



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, November 10, 2011

AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of October 27, 2011

Annex A
Pages 1-19

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Administrators Report Annex B
pp 20-21
4. Directors Reports Verbal
5. Special Corporate and Administrative Services Committee recommendation Nos. 1-14 of October 24, 2011 Annex C
pp 22-30
6. Corporate and Administrative Services Committee recommendation Nos. 1-16 of October 27, 2011 Annex D
pp 31-35
7. Infrastructure Services Committee recommendation Nos. 1-6 of November 3, 2011 Annex E
pp 36-37

MOTIONS

BYLAWS

8. "Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.2, 2011" Annex F
pp 38-45
- ***adoption***
(Voting – All Directors – 1 Vote Each)

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1)(a), (c), (g) and (k) of the *Community Charter* –“personal information about an identifiable individual who ...”, “labour relations or other employee relations”, “litigation or potential litigation affecting the municipality” and “negotiations and related discussion respecting the proposed provision of a municipal service...”.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

October 27, 2011

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

PRESENT:	Chair	G. Nohr
	Directors	D. Shugar L. Turnbull B. Janyk L. Lewis E. Graham A. Lutes (Alt.)

ALSO PRESENT:	Chief Administrative Officer	J. France
	GM, Community Services	P. Fenwick
	GM, Infrastructure Services	B. Shoji
	GM, Planning and Development	S. Olmstead
	Chief Building Inspector/Bylaw Manager	P. Longhi
	Treasurer	T. Perreault
	Deputy Corporate Officer/Recording Secretary	S. Williams
	Media	0
	Public	1

CALL TO ORDER 7:31 p.m.

AGENDA It was moved and seconded

412/11 THAT the agenda for the meeting be adopted as amended to include discussion on:

- Gibsons Fire Commission; and
- Lower Mainland Treaty Advisory Committee.

CARRIED

MINUTES

Minutes **It was moved and seconded**

413/11 THAT the Regular Board meeting minutes of October 13, 2011 be adopted as presented.

CARRIED

Administrator’s Reports

CAO Report **It was moved and seconded**

414/11 THAT the Chief Administrative Officer’s report be received.

CARRIED

Director’s Reports

Directors provided a verbal report of their activities.

Planning **It was moved and seconded**

415/11 THAT Planning and Development Committee recommendation Nos. 1-7 and 9-17 of October 13, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *Tyson Creek Narrows Inlet Power Project*

THAT staff ask Renewable Power Corp. to submit a written request for support of the Tyson Creek Narrows Inlet Power Project;

AND THAT staff request a tour of the site for Board members;

AND THAT staff prepare a report for the Planning and Development Committee reviewing the details of how environmental issues have been, or are being, addressed;

AND FURTHER THAT the report provide staff recommendations of support for consideration by the Committee.

Recommendation No. 2 *Bylaw Nos 600.2 & 310.138*

THAT the staff report titled “OCP / Zoning Amendment Bylaw Nos. 600.2 & 310.138 (Penonzek & Johnson)” dated October 3, 2011 be received;

415/11 cont.

AND THAT “Elphinstone Official Community Plan Amendment Bylaw No. 600.2, 2011” and “Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.138, 2011” be forwarded to the Board for consideration of first reading;

AND THAT following first reading, the applicant arrange and conduct a local public information meeting concerning their application;

AND THAT Bylaw Nos. 600.2 and 310.138 be forwarded to the Ministry of Transportation and Infrastructure and the Vancouver Coastal Health Authority for comment;

AND THAT pursuant to Section 879 2(b) iii, iv & v of the *Local Government Act* the OCP amendment be considered minor enough in scope to not require referral to the Town of Gibsons, Squamish Nation or School District No. 46;

AND FURTHER THAT staff enter into discussion with the applicant regarding the provision of funds for construction of proposed trails within the property.

Recommendation No. 3 *West Howe Sound OCP Bylaw No. 640*

THAT the staff report titled “West Howe Sound Official Community Plan Bylaw 640” dated October 6, 2011, be received as amended as follows:

AND THAT “West Howe Sound Official Community Plan Bylaw No. 640, 2011” be amended to revise the wording of a portion of Policy 1 of Chapter 3.6 and to amend Map 3 to include reference to public consultation in the text box as follows:

1. To add the words “and future public consultation” in reference to public consultation in the text box on Map 3 of the “West Howe Sound Official Community Plan Bylaw No. 640, 2011”, when referring to determination of the proposed future route of the Langdale to Port Mellon Bypass; and
2. To amend the wording of a portion of Policy 1 of Chapter 3.6 as follows:

Approximately 2.6 hectares of the Terminal Forest Products water leases (DL 1692 & 5325) extend southwards from the Marine Industrial designation area in the Twin Creeks OCP into the northern most part of the West Howe Sound OCP. These 2.6 hectares of water lease area are an integral part of the industrial operation.

415/11 cont.

During the OCP review process a desire has been expressed by adjacent residential property owners that, the SCRD should engage in discussion with the lease holder, the Provincial Government and local area residents association several months prior to renewal of the water leases to address residents' expressed concerns about potential industrial and residential use compatibility. If the water lease changes use or the area is not used for a period of time a discussion of the future use should ensue. The purpose of the discussion would be to explore all viable options to amend, reconfigure or substitute the water lease area to address resident concerns without adversely impacting the industrial operations.

AND FURTHER THAT "West Howe Sound Official Community Plan Bylaw No. 640, 2011" be forwarded to the October 27, 2011 Board for consideration of third reading, as amended and adoption.

Recommendation No. 4 *Roberts Creek OCP Bylaw No. 641*

THAT the staff report, dated October 5, 2011, be received and that draft "Roberts Creek Official Community Plan Bylaw No. 641, 2011" be amended as follows:

- Page 299 - delete the words "Ministry of Health" and "Ministry of Jobs, Tourism, Innovation" in the list of referral agencies;
- Page 319 - add the words "in order to vote in Official Community Plan Committee (OCPC) elections in Roberts Creek you must reside in Roberts Creek" to Policy 4.1.2.2;
- Page 323 - delete the reference to burning garbage waste and amend the sentence to read "Optimize solid waste reduction and recycling towards zero waste" in the Policy: 5.1 (e);
- Page 324 - add the words "Impact of " to the beginning of the first sentence in Policy 5.3'
- Page 331 6.6 - delete the words "of parcel area" in the first sentence, second line in Policy 6.6 Multi-Family Residential/Cluster Housing;
- Page 337- add the words "by non-profit organizations" replacing the words "by private business" to the sentence "Parks in Roberts Creek can be owned..." in Policy: 8) Parks, Trails And Recreation;
- Page 346 – delete the word "opposite" in the paragraph which reads "...pave the opposite shoulder..." in Policy: 8.12 a. iii. Walking, Bicycling and Equestrian Activities";
- Page 347 8.12 3 - delete the word "opposite" in the paragraph which reads "...pave the opposite shoulder..." in Policy 8.12 a. iv. Walking, Bicycling and Equestrian Activities";
- Page 355 9.4.10 d) – delete the words "with the objective of reducing" and replace with the words "take action to reduce";

415/11 cont.

- Page 400 – delete the words “Those lands identified within Development Permit Area X are required for subdivision” and replace with the words “Those lands identified within DP 7 that have potential for subdivision” in Policy under the heading of “Guidelines”;
- Page 428 – delete the word “material” and replace with the word “timber” in Policy under the heading of “Resource”;

AND THAT “Roberts Creek Official Community Plan Bylaw No. 641, 2011” be forwarded to the Board for consideration of first reading;

AND FURTHER THAT staff commence formal referrals to at least include:

- a. Meetings with shíshálh Nation and Squamish Nation Council and/or staff;
- b. Meeting(s) with the Roberts Creek Advisory Planning Commission, Roberts Creek Community Association and Official Community Plan Committee;
- c. A Technical Working Group Meeting, inviting representatives from relevant Provincial and Federal agencies and Ministries;
- d. Public Information Meeting;
- e. Publicity to encourage public comment.

