010 be received and approved as presented.

188/11 cont.                    **Recommendation No. 5**     *Local Government Awareness Week*

THAT the Communication Officer’s report regarding a communications plan for Local Government Awareness Week be received and approved as presented.

**Recommendation No. 8**     *B C Hydro Integrated Resource Plan*

THAT the Senior Planners’ report regarding the B C Hydro Integrated Resource Plan be received;

AND THAT the comments contained within the report be forwarded to BC Hydro as the SCRD’s response to the Integrated Resource Plan.

**CARRIED**

**MOTIONS**

Grant                            **It was moved and seconded**

189/11                        THAT an application for grant funding be submitted to the Gas Tax General Strategic Priorities and Innovations Fund for universal water metering.

**CARRIED**

**BYLAWS**

Bylaw 310.105                **It was moved and seconded**

190/11                        THAT “Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.105, 2005” be read a second time as amended.

**CARRIED**

Bylaw 337.83                **It was moved and seconded**

191/11                        THAT “Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.83, 2005” be read a second time as amended.

**CARRIED**

Public Hearing                **It was moved and seconded**

192/11                        THAT, concerning Bylaw 337.83 and Bylaw 310.105, a public hearing be scheduled to be held on Tuesday, May 31, 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 Shugar be delegated Chair and Director Lewis as Alternate Chair to conduct the public hearing.

**CARRIED**

*The Board moved In Camera at 8:56p.m.*

**IN CAMERA                    It was moved and seconded**

193/11                    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.

**CARRIED**

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

**Director Remuneration It was moved and seconded**

194/11                    THAT the interview of the candidates for the Parks and Recreation Master Plan RFP on April 29<sup>th</sup>, 2011 be considered an extraordinary meeting for the purpose of director remuneration.

**CARRIED**

**ADJOURNMENT            It was moved and seconded**

195/11                    THAT the Regular Board meeting be adjourned.

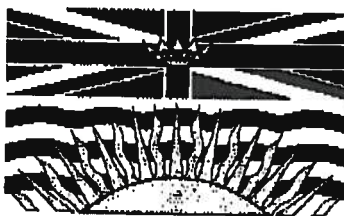
**CARRIED**

The meeting adjourned at 9:12 p.m.

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

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

\_\_\_\_\_  
Chair



## We Proclaim this Community Accord

In recognition of the Sunshine Coast as a vibrant, diverse and progressive community in which all people live, work, play and prosper together, we the undersigned representatives of the Sunshine Coast's varied communities undertake to:

- Respect** all ethnic, cultural, religious and linguistic communities
- Promote** respect for diversity across our communities
- Seek** opportunities to work together to reaffirm our similarities as human beings and the fundamental principles that unite us as community members
- Advocate** for the elimination of racial and religious intolerance
- Reject** all forms of racial and religious discrimination, violence and harassment

### Vision for our Sunshine Coast Community

A place that is welcoming and inclusive where individuals and communities feel respected and diversity is celebrated.

Compassion

Friendliness

Unity in Diversity

### Statement of Purpose

To promote welcoming and inclusive resources by:

- creating** opportunities for newcomers to participate in programs, services and the exchange of ideas or information
- promoting** cultural sensitivity and understanding among community members, organizations and institutions
- encouraging** and supporting collaboration and partnership

This agreement is an outline of our intentions to work together in good faith and is not a legally binding document.

Parties to this Community Accord:

Sunshine Coast Regional District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title 19

\_\_\_\_\_  
Date

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

**April 28, 2011**

DRAFT RECOMMENDATIONS FROM THE SPECIAL 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 Directors	B. Janyk L. Turnbull D. Shugar K. Thirkell L. Lewis G. Nohr E. Graham
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<b>ALSO PRESENT:</b>	Chief Administrative Officer Acting GM, Corporate Services Manager, Legislative Services GM Community Services GM, Infrastructure Services Accounting Technician Recording Secretary Public Media	J. France J. Day A. Legault P. Fenwick B. Shoji T. Perreault S. Williams 1 2
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**CALL TO ORDER**            9:44 a.m.

