



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 9, 2013
AMENDED AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 25, 2013

Annex A
Pages 1-29

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

3. Sunshine Coast Senior Swim Team
Regarding Rural Areas Grant-in-Aid Application

Annex B
pp 30-33

COMMUNICATIONS

4. Sunshine Coast Akro Swirls – A Chapter of the B.C. Lupus Society
Regarding Invitation to “Do it for Lupus Walk”

Annex C
p 34

REPORTS

5. Administrator’s Report
6. Directors’ Reports
7. Special Corporate and Administrative Services Committee recommendation Nos. 1-10 of April 25, 2013
8. Corporate and Administrative Services Committee recommendation Nos. 1, 3-8, 10-19, 21-23 of April 25, 2013 (*Nos. 2, 9, and 20 previously adopted*)
9. →REPLACE Special Corporate and Administrative Services Committee recommendation No. 1 of May 2, 2013

Annex D
pp 35-36

Verbal

Annex E
pp 37-39

Annex F
pp 40-45

Annex G
pp 46-47a

10. Infrastructure Services Committee recommendation Nos. 1-9 of May 2, 2013 Annex H
pp 48-51
11. ➔**ADD** Community Services Committee recommendation No. 1 of May 9, 2013 p 51a
12. ➔**REPLACE** Chief Building Inspector – Notice on Title Annex I
pp 52-54

MOTIONS

BYLAWS

13. "Sunshine Coast Regional District Records and Information Management Bylaw No. 674, 2013" – ***first, second, and third reading***
(Voting – All Directors – 1 Vote Each) Annex J
pp 55-56
14. "Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.102, 2011" - ***adoption***
(Voting – Electoral Area Directors – 1 Vote Each) Annex K
pp 57-58

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a) and (e) of the *Community Charter* "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality", and "the acquisition, disposition or expropriation of land...".

ADJOURNMENT

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

May 2, 2013

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	G. Tretick
	Directors	D. Shugar L. Turnbull F. Mauro G. Nohr L. Lewis D. Siegers
ALSO PRESENT:	Chief Administrative Officer	J. France
	Manager, Legislative Services	A. Legault
	Manager, Financial Services	J. Day
	General Manager, Infrastructure Services	B. Shoji
	General Manager, Community Services	P. Fenwick
	General Manager, Planning & Development	S. Olmstead
	Recording Secretary	T. Crosby
	Media	0
	Public	0

CALL TO ORDER 10:11 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Strategic Plan Progress Report*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding "SCRD Strategic Plan Progress Report – May 2013" be received;

AND THAT the comments and proposed changes to the Strategic Plan be referred to the June 4, 2013 Strategic Planning Session.

The Chief Administrative Officer (CAO) noted that the purpose of the meeting was to provide an update on progress made on the strategic plan as well as to offer information on proposed actions and obtain the Committee's feedback.

Staff will meet on May 22 to review the Strategic Plan. This will include discussion on collaboration and understanding of goals/targets. Comments and suggestions on new and existing targets will be added to the agenda for the Strategic Planning Session.

The Strategic Planning session scheduled for June 4, 2013 will provide the opportunity to discuss proposed actions and finalize the Board's targets over the next 18 months in the 6 theme areas – 3 principles and 3 strategic directions. Also on the agenda for this session will be modification of the current Strategic Planning Policy.

These minutes have been divided into two sections:

- A) Comments: any of which can be acted upon by resolution;*
- B) proposed changes to the Strategic Plan for consideration June 4, 2013.*

Section A

The following items were comments identified for discussion on June 4, 2013:

- Estimated completion or target dates.*
- Section 1.2 - Suggest developing process to ensure automatic referrals to all three municipalities; establish intergovernmental policy for transmittals (process with feedback, etc.)*
- 1.2 c) Investigate improved audio technology (microphone/PA system) for presentations and forums.*
- 1.2 c) Add tours of water treatment plant, and electoral area groups touring. And CapU training and building trails*
- Session with SIB for First Nations history, government structure, cultural sensitivity – staff to look at the logistics and Director attendance – CAO has been in contact and is waiting for reply.*
- Suggestion for the Board to lobby MLA's on key issues. Strategies for Board and Council attendance at meetings.*
- Regional Sustainability Plan round table – on the shelf projects – concern that with staff absences projects fall away – Board's vision deferred.*
- Revisions of priorities and goals in the Strategic Plan related to staffing – timelines and addressing goals, ensuring that these are met.*
- Service Reviews vs. Performance Audits – differentiates from other things – find a new term.*
- 1.4 a) clarifying the role of staff in relationships to external groups (staff time, etc.*
- 1.5 a) change the target: suggestion "Lessons Learned".*

- *3.4 b) NOTE: staff to find out about the grant application workshop being held in North Vancouver and strategies on organizing how revenue collection occurs*
- *6.1 b) clarify whether this is guideline or regulation updates. Accomplishments: Terms of Reference being forwarded to Planning Committee*
- *6.1 NOTE: Part of the Planning efforts will be to overlay First Nation land plans with SCRD land plans*
- *6.1 f) add amendment re: subdivision in the ALR – closing the gap ASAP – report in progress on the PDC Agenda*

The Committee recessed at 11:38 a.m. and reconvened at 11:47 a.m.