Recommendation No. 5 *Housing Committee Funding Options*

THAT the staff report titled “Sunshine Coast Housing Committee Funding”, dated October 5, 2011, be deferred as a late item to the Community Services Committee meeting for further information.

Recommendation No. 6 *Heritage Lighthouse Protection*

THAT the correspondence from the BC Heritage Branch, Ministry of Forests, Lands and Natural Resource Operations (FLNR) dated September 13, 2011 regarding *Heritage Lighthouse Protection Act* be received.

Recommendation No. 7 *Private Moorage Applications*

THAT the staff report titled “Pender Harbour Private Moorage Applications”, dated October 5, 2011, be received;

AND THAT the correspondence from Keith Anderson, Ministry of Forests, Lands and Natural Resource Operations dated September 23, 2011 be received;

415/11 cont.

AND THAT staff provide a copy of the letter regarding this item to the Sechelt Indian Band;

AND FURTHER THAT staff provide a summary of the discussion package provided to Area A APC regarding zoning and private moorage in Pender Harbour at a future Planning and Development Committee meeting.

Recommendation No. 9 *Water Capacity*

THAT the issue of the relationship between water capacity and rate of land development throughout the water service area be referred to the November 3, 2011 Infrastructure Services Committee;

AND THAT staff provide a report on the 10 year water works plan.

Recommendation No. 10 *District of Sechelt Referral OCP
Amendment 3360-20 2011-06*

THAT the staff report titled “District of Sechelt Referral OCP Amendment 3360-20 2011-06 for a 30 lot subdivision and the draft West Sechelt Comprehensive Development Plan” dated September 28, 2011, be received and forwarded to the District of Sechelt;

AND THAT the Board’s formal comments regarding the draft West Sechelt Comprehensive Development Plan are as follows:

1. When planning for specific trails, include liaison with the SCRD Parks and Recreation section especially as the expansion of the Suncoaster Trail is likely to go through or near the area;
2. That there is liaison with the SCRD Transit service at an early stage in order to make allowances for possible new public transit facilities, such as potential locations for new bus stops and shelters being identified and protected or provided. This should also include provision for bicycle storage at or near the potential new stops. The new commercial/community area should also include provision for such facilities.
3. The SCRD is examining the potential for park and ride sites on the Coast as proposed in the Integrated Transportation Study. Although West Sechelt was not specifically identified as a location for such facilities, given the anticipated build out there may be scope to incorporate a park and ride facility in the area as it matures. The draft Plan should consider this possibility.
4. The draft Plan could add information regarding the potential for neighbourhood energy/heating systems, such as that being provided within the Upper Gibsons neighbourhood. Greater detail could also be provided on ‘green’ features such as provision of solar hot water heaters for new buildings.

415/11 cont.

5. *With respect to the draft Plan as a whole, SCRD Infrastructure Services staff request that an overall conceptual plan is provided to the SCRD which sets out future phasing and the number of properties in each phase. SCRD staff understand that any concept plan will be subject to change however it will assist the SCRD in reviewing overall water supply and infrastructure requirements.*

AND THAT the SCRD Board's formal comments regarding the proposed 30 lot subdivision are as follows:

6. Regional water is available to all lots. For Zone 1 a 200 mm watermain extension is required from Cowrie Street. For Zone 2, a 200 mm watermain extension is required from Compass Lane. In addition two hydrants will be required; siting should be discussed with SCRD Infrastructure Services staff. Development Cost Charges are also required to be paid in full to the District on behalf of the SCRD in the amount of \$47,850 prior to issuance of the final subdivision approval.

AND FURTHER THAT the District of Sechelt be requested to provide opportunity to the SCRD to comment on any new drafts of the West Sechelt Comprehensive Development Plan, prior to scheduling of a public hearing.

Recommendation No. 11 *Development Cost Charges for Parks*

THAT the report titled "Discussion Paper on Development Cost Charges for Parks Sunshine Coast Regional District" dated August 2008 be received;

AND THAT staff add discussion of the following items to the Electoral Area Directors workshop to be held on November 3 at the SCRD:

- a. Development Cost Charges;
- b. The Parks Acquisition Fund;
- c. Potential for each electoral area to tax to create its own Parks Acquisition Fund.

Recommendation No. 12 *Pre-Sale Notification of BC Timber Sales (BCTS)*

THAT the staff report titled "Pre-Sale Notification of BC Timber Sales Block A87106, A87124 and A84612 on Mt. Elphinstone" dated October 5, 2011 be received;

415/11 cont.

AND THAT the SCRDR shares the concerns *about how* BCTS and the Ministry of Forest, Lands and Natural Resource Operations are *managing the whole of Mt. Elphinstone's forest, for example:*

- *adjacency of cut blocks to existing clear cuts;*
- *cutting of intact old growth trees; and*
- *adjacency to recreation trails;*

AND THAT staff forward the comments from the Natural Resource Advisory Committee and the Roberts Creek Advisory Planning Commission to BC Timber Sales;

AND FURTHER THAT staff ask BC Timber Sales and the Ministry of Forests, Lands and Natural Resource Operations how they are addressing the cumulative effect of harvesting on Mt. Elphinstone.

Recommendation No. 13 *Gibsons Harbour Area Plan (Draft 3.1)*

THAT the staff report titled "Town of Gibsons Harbour Area Plan" dated October 3, 2011 be received;

AND THAT staff clarify the transit service provided by SCRDR Transit pursuant to the paragraph titled Transit on page 27 of the Town of Gibsons Harbour Area Plan;

AND FURTHER THAT staff invite discussion between the Town of Gibsons and SCRDR Transit staff on how a transit shuttle service between Lower Gibsons to Upper Gibsons could be coordinated with SCRDR Transit.

Recommendation No. 14 *Lower Mainland Treaty Advisory Committee (LMTAC)*

THAT the staff report titled "LMTAC-Discussion Paper Local Government Service Agreements with First Nations —Recommendations and considerations 2011 Updated Edition" dated October 6, 2011 be received and referred to the October 20, 2011 Community Services Committee meeting.

Recommendation No. 15 *Floor Area Ratio Requirements*

THAT the staff report titled "Floor Area Ratio Requirements for 5314 Taylor Crescent" dated October 3rd, 2011 be received;

AND THAT the Board direct staff to bring forward a report with options for amending Bylaw 310 to remove garages from the floor area ratio option;

415/11 cont.

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 under Section 57 of the Community Charter by the Sunshine Coast Regional District Board against title of Lot 51, District Lot 2394, Plan 16097 Group 1, NWD, PID007-583-052 ;

AND THAT enforcement of this issue of floor area non-compliance at 5314 Taylor Crescent be deferred until consideration of the amendment to Bylaw 310 is completed;

AND FURTHER THAT the Notice on Title be discharged at no cost to the owner(s) when zoning compliance occurs.

Recommendation No. 16 *Planning and Development Monthly Report*

THAT the staff report titled “Planning and Development Division Monthly Report for September 2011” be received.

Recommendation No. 17 *Minutes*

THAT the following Minutes be received:

- Agricultural Advisory Committee minutes of September 27, 2011;
- Natural Resources Advisory Committee minutes of September 28, 2011;
- Ocean Beach Esplanade Stewardship Advisory Committee meeting notes of September 15, 2011;
- Egmont/Pender Harbour APC Minutes of September 28, 2011;
- Roberts Creek APC Minutes of September 26, 2011;
- Elphinstone APC Minutes of September 28, 2011.

CARRIED

Community

It was moved and seconded

416/11

THAT Community Services Committee recommendation Nos. 1-9 and 11-24 of October 13, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Trails Strategy*

THAT the correspondence from the Sunshine Coast Trails Society, Sunshine Coast Tourism, Sunshine Coast Bed & Breakfast, Cottage Owners Association, Halfmoon Bay Citizens Association, Sunshine Coast Community Foundation and Sechelt Visitor Centre regarding a Trails Strategy for the Lower Sunshine Coast be received.