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

**REPORTS**

**Recommendation No. 1**    *2011 Budget Debriefing – Parking Lot Items*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding parking lot items review from the 2011 Budget discussions be received.

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

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

AND THAT the framework for an increase to base budget as outlined in the General Manager, Corporate Services' report of November 16, 2010 titled "Overview of 2011 Budget and Goal Setting" be clarified as follows:

- Net Operating Base Budget means Base Budget excluding admin support, salaries, benefits, transfers and debt payments;
- Changes to the established base budget will be determined through the decision package process;
- A maximum percentage increase to net operating base budget will be determined by the Board in the fall of each year for the upcoming budget year. This percentage will be translated into a dollar amount per budget in the Finance division and provided to the Budget Manager as an "up to" maximum amount available for consideration within each budget;
- For Round 1 Budget, Budget Managers will incorporate increases to net operating base budget where required and report to the Committee on the total percentage increase used per budget with an explanation of where it was used within each budget.

*The Committee recessed at 10:45 a.m. and reconvened at 11:00 a.m.*

**Recommendation No. 3**     *Work Plan*

The Corporate and Administrative Services Committee recommended that Managers provide a report to a Special Corporate and Administrative Services Committee each December incorporating the following:

- the work plan at the beginning of the current year;
- the status of current work plan, what was completed, what is in progress and what is still outstanding;
- proposals for the upcoming years' work plan for consideration by the Board;

AND THAT the Board will determine if the outstanding work is still a priority at that time and identify projects to be included on the upcoming years' work plan.

**Recommendation No. 4**     *Decision Packages*

The Corporate and Administrative Services Committee recommended that the Decision Packages process be amended as follows:

- List the actual decision packages in priority order in the report, corresponding to the prioritized decision packages listed in the recommendation;
- Label clearly which decision packages are mandatory and provide reasons why;
- Explain how the decision package relates to the Financial Sustainability Policy, as well as the Strategic Plan; and
- Include any existing reserve balance and provide a 5 or 10-year plan showing reserve contributions and expenditures.

**Recommendation No. 5**     *Support Services*

The Corporate and Administrative Services Committee recommended that the Acting General Manager, Corporate Services' report regarding Support Services Policy and framework be received;

AND THAT staff provide Directors with a copy of the Support Services spreadsheet detailing the allocation amounts per function.

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

*Director Graham left the meeting at 12:07 p.m.*

**Recommendation No. 6**     *Equity between Area Participation Rates and Services*

The Corporate and Administrative Services Committee recommended that the verbal report from the Acting General Manager, Corporate Services regarding the status of the report on equity between the area participation rates and Regional District services be received;

AND THAT, in addition to the functions previously identified, staff provide a report in the Fall of 2011 with an analysis of participation rates and services in the following functions:

- Ports
- Animal Control on Islands and possibly the Industrial Sector
- Bicycle Paths on the Islands
- Joint Use
- Museums
- Regional Planning

AND FURTHER THAT the report include the pros, cons and legislative requirements for participating or withdrawing from those services.

*Director Shugar opposed*

**ADJOURNED 12:35**



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

**April 28, 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 E. Graham
<b>ALSO PRESENT:</b>	Acting GM, Corporate Services	J. Day
	Manager, Legislative Services	A. Legault
	Alternate Director, Area F	J. Clegg
	Alternate Director, District of Sechelt	A. Lutes
	Accounting Technician	T. Perreault
	Recording Secretary	S. Williams
	Public	2
	Media	2

**CALL TO ORDER**            1:44 p.m.

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

**PETITIONS AND DELEGATIONS**

*Bill Cox, BDO Dunwoody presented the Committee with the Sunshine Coast Regional District Financial Statements to December 31, 2010. He noted the following:*

- *Changes in process due to Canada's adoption of the International Audit Standards which now require the Financial Statements to be presented and approved by the Board before the Auditor can sign and approve them.*
- *The auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.*

*The Chair thanked Mr. Cox for his presentation.*

*The Committee moved in Camera at 2:09 p.m.*

That the public be excluded from attendance at the meeting in accordance with section 90 (1) (i), of the *Community Charter* as “discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 ....” is to be discussed.

