



# SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, APRIL 27, 2017

## AMENDED AGENDA

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**CALL TO ORDER 1:30 p.m.**

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of April 13, 2017 Annex A  
Pages 1-7
3. Special Board meeting minutes of April 20, 2017 Annex B  
pp 8-9

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PETITIONS AND DELEGATIONS

### COMMUNICATIONS

### REPORTS

4. Directors' Reports Verbal
5. **⇒INSERT** Chief Administrative Officer's Report pp 9a-b
6. Planning and Community Development Committee recommendation Nos. 1-7 and 9-21 of April 13, 2017 (*recommendation No. 8 previously adopted*) Annex C  
pp 10-17
7. Infrastructure Services Committee recommendation Nos. 1-9 of April 20, 2017 Annex D  
pp 18-20
- 7a **⇒ADD** Corporate and Administrative Services Committee recommendation No.1 of April 27, 2017 p 20a
8. **⇒DELETE** ~~Chief Building Official – Notice on Title~~ Annex E  
pp 21-23

### MOTIONS

**BYLAWS**

- |     |   |                     |
|-----|---|---------------------|
| 9.  | <i>Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017</i><br>– <b>first reading</b><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>    | Annex F<br>pp 24-26 |
| 10. | <i>Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017</i><br>– <b>first reading</b><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>    | Annex G<br>pp 27-93 |
| 11. | <i>Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017</i> – <b>first reading</b><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>     | Annex H<br>pp 94-95 |
| 12. | <i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017</i> – <b>first reading</b><br><b>(Voting – Electoral Area Directors – 1 vote each)</b> | Annex I<br>pp 96-98 |

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

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f) and (k) of the *Community Charter* - “law enforcement...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** SCRD Board – April 27, 2017  
**AUTHOR:** Janette Loveys, Chief Administrative Officer  
**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S REPORT

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**RECOMMENDATION(S)**

**THAT the report titled Chief Administrative Officer's Report be received for information.**

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**BACKGROUND**

This report provides information on the activities of the Chief Administrative Officer (CAO).

**DISCUSSION*****Administration:***

The CAO and staff are excited about the upcoming 2017 Community Dialogues across the Sunshine Coast. Community Dialogues are scheduled from Monday, May 8 to Saturday, July 8 at this point. 2016 Community Dialogues proved to be a good first step in strengthening our public engagement and staff look forward to continuing the opportunity to work more effectively with the community we serve.

All CAO's in BC have been requested to comment on the Responsible Conduct of Local Government Elected Officials paper. Staff have taken the time to prepare a thoughtful and knowledgeable response.

The CAO continues to meet and work collaboratively with SCRD Volunteer Fire Departments on various issues both regional and individual service based. More information on the various initiatives will be forthcoming over the coming months. The next meeting is set for May 25, 2017.

A staff working group has met to develop a plan to celebrate the 50<sup>th</sup> anniversary of the SCRD. There were no members of the public who expressed a desire to sit on the committee however, a few community members have expressed a wish to assist with one-time events. Staff have also integrated the Community Dialogues into the celebrations. A report will be forthcoming in May.

The CAO continues to meet with residents and community partners who are interested in learning more about the SCRD and/or have a concern and are seeking to be heard. Staff strive to be approachable, listen and assist in resolving their concerns.

**SCRD Staff Development and Engagement:**

- “On the Go with the CAO” was held in early April. Over 100 staff attended the various meetings. It was a good opportunity to meet staff in their workplaces and share corporate information and key initiatives.
- Long Service Awards ceremony for SCRD Staff is scheduled for Tuesday, April 25, 2017 from 2:00 pm to 4:00 pm.
- Facilitation Training Course for staff led by the CAO is scheduled for Wednesday, April 26, 2017.
- NAOSH Week events are scheduled for the week of May 8, 2017.

**External Engagements:**

- Islands Trust and SCRD Joint Elected Official Meeting was held on Friday, April 21, 2017.
- Municipal Stakeholder Meeting re: Organics Diversion Strategy is scheduled for May 2, 2017 at 10:00 am.
- Howe Sound Forum is scheduled for Friday, May 5, 2017.

**STRATEGIC PLAN AND RELATED POLICIES**

The Strategic Plan is a key document for the CAO’s office and provides the overall administrative guidance for the business of the SCRD.

- Strategic Priority: Ensure Fiscal Sustainability
- Strategic Priority: Embed Environmental Leadership
- Strategic Priority: Support Sustainable Economic Development
- Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations
- Strategic Priority: Facilitate Community Development
- Strategic Priority: Enhance Board Structures and Processes
- Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers
- Strategic Priority: Enhance Board Structures and Processes

**CONCLUSION**

The CAO provides a written report summarizing key initiatives which align to the priorities of the Strategic Plan and Board’s direction.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X- J.Loveys	Other	

**Recommendation No. 1**     *Draft Audited Financial Statements for Year- Ended December 31, 2016*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District 2016 Draft Audited Financial Statements, and the following documents, be received:

- Audit Results and Communications Report to the Members of the Board;
- Independent Auditor's Reports for the Sunshine Coast Regional District (SCRD) and Foreshore Leases;
- Draft Audited Financial Statements for year ended December 31, 2016;

AND THAT the draft audited statements for year ended December 31, 2016 be approved as presented;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting on April 27, 2017 for adoption.