416/11 cont.

Recommendation No. 2 *Trails Strategy*

THAT a letter be forwarded to the Sunshine Coast Trails Society in support for their trails strategy initiative, encouraging partnerships in the community and asking they amend their focus to include all of the Lower Sunshine Coast;

AND THAT this recommendation be acted upon prior to Board adoption.

Recommendation No. 3 *Tax Exemption for Bicycles*

THAT the correspondence from the Minister of Finance regarding the tax exemption for bicycles be received;

AND THAT this letter be referred to the October 31, 2011 Transportation Advisory Committee.

Recommendation No. 4 *Grey Creek Forest Service Road
Maintenance Grant in Aid*

THAT the correspondence from Reynold Schmidt, Tetrahedron Outdoor Club regarding the Grey Creek Forest Service Road maintenance update and request for grant in aid be received;

AND THAT discussion on this issue be deferred until after the Source Assessment Response Plan discussions in November.

Recommendation No. 5 *Grey Creek Forest Service Road*

THAT the Grey Creek Forest Services Road issue and related documents be referred to the Joint Watershed Management meeting on November 7, 2011.

Recommendation No. 6 *Parks and Recreation Monthly Report*

THAT the Parks and Recreation Monthly Report be received.

Recommendation No. 7 *Recreation Program Delivery Area A*

THAT the Area A Recreation Program delivery report from the Pender Harbour Community School Society be received.

Recommendation No. 8 *Dakota Ridge Advisory Committee*

THAT the Dakota Ridge Advisory Committee meeting minutes of September 28, 2011 be received.

416/11 cont.

Recommendation No. 9 *Dakota Ridge - Business Plan*

THAT the Dakota Ridge Winter Recreation Area Business Plan be received.

Recommendation No. 11 *Dakota Ridge Meeting*

THAT the Dakota Ridge Business Plan be referred to a special meeting with the consultant as soon as possible with proposed dates to be provided by October 27, 2011;

AND THAT a staff report commenting on the business plan be provided for the meeting;

AND FURTHER THAT this recommendation be acted upon prior to Board adoption.

Recommendation No. 12 *Advisory Committee*

THAT the Recreation and Parks Services Advisory Committee meeting minutes of September 12, 2011 be received.

Recommendation No. 13 *Advisory Committee*

THAT the Recreation and Parks Services Advisory Committee meeting minutes of October 3, 2011 be received.

Recommendation No. 14 *Parks Master Plan Survey Results*

THAT with respect to the 2011 Recreation and Parks Master Plan Survey Results, the topic of “increasing revenue” be added to the research objectives that consultants include in the upcoming focus groups/community meetings.

Recommendation No. 15 *Recreation Guide Resolutions*

THAT the report from the Recreation Services Manager regarding previous Recreation Guide Board resolutions be received;

AND THAT options and costs for distributing a Recreation Guide/Flyer/Promotional Guide in hard and in electronic versions be considered in a decision package in Round 1 Budget.

Recommendation No. 16 *Potential Recreation Grant*

THAT the report from the General Manager of Community Services regarding a potential recreation grant be received;

416/11 cont.

AND THAT staff provide a recommendation when more program details are available.

Recommendation No. 17 *SCRD 2012 LMTAC Costs*

THAT staff prepare a report outlining 2012 LMTAC budget issues for the November 17, 2011 Community Services Committee meeting.

Recommendation No. 18 *LMTAC Discussion Paper*

THAT the LMTAC Discussion Paper “Local Government Service Agreements with First Nations - Recommendations and Considerations - 2011 Updated Edition” be received;

AND THAT LMTAC be informed that the SCRDR agrees in principle with the Discussion Paper and thanks LMTAC for updating this report;

AND THAT the Final Report be used to inform ongoing SCRDR discussions with First Nations.

Recommendation No. 19 *Building Department Statistics*

THAT the Building Department Statistics for September 2011 be received.

Recommendation No. 20 *Policing Committee Minutes*

THAT the Sunshine Coast Policing Committee minutes of September 12, 2011 be received and Recommendations 1 - 9 adopted and acted upon as follows:

Recommendation No. 1 *Minutes*

THAT the minutes of the Sunshine Coast Policing Committee meeting held, July 4, 2011 be received.

Recommendation No. 2 *Sunshine Coast Youth Action and Awareness Committee*

THAT the Sunshine Coast Youth Action and Awareness Committee minutes of June 24, 2011 be received.

Recommendation No. 3 *Youth Outreach Coordinator*

THAT the new Youth Outreach Coordinator be invited to attend the October 31, 2011 Sunshine Coast Policing Committee.

416/11 cont.

Recommendation No. 4 *Thank You*

THAT the thank you note from Steve Mitton to the RCMP be received.

Recommendation No. 5 *Renewal of RCMP Agreements*

THAT the correspondence from the Minister of Public Safety and Solicitor General regarding the Renewal of the Federal/Provincial/Territorial RCMP Agreements be received.

Recommendation No. 6 *RCMP Contract Negotiations*

THAT the correspondence from UBCM regarding an update on RCMP Contract Negotiations be received.

Recommendation No. 7 *RCMP Contract Negotiations*

THAT the correspondence from UBCM regarding an update on RCMP Contract Negotiations be referred to the October 31, 2011 Sunshine Coast Policing Committee;

AND THAT Directors provide an update after attending the UBCM convention.

Recommendation No. 8 *RCMP Monthly Report*

THAT the RCMP Monthly Report be received.

Recommendation No. 9 *Roberts Creek School Basketball Court*

THAT the SCRD Chair forward a letter to School District No. 46 asking them to replace the override light switch with a keyed system at the Roberts Creek School Basketball Court.

Recommendation No. 21 *Sunshine Coast Emergency Program Planning Committee*

THAT the Sunshine Coast Emergency Program Planning Committee minutes of September 28, 2011 be received.

Recommendation No. 22 *Sunshine Coast Housing Committee*

THAT the report from the Senior Planner regarding Affordable Housing be received;

AND THAT the Memorandum of Understanding be approved as amended;

416/11 cont.

AND FURTHER THAT the Chair and Corporate Officer be authorized to sign the Memorandum of Understanding and forward it to the Town of Gibsons and District of Sechelt for signature.

Recommendation No. 23 *Sunshine Coast Housing Committee Funding*

THAT with respect to the Sunshine Coast Housing Committee Funding report, Table 2 be forwarded as a Rural Planning decision package for the 2012 Budget and funding for 2011 be from grant-in-aid excluding Area E as noted in the report.

Recommendation No. 24 *Smart Meters*

THAT a letter be forwarded to BC Hydro strongly recommending Hydro hold town hall meetings on the Sunshine Coast to provide accurate Smart Meter information and to allow the public to ask questions.

CARRIED

Community

It was moved and seconded

417/11

THAT Community Services Committee recommendation No. 10 of October 13, 2011 be received, adopted and acted upon as follows:

Recommendation No. 10 *Dakota Ridge Fees and Charges*

THAT the report from the Parks Services Manager and the Parks Planning Coordinator regarding Dakota Ridge Fees and Charges be received;

AND THAT the proposed Dakota Ridge fee increase for the 2011-2012 season be adopted;

AND FURTHER THAT the Board supports the concept of discount reciprocal pass rates with other local ski mountains with staff to negotiate details in time for winter marketing.

CARRIED

Director Turnbull opposed

Age Groups

It was moved and seconded

418/11

THAT staff review the age groupings as specified in SCR D Bylaws for 2012-2013 season passes at Dakota Ridge Winter Recreation Area.