*The Committee moved out of In Camera at p.m.2:20 p.m.*

**Recommendation No. 1**     *Audited Financial Statements*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Regional District Financial Statements to December 31, 2010 be received and approved as presented;

AND THAT this recommendation be forwarded to the April 28, 2011 Regular Board meeting for adoption.

*The Committee recessed at 2:25 and reconvened at 2:49 p.m.*

*The Committee moved In Camera at 2:50 p.m.*

That the public be excluded from attendance at the meeting in accordance with section 90 (1) (k) of the *Community Charter* as “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages .....” is to be discussed.

*The Committee moved out of In Camera at p.m.3:21*

**REPORTS**

**Recommendation No. 2**     *Activity Report – Legislative Services Division*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services’ report regarding first quarter activities within the Legislative Services division be received.

**Recommendation No. 3**     *Communication Plan Review and Update*

The Corporate and Administrative Services Committee recommended that the Communication Officer and Manager of Legislative Services’ report regarding the Communication Plan review and update be received;

AND THAT the Revised Communication Plan be approved as presented;

AND FURTHER THAT staff explore methods to target the 25 – 45 year old demographic for inclusion in the Communication Plan.

**Recommendation No. 4**     *Advertising*

The Corporate and Administrative Services Committee recommended that staff provide a report to the next Corporate and Administrative Services Committee meeting on the costs of the monthly Harbour Spiel advertising including alternative cost allocation options.

*Director's Graham and Nohr opposed*

**Recommendation No. 5**     *Local Government Awareness Week*

The Corporate and Administrative Services Committee recommended that the Communication Officer's report regarding a communications plan for Local Government Awareness Week be received and approved as presented;

AND THAT this recommendation be forwarded to the April 28, 2011 Regular Board meeting for adoption.

**Recommendation No. 6**     *Contracts*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer's report regarding contracts entered into between \$20,000 and \$100,000 to April 18, 2011 be received.

**Recommendation No. 7**     *Transit [310] Quarterly Variance Report March 2011*

The Corporate and Administrative Services Committee recommended that Manager of Transportation and Facilities' Variance Report for the Transit division be received.

**Recommendation No. 8**     *B C Hydro Integrated Resource Plan*

The Corporate and Administrative Services Committee recommended that the Senior Planners' report regarding the B C Hydro Integrated Resource Plan be received;

AND THAT the comments contained within the report be forwarded to BC Hydro as the SCRD's response to the Integrated Resource Plan;

AND FURTHER THAT this recommendation be forwarded to the April 28, 2011 Regular Board meeting for adoption.

**Recommendation No. 9**     *Draft Regional Sustainability Plan*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services' report regarding the draft Regional Sustainability Plan be received;

AND THAT those organizations represented on the development team for the draft Regional Sustainability Plan (RSP) be invited to attend a joint meeting for the purpose of discussing the draft RSP in more detail, providing feedback and seeking joint support for the RSP prior to initiating broader community engagement.

**Recommendation No. 10**    *Audit Results and Communications*

The Corporate and Administrative Services Committee recommended that the Report to the Board from BDO Canada Ltd on the audit results from the 2010 Audit be received.

**Recommendation No. 11**    *LMTAC Discussion Paper*

The Corporate and Administrative Services Committee recommended that the correspondence from the Lower Mainland Treaty Advisory Committee regarding the *First Nations Commercial and Industrial Development Act* (FNCIDA) and the response from the Squamish Nation be received.

**Recommendation No. 12**    *Intergovernmental Meeting*

The Corporate and Administrative Services Committee recommended that the correspondence from the Town of Gibsons requesting agenda items for the Intergovernmental meeting scheduled for May 11<sup>th</sup>, 2011 at 7:00 p.m. be received;

AND THAT the following be forwarded to the Town of Gibsons to be considered for inclusion on the Agenda:

- Invitation to Dion Whyte and Julie Clark of the SCR D Sustainability Division to present the Draft Regional Sustainability Plan;
- Report from School District No. 46 on the Neighbourhood Learning Projects; specifically with regard to funding, plans and status of those plans;
- Invitation to members of the Agricultural Advisory Committee to speak on what they do and how Local Governments can be of assistance to them.