Section B

Proposed changes to the Strategic Plan for consideration on June 4, 2013:

- *1.3 c) Parks signage using First Nations names continued to other areas (Dakota Ridge complete)*
- *1.3 c) Rights and title issues: greater sensitivity within legal confines*
- *2.3 b) Add energy audit at Gibsons Aquatic and Add Local Offset Program (funding and direction to be determined)*
- *3.3 a) GFOA Strategies and other local governments engaging public participation of the budget process – tie this into collaboration as well.*
- *3.4 b) other revenue sources to be added: local offset program, also additional community benefit contributions - IPP's, Sechelt Aggregates*
- *6.1 – adding Sechelt and Squamish Nation land plans*
- *6.2 a) Add “Board will be supporting and assisting the Housing Committee with these targets:”*
- *6.5 a) ADD develop a timeline for discussions with the Municipalities on ED and outline the funding required by December 31, 2013.*

ADJOURNMENT 12:07 p.m.

Direct to Board from May 9, 2013 Community Services Committee

Recommendation No. 1 *District of Sechelt Proposed Changes to Cowrie Street*

The Community Services Committee recommended that the report from the Manager of Transportation and Facilities regarding District of Sechelt changes to Cowrie Street be received;

AND THAT staff prepare a document listing the SCR D Board and BC Transit concerns to be submitted to the District of Sechelt Council and signed by the SCR D Board Chair;

AND THAT the document highlight cost items, safety concerns and time involved with respect to the proposed District of Sechelt changes to Cowrie Street;

AND THAT should the District of Sechelt proceed with the proposed changes, that all costs related to implementing those changes be born by the District of Sechelt;

AND FURTHER THAT this resolution be forwarded to the May 9, 2012 SCR D Board meeting for adoption.

SCRD STAFF REPORT

DATE: May 7, 2013
TO: Sunshine Coast Regional District Board – May 9, 2013
FROM: Peter Longhi, Chief Building Inspector and Bylaw Manager
SUBJECT: Placement of Notice on Title

RECOMMENDATIONS

THAT the Chief Building Inspector and Bylaw Manager's report regarding Building Division 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 **Lot C (BT432326), Block A, District Lot 909, Plan 1342 Group 1, NWD PID 025-533-924 Electoral Area E**

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 **Lot F, Block D, District Lot 3378, Plan BCP41870, Group 1, NWD PID 028-022-980 Electoral Area D**

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 4, District Lots 907 and 909, Plan BCP41230, Group 1, NWD PID 027-954-871 Electoral Area E**

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 6 except: Part on Statutory Right of Way Plan 14183, District Lot 903, Plan 3877, Group 1, NWD PID 006-619-274 Electoral Area E**

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 **Strata Lot 1, District Lots 468, 2009 and 5994, Strata Plan VR 1481, Group 1, NWD PID 002-969-963 Electoral Area A**

AND THAT the Manager of Legislative Service 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 44, District Lot 3989, Plan 15216, Group 1, NWD PID 007-710-861**

BACKGROUND

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

This report lists a property where structures have been constructed and permits have not been procured or inspections have not been completed to the satisfaction of the Building Division.

A minimum of three letters are generally sent in these cases advising the registered owners that certain specific situations exist regarding their property and the Bylaw Compliance Officer has requested that building permits be obtained and completed in each case. The third of these letters was sent by the Chief Building Inspector requesting compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Manager of Legislative Services has sent registered letters to all of the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered if they wish.

DISCUSSION:

Report of properties with permits applied for or issued but no inspections called or construction has taken place without a valid permit:

1. 1768 Ocean Beach Esplanade, **Lot C (BT432326), Block A, District Lot 909, Plan 1342 Group 1, NWD PID 025-533-924**
Electoral Area E
 - Final health inspection required
 - Final Structural engineering required
 - Final ventilation report required
 - Permit renewal required

2. 3040 Grauman Road, **Lot F, Block D, District Lot 3378, Plan BCP41870, Group 1, NWD PID 028-022-980**
Electoral Area D
 - Final structural engineering required
 - Ventilation checklist required
 - Final finishing details required
 - Final electrical required
 - Permit needs renewing

3. 444 Solar Place, **Lot 4, District Lots 907 and 909, Plan BCP41230, Group 1, NWD PID 027-954-871**
Electoral Area E
 - Permit needs renewing
 - Exterior finishes not weather tight, missing grills
 - Door hardware and soffits to complete.

4. 1519 Burton Road, **Lot 6 except: Part on Statutory Right of Way Plan 14183, District Lot 903, Plan 3877, Group 1, NWD PID 006-619-274**
Electoral Area E
 - Permit for accessory building requires renewing
 - Owner is living in an accessory structure, (yurt)
 - No approved washroom facilities

5. Strata Lot 1, Quarry Bay, Nelson Island, **Strata Lot 1, District Lots 468, 2009 and 5994, Strata Plan VR 1481, Group 1, NWD PID 002-969-963**
Electoral Area A
 - Dwelling unit constructed without permits
 - Permit application has expired

6. Hallowell Road, **Lot 44, District Lot 3989, Plan 15216, Group 1, NWD PID 007-710-861**
Electoral Area A
 - Accessory building brought in without permits, (Steel shipping container)

End of list

Respectfully submitted
Peter Longhi