CARRIED

Notice on Title

It was moved and seconded

419/11

THAT the Chief Building Inspector' and Bylaw Manager's report regarding building Division files 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 under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of District Lot 839A, Group 1, NWD, PID 044-551-109;

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 under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 2504, Block A & B, (see Crown grant GD123177 & GD99602 as to limited access), Group 1, NWD. PID 016-763-971, PID 016-382-218;

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 under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of, District Lot 3252, Plan 13161, Group 1, NWD, PID 015-886-182;

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 under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot B, Block H, District Lot 903, Plan 18667, Group 1, NWD, PID 008-301-654;

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 under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 1, Block 3, District Lot 1326, & 1327, Plan 7274, Group 1, NWD, PID 010-684-620;

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 under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of the West ½ of Block 6 except in part in Plan 14110, West ½ of District Lot 691, Plan 3190, Group 1, NWD, PID 013-073-745;

AND FURTHER THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot I, Block 26, District Lot 695, Plan LMP27998, Group 1, NWD, PID 023-403-055.

CARRIED

Gibsons Fire

It was moved and seconded

420/11

THAT a letter be sent to the Town of Gibsons informing them of the adoption of the new fire regulations bylaw and inviting the Town to harmonize their bylaws.

CARRIED

BYLAWS

Bylaw 616.1

It was moved and seconded

421/11

THAT “Dakota Ridge Fees and Charges Amendment Bylaw No. 616.1, 2011” be read a first time.

CARRIED

Bylaw 616.1

It was moved and seconded

422/11

THAT “Dakota Ridge Fees and Charges Amendment Bylaw No. 616.1, 2011” be read a second time.

CARRIED

Bylaw 616.1

It was moved and seconded

423/11

THAT “Dakota Ridge Fees and Charges Amendment Bylaw No. 616.1, 2011” be read a third time.

CARRIED

Bylaw 616.1

It was moved and seconded

424/11

THAT “Dakota Ridge Fees and Charges Amendment Bylaw No. 616.1, 2011” be adopted.

CARRIED

Director Janyk left the meeting

Bylaw 558.2 **It was moved and seconded**

425/11 THAT “Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.2, 2011” be read a first time.

CARRIED

Bylaw 558.2 **It was moved and seconded**

426/11 THAT “Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.2, 2011” be read a second time.

CARRIED

Bylaw 558.2 **It was moved and seconded**

427/11 THAT “Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.2, 2011” be read a third time.

CARRIED

Director Janyk returned to the meeting

Bylaw 600.2 **It was moved and seconded**

428/11 THAT “Elphinstone Official Community Plan Amendment Bylaw No. 600.2, 2011” be read a first time.

CARRIED

Bylaw 310.138 **It was moved and seconded**

429/11 THAT “Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.138, 2011” be read a first time.

CARRIED

Bylaw 641 **It was moved and seconded**

430/11 THAT section 83 6.2.3(f) of the “Roberts Creek Official Community Plan Bylaw No. 641, 2011” be amended to read “Tutoring, such as for music, to be limited to no more than seven students, with a maximum of 10 people, at any one time.”

CARRIED

Bylaw 641 **It was moved and seconded**

431/11 THAT “Roberts Creek Official Community Plan Bylaw No. 641, 2011” be read a first time.

CARRIED

Bylaw 640 **It was moved and seconded**

432/11 THAT “West Howe Sound Official Community Plan Bylaw No. 640, 2011” be read a third time.

CARRIED

Bylaw 640 **It was moved and seconded**

433/11 THAT “West Howe Sound Official Community Plan Bylaw No. 640, 2011” be adopted.

CARRIED

The Board moved In Camera at 8:37 p.m.

IN CAMERA It was moved and seconded

434/11 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1)(a), (c), (g) and (k) of the *Community Charter* –“personal information about an identifiable individual who ...”, “labour relations or other employee relations”, “litigation or potential litigation affecting the municipality” and “negotiations and related discussion respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 8:49 p.m.

ADJOURNMENT It was moved and seconded

435/11 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 8:55 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

SCRD STAFF REPORT

DATE: November 2, 2011
TO: Regular Board – November 10, 2011
FROM: John France – Chief Administrative Officer
RE: **CHIEF ADMINISTRATOR'S REPORT**

This report includes major items worked on in the past two weeks. A short list of "watch" items is also included. The watch items are works in progress that are moving along, but no information to report.

RECOMMENDATION

That the Board receives this report for information:

TOPIC	COMMENTS
SIB Water	Waiting comments back from SIB- meeting will be scheduled for April/May. Spoke with Director Louie on setting up a new meeting. Setting meeting for May 30 th . Band advised they want to meet in late June or early July The next meeting date is set for November 7 th .
Strategic Plan	Strategic Planning meeting held on July 8, 2011 with directors and senior staff at the Rockwater Secret Cove Resort. Report to Corporate and Administrative Services October 27 th . Senior Managers to meet Nov 8 to review notes of July meeting. Action items to bring forward to CAS Nov 24th.
Chekwelp	Plan is to get report to July Corporate & Administrative Services Committee meeting. Report to Community Services Committee agenda July 21 st . Report to ISC September 8 th . Developed principles for service agreement. Attended Sept 12 session on Service Agreement Principles. Session was informative and will certainly lead to interesting discussions. Squamish Nation has offered to do same presentation for Board. Invitation sent to Squamish Nation for Special CAS meeting on Nov. 21 st . Awaiting confirmation from Squamish Nation.
Economic Development	Workshop held on April 28 th – a success. Task Force created to report on governance options – mid June report. Economic development proponents interviewed by CAO's May 16 th . Met with Chief Administrative Officers on June 3 rd to discuss the progress and outline of the draft report. Workshop scheduled

	for July 11 th with all local governments to review next steps. Meeting held July 20, SIB Hall with a report to Corporate & Administrative Services Committee meeting October 27th. CAO to meet with local government CAO's to review next steps, develop ED MOU and a vision statement.
Human Resources	Worked on several succession planning and hired General Manager of Planning and Development and Financial Analyst. Preparation for negotiations - will have a summary of issues for committee meeting in early October. Further work on developing CBA issues to committee October 6th.
BC Hydro	Met with BC Hydro to discuss energy management program and new bill structure. Report will be coming to a future Infrastructure Services Committee meeting. Met with BCH again on energy conservation, refined energy issues, reporting out July/September. Meeting with BCH September 20 th to review findings. Have contacted BCH for more info on smart metering. Info will be forwarded to Directors prior to UBCM. BCH presented on Smart Meters October 14 th .
Recreation Facilities	Ongoing involvement in deficiency issues, my goal is to ensure successful completion of remedial works and prep for next steps – and to keep the Board informed on all issues. Moving ahead with remediation work. Boiler work on SAC phase 1 complete, phase 2 underway shortly, envelope starts this week (CAS October update). Roofing at Gibsons pool underway, some issues to resolve, staff will be reporting shortly.
Recreation Service Reviews	Met with consultants on the Recreation Service review – benchmarks, comparison facilities, staff perspectives. Preliminary report under review. Plan to send to CSC in October. Met again with consultants, report nearing completion.

Items Watching:

- Town of Gibsons Water – revisited with our staff, revised water payment calculation.
- Regional Solid Waste Management Plan - ZWMP Plan to Board in September for approval.
- GACC Lease – Paul is working with TOG Staff, nearing completion.
- Budget Process 2012 – Management staff have met to review budget outlines and schedule, report to CAS shortly (September).
- Sustainability Plan
- Independent Power Projects - Worked on Independent Power Projects file – Contact with several IPP's on amenity agreements, report planned for late fall.
- Novation Agreement for Clowhom to Corporate & Administrative Services July 28th.