**Recommendation No. 13**    *Salish Soils Tour*

The Corporate and Administrative Services Committee recommended that the correspondence from Phil Ragan inviting the Board to tour the Salish Soils site be received;

AND THAT staff notify Mr. Ragan that the Directors would be interested in touring the facility on the morning of Thursday, May 6<sup>th</sup>, 2011.

**ADJOURNED 4:46**

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE  
MAY 5, 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	J. Louie G. Nohr K. Thirkell E. Graham D. Ryan (Alt) L. Lewis L. Johnson L. Turnbull
<b>ALSO PRESENT:</b>	GM, Infrastructure Services Acting Manager of Transportation & Facilities Recording Secretary Staff Media Public	B. Shoji B. Proctor (part) J. Bullock 0 2 3

**CALL TO ORDER**      1:30p.m.

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

**DELEGATIONS**

**COMMUNICATIONS**

**Recommendation No. 1**    *Florescent Bulbs*

The Infrastructure Services Committee recommended that the correspondence from Yvette Fleming, dated March 8, 2011 regarding Compact Florescent Bulbs be received;

AND THAT staff send a letter to UBCM to request that this item be added to their next meeting agenda for discussion, specifically around health concerns, ie; Lupus;

AND THAT this letter be copied to Dr. Paul Martiquet.

**Recommendation No. 2** *Policy Changes in Watershed*

The Infrastructure Services Committee recommended that the correspondence from the Village of Hazelton, dated March 9, 2011 regarding Policy Changes in Watershed be received;

AND THAT staff send a letter to the Provincial Government, enclosing a copy of the Village of Hazelton correspondence, advising them that the SCR D Board agrees with the points of concern raised in this correspondence and that the SCR D Board requests the same actions as contained within the letter;

AND THAT a copy of the letter be sent to the Village of Hazelton for their information.

**Recommendation No. 3** *BC Ferry Authority New Board Appointments*

The Infrastructure Services Committee recommended that the correspondence from BC Ferries, dated March 4, 2011 regarding New Board Appointments be received.

**Recommendation No. 4** *Request for Meeting with Minister*

The Infrastructure Services Committee recommended that the correspondence from Regional District of Nanaimo, dated April 20, 2011 regarding Request for Meeting with Minister of Transportation and Infrastructure be received.

**REPORTS****Recommendation No. 5** *Transportation Advisory Committee minutes*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of February 28, 2011 be received;

AND THAT the SCR D Chair contact Don Legault of the Department of Highways to inquire about the possibility of placing No Parking decals in Bike lanes to encourage parking elsewhere and prevent the blockage of designated bike lanes.

**Recommendation No. 6** *Regional Drinking Water Team minutes*

The Infrastructure Services Committee recommended that the Vancouver Coastal Health Interagency Regional Drinking Water Team minutes of December 8, 2010 be received.

**Recommendation No. 7** *Regional Drinking Water Team – Director’s Committee Response*

The Infrastructure Services Committee recommended that the General Manager, Infrastructure Services’ report entitled “Regional Drinking Water Team – Director’s Committee Response January 28, 2011” be received;

AND THAT staff send a letter to Premier Christie Clarke advising of our issues and concerns regarding the SCR D having no decision making authority in the watersheds, even though they are the purveyors of drinking water on the Sunshine Coast;

AND THAT a list of specific concerns be included in this letter;

AND THAT this letter be copied to UBCM and the municipalities.

**Recommendation No. 8** *Keats Landing Dock – Moorage Society Lease History*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Keats Landing Dock – Moorage Society Lease History" be received;

AND THAT this item be brought back to the June Infrastructure Services Committee for further discussion.

**Recommendation No. 9** *BC Ferries Schedule Changes*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "BC Ferries Schedule Changes" be received.

**Recommendation No. 10** *Transportation Concerns on the Sunshine Coast*

The Infrastructure Services Committee recommended that the staff request a visit with MOTI Minister Lekstrom regarding BC Ferries and transportation issues on the Sunshine Coast.

**Recommendation No. 11** *BC Transit Response on Public/Private Partnerships*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "BC Transit Response on Public/Private Partnerships" be received.

**Recommendation No. 12** *Adopt a Bus Shelter Program*

The Infrastructure Services Committee recommended that the Manager Transportation and Facilities' report entitled "Adopt a Bus Shelter Program" be received;

AND THAT staff institute an Adopt a Bus Shelter program for the Sunshine Coast Transit System.

**Recommendation No. 13** *Transit Facility Revenue Generation*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Transit Facility Revenue Generation" be received.

**Recommendation No. 14** *First Time Rider Program*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "First Time Rider Program" be received;

AND THAT staff institute a First Time Rider Program for the Sunshine Coast Transit System in September 2011, to coincide with the new school year;

AND THAT staff investigate and report back to a future Infrastructure Services Committee on options for offering an Annual Student Bus Pass and an Unlimited Day Bus Pass;

AND THAT staff consider carrying out the music on the bus feature for the Sea Cavalcade event;

AND FURTHER THAT staff consider the possibility of supplying bus service to and from the Sea Cavalcade celebrations.

*The Infrastructure Services Committee recessed at 2:58pm and re-convened at 3:10pm*

**Recommendation No. 15** *Request for Meeting with Minister of Transportation and Infrastructure*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Request for Meeting with Minister of Transportation and Infrastructure" be received;

AND THAT staff write to the Regional District of Nanaimo with a request to Chair Stanhope in his capacity as Chair of Regional District of Nanaimo, and as President of AVICC, to bring up the question of greater sharing of advertising revenues from buses.

**Recommendation No. 16** *Alternate Transportation Advisory Committee*

The Infrastructure Services Committee recommended that the GM, Infrastructure Services' report entitled "Alternate Transportation Advisory Committee" be received;

AND THAT the proposed Alternate Transportation Advisory Committee be established as an arms length working group, and not be a formal committee of the SCRCD at this time.

**Recommendation No. 17** *Solid Waste Management Plan Update – Avoided Landfill Costs*

The Infrastructure Services Committee recommended that the GM Infrastructure Services' report entitled "Solid Waste Management Plan Update – Avoided Landfill Costs" be received;

AND THAT the draft Solid Waste Management Plan documents be posted immediately for public consumption;

AND THAT the Avoided Landfill Cost analysis be incorporated into the Solid Waste Management Plan update process at the earliest available date;

AND FURTHER THAT these recommendations be acted upon prior to adoption by the Board.

*Director Thirkell opposed*



**Recommendation No. 18** *Regional Solid Waste (Function #350-353) Quarterly Variance Reporting for Period Ended March 2011*

The Infrastructure Services Committee recommended that the Solid Waste Management Coordinator's report entitled "Regional Solid Waste (Function #350-353) Quarterly Variance Reporting for Period Ended March 2011" be received;

AND THAT staff work with the finance department to try to provide a more meaningful and detailed variance report for future meetings, including graphs showing comparisons and past trends from previous years.

**Recommendation No. 19** *Strategy for Funding Landfill Closure Reserves*

The Infrastructure Services Committee recommended that the GM, Infrastructure Services' verbal report entitled "Strategy for Funding Landfill Closure Reserves" be received;

AND THAT the requested report be deferred until completion of the Solid Waste Management Plan Update process.

**Recommendation No. 20** *Smart Metering – Early Adoption – Opportunities and Benefits*

The Infrastructure Services Committee recommended that the Community Energy Manager's report entitled "Smart Metering – Early Adoption – Opportunities and Benefits" be received;

AND THAT staff be directed to work with BC Hydro to determine the Sunshine Coast's eligibility for, and next steps to become an early-adopter Smart Meter Community.