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

October 24, 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

PRESENT:	Chair	B. Janyk
	Directors	L. Turnbull D. Shugar G. Nohr E. Graham L. Lewis A. Lutes (Alt./Part) K. Thirkell (Part) J. Louie (Part)

ALSO PRESENT:	Chief Administrative Officer Treasurer Manager, Financial Services GM, Infrastructure Services GM, Planning & Development Manager, Utility Services Operations Support Technician Manager, Transportation & Facilities Manager, Sustainable Services Manager, Parks Services Manager, Recreation Services Accounting Technician Recording Secretaries Public	J. France T. Perreault J. Day B. Shoji (Part) S. Olmstead (Part) D. Crosby (Part) B. Wing (Part) B. Sagman (Part) D. Whyte (Part) C. McDowell (Part) B. Bauman (Part) L. Zhang J. Fraser / T. Hincks 1
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CALL TO ORDER 9:39 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 *Departmental Work Plans Overview*

The Corporate and Administrative Services Committee recommended that the Treasurer's report regarding the Departmental Work Plans' Overview be received.

Recommendation No. 2 *Transit Function 310*

The Corporate and Administrative Services Committee recommended that the Manager of Transportation and Facilities Function 310, Transit, 2011 Work Plan Status and Proposed 2012 Work Plan be received, with the following inclusion to the 2012 Proposed Departmental Work Plan:

- Benchmarking Exercise, reporting on BC Transit benchmarking process

AND THAT, for 2012 Round 1 budget discussions, staff present decision packages for the following:

- Service expansion to increase service between Sechelt and Langdale to a half-hour during mid-day;
- increase to base budget for transit marketing initiatives
- increase to base budget for bus shelter maintenance; and
- benchmarking exercise

AND THAT, after discussions with the other municipalities on the Coast, staff provide an updated bus shelter installation plan to the January 2012 Infrastructure Services Committee;

AND FURTHER THAT staff discuss the possibility of utilizing the schools' ACET program for the new bus installations.

Director Janyk left the meeting at 10:26 a.m. and Director Nohr assumed the Chair.

The Committee recessed from 10:40 a.m. to 10:45 a.m.

Recommendation No. 3 *North Pender Harbour Water Function 365*

The Corporate and Administrative Services Committee recommended that the Manager of Utility Services report regarding North Pender Harbour Water, 2011 Work Plan Status and Proposed 2012 Work Plan be received, with the following deletion under the 2012 Work Plan:

- Garden Bay Lake control structure

AND THAT the following 2011 carry forward projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Design and installation of ultra-violet treatment;
- Oyster Bay water main extension – statutory right of way surveys;
- Toilet Rebate/Fixture Replacement Program; and
- Garden Bay Lake control structure

AND THAT the following project be presented to the 2012 Round 1 budget discussions as a decision package:

- universal metering (required project as per FCM Grant Agreement).

Recommendation No. 4 *South Pender Harbour Water Function 366*

The Corporate and Administrative Services Committee recommended that the Manager of Utility Services report regarding Function 366, South Pender Harbour Water, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following 2011 carry forward projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Toilet Rebate / Fixture Replacement Program;
- Ten-Year Waterworks Operating and Capital Plan;
- South Pender Harbour Water Treatment Plant design; and
- South Pender Harbour Water Treatment Plant construction and meter installations.

The Committee recessed from 11:18 a.m. to 11:30 a.m.

Recommendation No. 5 *Regional Water Function 370*

The Corporate and Administrative Services Committee recommended that the Manager of Utility Services report regarding Function 370, Regional Water, 2011 Work Plan Status and Proposed 2012 Work Plan be received, with the following inclusion under the Proposed 2012 Work Plan:

- Toilet Rebate Program

AND THAT the following 2011 projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Comprehensive Regional Water Plan;
- Egmont Water System – treatment, storage, distribution and fire protection;
- Water Treatment Plant residual drying trial – treatment of residuals;
- Chapman Lake control system – control of summer flows; and
- Water Utility performance assessment

AND FURTHER THAT the following projects be presented to the 2012 Round 1 budget discussions as decision packages:

- Egmont Water System - treatment, storage, distribution and fire protection;
- Chapman Lake control system - control of summer flows;
- Vehicle replacements for Units 351, 352 and 364;
- Additional Sunshine Coast Highway Water Main Replacement;
- Minor capital upgrades;
- Eastbourne capital maintenance;
- Meter installations;
- Drinking water event station;
- Asset management implementation; and
- Toilet Rebate Program

AND FURTHER THAT staff report back to a future Infrastructure Services meeting on the history of how new water areas have been consolidated into the Regional Water Service, as well as the current process.

Director Janyk returned at 11:43 a.m. and resumed the Chair.

Recommendation No. 6 *Ports Function 345*

The Corporate and Administrative Services Committee recommended that the Manager of Transportation and Facilities report regarding Function 345, Ports, 2011 Work Plan Status and Proposed 2012 Work Plan be received as amended to include the dredging of Vaucroft under the Proposed 2012 Work Plan;

AND THAT the following 2011 project be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Gambier Harbour Float

AND THAT the Vaucroft dredging be presented to the 2012 Round 1 budget discussions as decision package, along with the following projects:

- Replacement of West Bay Float;
- West Bay repairs deferred from 2011 Divestiture Review;
- Keats Landing – replacement of pilings and installation of residential portion of Gambier Float;
- Purchase of a maintenance boat for SCRD staff;
- Keats Camp – review the implementation of user fees;
- Camp Artaban – review the implementation of user fees; and
- Development of a plan to increase revenues.

The Committee recessed from 12:15 p.m. to 1:10 p.m.

Recommendation No. 7 *Regional Solid Waste Functions 350 – 354*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services report regarding Functions 350 to 354, Regional Solid Waste, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following budgeted 2011 projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Completion of Sechelt Landfill storm water and leachate improvements as per the Landfill Management Plan;
- Implementation of various projects in the Solid Waste Management Plan;
- Development of Request for Proposal for new recycling services; and
- Design and installation of the Sechelt Landfill Gas to Energy Project

AND THAT the following projects be presented to the 2012 Round 1 budget discussions as decision packages:

- Pender Harbour Resource Recovery and Transfer Facility Design;
- Construction of the Pender Harbour Resource Recovery and Transfer Facility;
- Implementation of new recycling services in Gibsons;
- Implementation of new recycling services in Sechelt;
- Promotion of existing Reuse and Repair Centres on the Coast;
- Development of construction and demolition waste reduction guide;
- Backyard composting campaign and workshops;
- Sechelt Landfill Final cover system – completion of Phase 1;
- Sechelt Landfill environmental monitoring improvements;
- Solid waste benchmarking; and
- Vehicle purchase for the Sustainable Services Division.

Recommendation No. 8 *Regional Planning Function 500*

The Corporate and Administrative Services Committee recommended that the General Manager of Planning and Development Services, Function 500, Regional Planning, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the Agricultural Area Plan for the Sunshine Coast be presented to the 2012 R1 budget discussions as a decision package.

Recommendation No. 9 *Rural Planning Function 504*

The Corporate and Administrative Services Committee recommended that the General Manager of Planning and Development Services, Function 504, Rural Planning, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following budgeted 2011 projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Halfmoon Bay Official Community Plan (OCP) – Geotechnical Hazard Assessment;
- Roberts Creek OCP – Geotechnical Hazard Assessment; and
- Areas E and F OCP geotechnical reports

AND THAT the following projects be presented to the 2012 Round 1 budget discussions as decision packages:

- Halfmoon Bay OCP – Geotechnical Hazard Assessment;
- Halfmoon Bay OCP review and update; and
- Development of an Amenities and Affordable Housing Policy.

The Committee went In Camera at 3:15 p.m.

That the public be excluded from attendance at the meeting in accordance with section 90 (1) (c) of the *Community Charter* – “labour relations or other employee relations”.

The Committee came out of In Camera at 3:30 p.m.

The Committee adjourned at 3:30 p.m. on October 24, 2011.

The Committee reconvened at 12:40 p.m. on October 28, 2011.

Recommendation No. 10 *Bikeways Walkways Function 665*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services, Function 665, Bikeways Walkways, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following budgeted 2011 projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Roberts Creek Downtown bike path;
- Area D bike path – planning of Lower Road; and
- Area E bike path along Ocean Beach Esplanade.