*Motion defeated*

*Directors Janyk, Turnbull, Thirkell and Ryan opposed.*

**Recommendation No. 21** *Chapman Watershed Source Protection Technical Working Group Terms of Reference – Amendment Request*

The Infrastructure Services Committee recommended that the Engineering Technician's report entitled "Chapman Watershed Source Protection Technical Working Group Terms of Reference – Amendment Request" be received;

AND THAT the Terms of Reference be amended by deleting reference to Canadian National Investors in Section 3.1 (4);

AND FURTHER THAT this report and the Terms of Reference be provided to the June Infrastructure Services Committee for review and consideration.

**Recommendation No. 22** *Monthly Report for March 2011*

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

**Recommendation No. 23** *Monthly Report for April 2011*

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

*Director Janyk left the meeting at 4:30pm*

**Recommendation No. 24** *Disposal of Invasive Plants*

The Infrastructure Services Committee recommended that staff be asked to examine the issue of safe disposal of invasive plant material (including seeds and roots) to determine whether it can be composted without danger of reproduction, or whether at this time burning at a controlled burn site is the best disposal method;

AND THAT staff consult with representatives from the Environment Branch of MOTI to ensure that there is a consistent approach to the disposal of invasive plant material.

**Recommendation No. 25** *Occupant Agreement Between SCR D and BC Ferries for a Bicycle/Walking Path Accessing the Langdale Ferry Terminal*

The Infrastructure Services Committee recommended that the Parks Planning Coordinator's report entitled "Occupant Agreement Between SCR D and BC Ferries for a Bicycle/Walking Path Accessing the Langdale Ferry Terminal" be received;

AND THAT the wording of Occupant Agreement (License) Section 4 be amended to read as follows:

**4. RENEWAL**

Subject to the rights of the parties as set out in paragraph 5 of this Agreement, if the Licensee provides the Licensor with a request in writing on or prior to the date that is sixty (60) days prior to the expiry of the Term, then the Licensor may grant the Licensee a renewal of this Agreement for additional terms of five (5) years (the "Renewal Term") on the same terms and conditions as set out in this Agreement.

AND THAT subject to final review the SCR D Chair and Corporate Officer be authorized to sign the Occupant Agreement.

**ADJOURNMENT 4:40pm**

## **SCRD STAFF REPORT**

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**DATE:** May 5, 2011  
**TO:** Regular Board – May 12, 2011  
**FROM:** Angie Legault, Manager of Legislative Services  
**RE:** **DIRECTOR REMUNERATION – ACTING CHAIR**

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### **RECOMMENDATION(S)**

**THAT** the report concerning Director Remuneration – Acting Chair be received;

**AND THAT** the definition of “Acting in the capacity of Board Chair” in Bylaw 636 be amended to read “...those times when the Board Chair is unavailable for a period of one week or longer, or as resolved by the Board, or prior to the one week period when the Vice Chair is required to attend to business in the place of the Chair e.g. for document execution.”

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### **BACKGROUND**

In response to a staff report concerning the definition of “Acting in the capacity of the Board Chair”, the following resolution was adopted at the April 14, 2011 Regular Board Meeting.

170/11 cont.

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

- 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.

### **DISCUSSION**

A draft bylaw with the proposed definition is attached for consideration of three readings.

# SUNSHINE COAST REGIONAL DISTRICT

## BYLAW NO. 636.1

### A Bylaw to amend Sunshine Coast Regional District Directors' Remuneration Bylaw No. 636, 2011

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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 Directors' Remuneration Amendment Bylaw No. 636.1, 2011*".
2. "*Sunshine Coast Regional District Directors' Remuneration Bylaw No. 636, 2011*" is hereby amended as follows:
  - a) Delete definition of "Acting in the capacity of Board Chair" in its entirety and replace with the following:

"Acting in the capacity of Board Chair" means those times when the Board Chair is unavailable for a period of one week or longer, or as resolved by the Board, or prior to the one week period when the Vice Chair is required to attend to business in the place of the Chair e.g. for document execution.

READ A FIRST TIME this 12<sup>th</sup> day of May, 2011

READ A SECOND TIME this 12<sup>th</sup> day of May, 2011

READ A THIRD TIME this 12<sup>th</sup> day of May, 2011

ADOPTED this day of

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CORPORATE OFFICER

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CHAIR