AND THAT the Area F path funding discussion be deferred to the Electoral Area Directors' Workshop on Bicycle/Walking Paths on November 3, 2011;

AND FURTHER THAT the following projects be presented to the 2012 Round 1 budget discussions as decision packages:

- Off-road bike path between Roberts Creek and Sechelt with communication with the District of Sechelt to ensure participation;
- Construction of Marine Drive bike path in Area F with public consultation;
- Area E bike path along Ocean Beach Esplanade with public consultation;
- Continuation of bike path to Coopers Green along Redrooffs Road;
- Development of bicycle/walking path standards;
- Continuation of Lower Road project; and
- Bike paths' maintenance.

Director Louie joined the meeting at 1:24 p.m.

Recommendation No. 11 *Dakota Ridge Function 680*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services, Function 680, Dakota Ridge, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following projects identified in the Business Plan be referred to a future Special Community Services Committee meeting, date to be announced, for discussion:

- Improvements to Dakota Ridge access road;
- Increase of capacity in upper parking lot; and
- Sliding area

AND FURTHER THAT the following projects identified be referred to the 2013 budget discussions:

- Marshalling area;
- Trail expansion;
- Replacement of grooming equipment; and
- Establishment of a contingency reserve.

Recommendation No. 12 *Parks Function 650*

The Corporate and Administrative Services Committee recommended that the Manager of Parks Services, Function 650, Parks, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following budgeted 2011 projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Establishment of a covenant for Cliff Gilker;
- Sprockids – risk management and improvements;
- Connor Park Amphitheatre Project;
- Roberts Creek Estuary / Shoreline Mitigation;
- Shirley Macey Field – drainage issues;
- Ocean Beach Esplanade / Chaster Shoreline Mitigation; and
- Irvines Landing Hall / Sarah Wray Hall – improvements (gas tax funds)

AND THAT the following projects be presented to the 2012 Round 1 budget discussions as decision packages:

- Soames Hill back-side stairs with staff to investigate options on using volunteers;
- Pender Harbour Sports Field drinking water system;
- Cliff Gilker Field assessment;
- Coopers Green boat launch and patio repair;
- Klein Lake swimmer safety improvements;
- Replacement vehicles – items #354 & 356;
- Anavets Memorial Garden and wall;
- Whispering Firs danger trees;
- Repairs to Parks building hut at Mason Road;
- Cliff Gilker trail work;
- Increase 0.5 full-time equivalent (FTE) Senior Parks Worker to 1.0 FTE;
- Add 0.5 FTE Parks Worker to accommodate summer increase in duties, with the option for subsidized wages for a summer student;
- Pender Harbour Ranger Station building – highest priority maintenance and upgrade items;
- Dog Walk/Park trail planning, signage and improvements; and
- Sprockids Park

AND THAT staff contact the tenants of the Pender Harbour Ranger Station building to begin dialogue about possible fund-raising opportunities to provide more assistance with the building repairs;

AND FURTHER THAT the following projects be deferred to 2013 budget discussions:

- Granthams Hall septic system replacement;
- Use-Recreation for the Enjoyment of the Public (UREP) strategy and acquisitions for Roberts Creek;
- Accessibility improvements in local trails;
- Regional Trail Sign Program and activity in co-ordination with the Sunshine Coast Trail Society; and
- Conducting an analysis of parking issues for all Sunshine Coast Parks, for example - Ocean Beach Esplanade, Roberts Creek Pier, Dan Bosch Park).

Recommendation No. 13 *Private Docks*

The Corporate and Administrative Services Committee recommended that the Board Chair write a letter to the Ministry of Aboriginal Relations and Reconciliation requesting they continue to meet with the Sechelt Indian Band on the private dock concerns on the Sunshine Coast.

Director Graham left the meeting at 3:02 p.m.

The committee recessed at 3:03 p.m. and reconvened at 3:10 p.m.

Director Lewis left the meeting at 3:27 p.m.

Recommendation No. 14 *Recreation Functions 616 - 621*

The Corporate and Administrative Services Committee recommended that the Manager of Recreation Services, Functions 616 to 621, Recreation Facilities, 2011 Work Plan Status and Proposed 2012 Work Plan be received;

AND THAT the following budgeted 2011 projects be referred to and reported on at the February 23, 2012 Special Corporate and Administrative Services Committee meeting:

- Pool Safety Plan for Sechelt Aquatic Centre and Gibsons and Area Community Centre;
- Gibsons Pool roof replacement;
- Safety procedures for confined spaces;
- Sechelt Aquatic Centre Energy project;
- Gibsons Pool boilers; and
- Sechelt Aquatic Centre building envelope

AND THAT the following projects be presented to the 2012 Round 1 budget discussions as decision packages:

- Pool Safety Plan Implementation;
- Gibsons Pool – hot tub, ventilation, interior floors, walls, doors, mechanical, lockers and scheduled expansion to amenities and potential other upgrades;
- Staff safety training and procedures;

- Accessibility Projects – Gibsons and Sechelt Pools;
- Rehabilitation programs;
- Adult hockey league co-ordination;
- Gibsons and Area Community Centre – increase Youth Centre hours/program;
- Replacement batteries for electric zamboni;
- Sechelt Arena improvements as per facility audit;
- Sechelt Arena Energy Project;
- Gibsons Aquatic Centre Energy Project;
- Gibsons and Area Community Centre Energy Project;
- Gibsons and Area Community Centre sound improvements; and
- Sechelt Aquatic Centre and Gibsons and Area Community Centre – security cameras.

Director Thirkell opposed.

ADJOURNED 4:05 p.m.

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

October 27, 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 G. Nohr E. Graham K. Thirkell L. Lewis
 ALSO PRESENT:	Chief Administrative Officer	J. France
	Treasurer	T. Perreault
	Manager, Financial Services	J. Day
	GM, Community Services	P. Fenwick
	GM, Infrastructure Services	B. Shoji
	GM, Planning & Development	S. Olmstead
	Chief Building Inspector	P. Longhi (Partial)
	Manager, Recreation Services	B. Bauman (Partial)
	Manager, Transportation & Facilities	B. Sagman (Partial)
	Fleet Maintenance Supervisor	B. Proctor (Partial)
	Accounting Technician	R. Burggraf (Partial)
	Accounting Technician	L. Zhang (Partial)
	Best Coast Initiatives	M. McLaughlin
	Recording Secretary	J. Fraser
	Public	11
	Media	2

CALL TO ORDER 1:40 p.m.

- AGENDA** The agenda was adopted as amended:
- Moved Item 11, Economic Development report to Item 7a;
 - Moved Item 18, LMTAC Consolidation correspondence to Item 7b; and
 - Added Page 98, October 11, 2007 media release regarding Consolidation Supports Local Government and First Nations Interests.

REPORTS

Recommendation No. 1 *Transit [310] Variance Report*

The Corporate and Administrative Services Committee recommended that the Manager of Transportation and Facilities report regarding Function 310, Transit, Variance Reporting to September 30, 2011 be received.

Recommendation No. 2 *Recreation [616 – 621] Variance Report*

The Corporate and Administrative Services Committee recommended that the Manager of Recreation Services report regarding Functions 616 to 621, Recreation, Variance Reporting to September 30, 2011 be received.

Recommendation No. 3 *Building Inspection [520] Variance Reporting*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector's report regarding Function 520, Building Inspection, Variance Reporting to September 30, 2011 be received.

Recommendation No. 4 *Solid Waste [350 – 353] Variance Reporting*

The Corporate and Administrative Services Committee recommended that the Manager of Sustainable Services report regarding Functions 350 to 353, Regional Solid Waste, Variance Reporting to September 30, 2011 be received;

AND THAT, prior to the 2012 budget discussions, staff report on a possible process in determining how these eco fees could be utilized toward the Zero Waste initiative;

AND THAT staff report back to a future Infrastructure Services Committee meeting on the breakdown of the estimated year-end deficit of \$45,000 and an analysis of how the processing fees in the Sechelt processing facility have changed since the redirection of material from the IGA recycling depot;

AND FURTHER THAT the Landfill Eco Fee be maintained for 2012 at \$5 per tonne of disposable garbage (municipal solid waste).

Recommendation No. 5 *General Ledger & Budget Variance*

The Corporate and Administrative Services Committee recommended that the Manager of Financial Services and the Accounting Technician's report regarding September 30, 2011 General Ledger and Budget Variance be received.

Recommendation No. 6 *Economic Development*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report titled "CAO Report – July 2011 regarding Economic Development be received;

AND THAT the seven recommendations contained therein be endorsed in principle:

1. Function before Form – Create a Memorandum of Understanding between the local governments in the region for the “Sunshine Coast Economic Development Alliance”;
2. Executive Committee nominates the Board of Directors;
3. Hire an Economic Development Officer;
4. The Executive Committee develops a Request for Proposal (RFP) for the co-location of the office;
5. Develop the larger strategy through input from a Community Advisory Board/Round Table;
6. Get to work and measure your progress; and
7. Build your Ambassador Program

AND THAT staff be directed to work with the Chief Administrative Officers for the District of Sechelt, Sechelt Government District and Town of Gibsons to develop an Economic Development Memorandum of Understanding (MOU);

AND THAT the MOU contain the following considerations:

- mechanism whereby the Strategic Plan comes back to all the major funding partners for review;
- addition of a cultural representative to the Committee;
- development of a Charter Agreement;
- dispute resolution mechanism;
- mechanism for all five electoral Directors to have sufficient input and consultation; and
- development of an equitable funding allocation

AND FURTHER THAT a vision statement be developed as a preamble to the MOU.

Recommendation No. 7 *Economic Development*

The Corporate and Administrative Services Committee recommended the following considerations be made from the Sunshine Coast Regional Economic Development “CAO” report of July 2011 when reviewing the Memorandum of Understanding:

- Under Guiding Principles on Page 26:
 - clarify the meaning of “*sustainable investment*” in the fourth bullet “Promote the region as open for sustainable investment”;
 - Clarify the meaning of the seventh bullet “Determine the best use of resources and maximize their impacts.”
- Under Funding on Page 54 and the fourth bullet on page 55:

- Add “*from all sources*” at the end of the following phrase “The CAO Task Force is in general agreement with community representation that suggests annual core funding *from all sources*”

The Committee recessed at 3:20 p.m. and reconvened at 3:35 p.m.

Recommendation No. 8 *Debt Position*

The Corporate and Administrative Services Committee recommended that the Treasurer’s report regarding the Regional District’s Debt Position as of October 15, 2011 be received.

Recommendation No. 9 *Investments and Reserves*

The Corporate and Administrative Services Committee recommended that the Treasurer’s report regarding the Regional District’s Investments and Reserves as of September 30, 2011 be received.

Recommendation No. 10 *Gas Tax Update*

The Corporate and Administrative Services Committee recommended that the Treasurer’s report regarding Gas Tax Update be received.

Recommendation No. 11 *Strategic Plan Update*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer’s report regarding the Strategic Plan Update be received;

AND THAT management review and amend the July 8, 2011 Strategic Planning Workshop minutes for clarity and remove any completed action items;

AND FURTHER THAT, once amended, these minutes be referred to the November 2011 Corporate and Administrative Services Committee.

Recommendation No. 12 *Legislative Services – Third Quarter Activity Report*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services report regarding Legislative Services Third Quarter Activity be received.

Recommendation No. 13 *Contracts between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer’s report regarding contracts between \$20,000 and \$100,000 entered into by the Regional District between September 23, 2011 and October 17, 2011 be received.

COMMUNICATIONS

Recommendation No. 14 *Compact Fluorescent Light Bulbs*

The Corporate and Administrative Services Committee recommended that the correspondence from Yvette Fleming regarding the request for the Regional District to send a letter to the UBCM Executive supporting Resolution B170 Compact Fluorescent Light Bulbs, which was presented at the 2011 UBCM Convention by the District of Sechelt, as follows, be received:

WHEREAS due to their energy efficiency, the federal and provincial governments have adopted legislation promoting the residential use of compact fluorescent light (CFL) bulbs over incandescent light bulbs:

AND WHEREAS due to the highly toxic mercury element contained in CFL bulbs, specific procedures must be followed by consumers in the care, handling and disposal of CFL bulbs;

AND WHEREAS the health and environmental implications of residential use of CFL bulbs remains unresolved;

THEREFORE BE IT RESOLVED that the federal and provincial governments be requested to suspend implementation of CFL bulb legislation until the health and environmental issues are resolved.

AND THAT staff write Ms. Fleming to inform her that the Resolution Committee of UBCM will discuss this resolution at their November 24th meeting, recommendations will go the Executive Committee on November 25th and UBCM staff will notify all member communities of the outcome.

Recommendation No. 15 *Municipal Finance Authority*

The Corporate and Administrative Services Committee recommended that the correspondence from Municipal Finance Authority regarding the fall debenture issue be received.

Recommendation No. 16 *FCM Membership*

The Corporate and Administrative Services Committee recommended that the correspondence from the Federation of Canadian Municipalities regarding the Regional District membership renewal be received;

AND THAT this correspondence be referred to the 2012 budget discussions.

ADJOURNED

4:10 P.M.

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

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	G. Nohr E. Graham D. Shugar L. Lewis L. Turnbull K.Thirkell
ALSO PRESENT:	Chief Administrative Officer GM, Infrastructure Services Manager of Utility Services Manager of Sustainable Services Manager of Transportation & Facilities Manager of Ports Communications Officer Staff Recording Secretary Media Public	J. France (part) B. Shoji D. Crosby D. Whyte (part) B. Sagman (part) C. Bowles (part) C. Garcia 1 (part) J. Bullock 1 2

CALL TO ORDER 1:32 p.m.

AGENDA The Agenda was adopted as presented.

REPORTS

Recommendation No.1 *Area A Water Master Plan (AAWMP) 2011 Update Report*

The Infrastructure Services Committee recommended that the Manager of Utility Services' report entitled "Area A Water Master Plan (AAWMP) 2011 Update Report" be received;

AND THAT the Area A Water Master Plan 2011 Update Report be adopted as presented.

Recommendation No.2 *Referral Planning and Development – Water Capacity*

The Infrastructure Services Committee recommended that the Manager of Utility Services' report entitled "Referral Planning and Development – Water Capacity" be received;

AND THAT staff provide a report to the December 1st Infrastructure Services Committee meeting, confirming whether the cost of the feasibility function for the Area 'A' Water Master Plan have been paid back.

Recommendation No.3 *Vaucroft Dock Repairs*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Vaucroft Dock Repairs" be received;

AND THAT the 2011 work plan be amended to defer dredging and installation of additional floatation in favour of a new ramp;

AND THAT additional reserve funding of \$2,500 be allocated to cover the residual costs of a new ramp.

Recommendation No. 4 *Bathroom Fixture Replacement Program - Update*

The Infrastructure Services Committee recommended that the Water Conservations Assistant's report entitled "Bathroom Fixture Replacement Program - Update" be received.

Recommendation No. 5 *Monthly Report for October 2011*

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

COMMUNICATIONS

Recommendation No. 6 *Water Act Modernization*

The Infrastructure Services Committee recommended that the correspondence from the Ministry of Environment, dated October 12, 2011, regarding the "Water Act Modernization" be received.

The Infrastructure Services Committee moved In-Camera at 2:31 pm

The public was excluded from attendance at the meeting in accordance with Section 90 (1) (a) "personal information about an identifiable individual who holds or is being considered..." and (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 Infrastructure Services Committee moved out of In-Camera at 3:40 pm

ADJOURNMENT 3:40 pm

Sunshine Coast Regional District**Bylaw No. 558.2****A bylaw to amend Sunshine Coast Regional District
Municipal Ticket Information System Bylaw No. 558, 2006**

WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006* in order to repeal Schedule 14, add new schedules for *SCRD Fire Protection Bylaw No. 631, 2010* and *Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994*;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.2, 2011*.
2. *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006* is hereby amended as follows:
 - a) Delete Section 4 in its entirety and replace with a new Section 4 as follows:
 4. Pursuant to Section 264 (1) (c) of the *Community Charter*, the words or expressions set forth in Column 1 of Schedules 2 through 16 of the Bylaw designate the offence committed under the bylaw section numbers appearing in Column 2 of Schedules 2 through 16 opposite the respective words or expressions.
 - b) Delete Section 5 in its entirety and replace with a new Section 5 as follows:
 5. Pursuant to Section 265 (1) (a) of the *Community Charter*, the fine amount set forth in Column 3 of Schedules 2 through 16 to the Bylaw is the fine amount that corresponds to the section number and words or expressions set out in Columns 1 and 2 of the Schedules 2 through 16 opposite the fine amount.
 - c) Delete Schedule 1 in its entirety and replace with the revised Schedule 1 attached hereto.
 - d) Delete Schedule 14 in its entirety.
 - e) Add a new Schedule 15 as attached hereto.
 - f) Add a new Schedule 16 as attached hereto.

READ A FIRST TIME	this	27 th	day of	October, 2011
READ A SECOND TIME	this	27 th	day of	October, 2011
READ A THIRD TIME	this	27 th	day of	October, 2011
ADOPTED	this	10 th	day of	November, 2011

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 1

Attached to and Forming Part of Bylaw No 558, 2006.

Column 1 Designated Bylaws	Column 2 Designated Bylaw Enforcement Officer
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Schedule 2

Bylaw No. 422, 1995	<ul style="list-style-type: none">• General Manager of Infrastructure Services or Designate
“SCRD Revised Water Rates and Regulations Bylaw No. 422, 1995”	<ul style="list-style-type: none">• Utilities Supervisor• Bylaw Compliance Officer

Schedule 3

Bylaw No. 310, 1987	<ul style="list-style-type: none">• Manager of Planning and Development or Designate
“SCRD Zoning Bylaw No. 310, 1987”	<ul style="list-style-type: none">• Bylaw Compliance Officer• Building Inspector

Schedule 4

Bylaw No. 337, 1990	<ul style="list-style-type: none">• Manager of Planning and Development or Designate
“SCRD Electoral A Zoning Bylaw No. 337, 1990”	<ul style="list-style-type: none">• Bylaw Compliance Officer• Building Inspector

Schedule 5

Bylaw No. 597, 2008	<ul style="list-style-type: none">• Bylaw Compliance Officer
“SCRD Noise Control Bylaw No. 597, 2008”	<ul style="list-style-type: none">• Dog Control Officer• RCMP Officers

Schedule 6

Bylaw No. 535, 2004	<ul style="list-style-type: none">• Bylaw Compliance Officer
“SCRD Building Bylaw No. 535, 2004”	<ul style="list-style-type: none">• Building Inspector

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 1 (continued)

Attached to and Forming Part of Bylaw No 558, 2006.

Schedule 7

Bylaw No. 376, 1994	<ul style="list-style-type: none">• Dog Control Officer• Bylaw Compliance Officer• RCMP Officers
“SCRD Dog Regulation and Impounding Bylaw No. 376, 1994”	

Schedule 8 - Repealed

Schedule 9

Bylaw No. 356, 1991	<ul style="list-style-type: none">• Manager of Parks & Recreation• Parks Supervisor or Designate• Parks Planning Coordinator• Bylaw Compliance Officer• RCMP Officers
“SCRD Regional Parks Regulation Bylaw No. 356, 1991”	

Schedule 10

Bylaw No 350, 1991	<ul style="list-style-type: none">• Manager of Planning and Development or Designate• Bylaw Compliance Officer
“SCRD Tree Cutting Permit Bylaw No. 350, 1991”	

Schedule 11

Bylaw No 554, 2005	<ul style="list-style-type: none">• Dog Control Officer• Bylaw Compliance Officer
“SCRD Kennel Regulation Bylaw No. 554, 2006”	

Schedule 12

Bylaw No. 518, 2002	<ul style="list-style-type: none">• General Manager of Infrastructure Services or Designate• Bylaw Compliance Officer• RCMP Officers
“SCRD Ports Regulation Bylaw No. 518, 2002”	

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 1 (continued)

Attached to and Forming Part of Bylaw No 558, 2006.

Schedule 13

Bylaw No. 598, 2008	<ul style="list-style-type: none">• General Manager of Community Services or Designate
“Roberts Creek Smoke Control Regulations Bylaw No. 598, 2008”	<ul style="list-style-type: none">• Bylaw Compliance Officer• Fire Hall Assistant

Schedule 14 - Repealed

Schedule 15

Bylaw No. 631, 2011	
“SCRD Fire Protection Bylaw No. 631, 2011”	<ul style="list-style-type: none">• Fire Chief or Designate• Fire Hall Assistants• Bylaw Compliance Officer

Schedule 16

Bylaw No. 405, 1994	<ul style="list-style-type: none">• Solid Waste Management Coordinator
“SCRD Sanitary Landfill Site Bylaw No. 405, 1994”	<ul style="list-style-type: none">• Manager of Sustainable Services• Environmental Technician• General Manager of Infrastructure Services• Bylaw Compliance Officer

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 15

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Fire Protection Bylaw No. 631, 2010”

OFFENCE	SECTION	FINE
Unauthorized fire on Regional District property, park or public place	5.1	250.00
Discard of lighted match, cigar, cigarette or other burning material	5.2	250.00
Burning without permit	5.3	250.00
Burning prohibited materials	5.5	500.00
Failure to have competent person supervising fire; or failure to extinguish fire	5.6	100.00
Failure to meet permit conditions	5.7	250.00
Enter or burn in restricted area	5.8	500.00
Obstruction of fire services personnel, vehicle or equipment	5.9	500.00
Campfire in prohibited area	5.11, 5.12	250.00
Failure to extinguish campfire	5.15	250.00
Tamper with operation of fire hydrant	5.16	250.00
Improper activation of fire alarm/false alarm	5.18	250.00
Allow accumulation of combustibles	6.1(b)	250.00
Obstruction of means of egress	6.1(f)	250.00
Failure to keep property or structure in safe condition	6.2	250.00
Class B Burn when prohibited	6.3(a)	250.00

Failure to maintain minimum distance from buildings and property line for Class B burn	6.3(b)	250.00
Fire exceeding permitted Class B burn size	6.3(c)	250.00
Failure to have competent person in charge of Class B burn	6.3(d)	250.00
Failure to obtain permit for Class A burn	6.4(a)	250.00
Failure to maintain minimum distances from buildings and property lines for Class A burn	6.4(b)	250.00
Failure to have competent person in charge of Class A burn	6.4(c)	250.00
Failure to adhere to permit conditions	6.5	250.00
Failure to maintain private fire hydrant	6.8	250.00
Failure to display signage identifying each floor level in buildings of three or more storeys	6.9	250.00
Failure to display required signage at elevators	6.10	250.00
Improper location or storage of commercial refuse containers	6.11	250.00
Allow accumulations of combustible or flammable materials	6.18(a)	250.00
Failure to secure vacant premises	6.18(b)	250.00
Failure to secure fire damaged building	6.21	250.00
Burn during restricted period	9.6	500.00
Enter closed area	9.7	250.00

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 16

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Sanitary Landfill Site Bylaw No. 405, 1994”

OFFENCE	SECTION	FINE
Depositing waste outside the boundaries of a permitted landfill site	3 (g)	\$100.00