



# 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, JANUARY 26, 2017

## AMENDED AGENDA

---

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

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of January 12, 2017

Annex A  
Pages 1-26

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PETITIONS AND DELEGATIONS

### COMMUNICATIONS

### REPORTS

3. Directors' Reports Verbal
4. **⇒ INSERT** Chief Administrative Officer's Report pp 26a-b
5. Planning and Community Development Committee recommendation Nos. 1-5 and 7-14 of January 12, 2017 (*recommendation No. 6 previously adopted*) Annex B  
pp 27-33
- 5a **⇒ ADD** Corporate and Administrative Services Committee recommendation Nos. 4 and 5 of January 26, 2017 p 33a
6. Senior Manager, Administration and Legislative Services – Advisory Planning Commission (APC) Appointments Annex C  
pp 34-35
7. Chief Building Official – Notice on Title Annex D  
pp 36-37

### MOTIONS

**BYLAWS**

- |     |  |                     |
|-----|--|---------------------|
| 8.  | <i>Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016 – <b>second reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>                      | Annex E<br>pp 38-39 |
| 9.  | <i>Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No.337.87, 2016 – <b>second reading as amended</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b> | Annex F<br>pp 40-43 |
| 10. | <i>West Howe Sound Official Community Plan Amendment Bylaw No. 640.1, 2015 – <b>third reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>                              | Annex G<br>pp 44-54 |
| 11. | <i>Elphinstone Official Community Plan Bylaw No. 600.6, 2015 – <b>third reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>  | Annex H<br>pp 55-68 |
| 12. | <i>Roberts Creek Official Community Plan Amendment Bylaw No. 641.4, 2015 – <b>third reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>                                | Annex I<br>pp 69-78 |

**NEW BUSINESS**

**IN CAMERA**

⇒ **ADD** THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (i) and (k) of the *Community Charter* –“the receipt of advice that is subject to solicitor-client privilege...”; and, “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

---

**TO:** SCRD Board – January 26, 2017  
**AUTHOR:** Janette Loveys, Chief Administrative Officer  
**SUBJECT:** **CHIEF ADMINISTRATIVE OFFICER’S REPORT**

---

**RECOMMENDATION(S)**

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

---

**BACKGROUND**

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

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

The CAO will assist and support the Infrastructure Services staff during the recruitment process for the General Manager. The managers now report to the CAO. The CAO has spent a considerable amount of time on the review/analysis of the solid waste service. Staff are preparing for more discussions with the Board very shortly.

Staff continue to put a significant amount of work into the 2017 budget process and packages. The Senior Leadership Team (SLT) has continued with additional process improvements since December.

The SLT is reviewing and integrating 2017 work planning processes at a corporate level. In addition, a report on the Strategic Plan and 5 Year Integrated Service Plan is targeted for a February Committee meeting.

Staff continue to work with member municipalities on the economic development file and are preparing to report back with respect to the Service Agreement.

Implementation of the financial and asset management software has required a significant amount of focus and resources. Staff continue to work on the implementation and integration with the departments. This is significant step forward for the organization.

**SCRD Staff Development and Engagement:**

- Staff continue to work with the Health and Safety Committee towards improvements to the committee membership and processes.
- The CAO attends divisional staff meetings and meets with individual staff to address questions, issues, problem-solving and communication improvements. The feedback is that it’s positive and an investment in staff.

**External Engagements:**

- CAO to attend LGLA Leadership Forum with the Board from February 1 to 3, 2017 in Richmond.

**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-JL	Other	

**Recommendation No. 4**     *Insurances Invoices Over \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Insurance Invoices Over \$100,000: MIA and Aon Reed Stenhouse Inc. be received;

AND THAT the Board authorize payment of \$66,413 for liability insurance to the Municipal Insurance Association (MIA);

AND THAT the Board authorize payment of \$180,458 for property insurance to Aon Reed Stenhouse Inc.;

AND THAT the 2017 Financial Plan be amended to reflect the reduction in insurance premiums;

AND FURTHER THAT this recommendation be forwarded to the January 26, 2017 Board meeting for adoption.

**Recommendation No. 5**     *Square Bay Sewage Treatment Alternative Approval Process*

The Corporate and Administrative Services Committee recommended that the report titled Square Bay Sewage Treatment Alternative Approval Process be received;

AND THAT the deadline for receiving elector responses be March 21, 2017 at 4:30 p.m.;

AND THAT the elector response form be established as presented;

AND THAT the total number of electors of the area to which the approval process applies (Square Bay Sewage Treatment Service Area) be determined to be 92 (10% threshold = 9);

AND FURTHER THAT this recommendation be forwarded to the January 26, 2017 Board meeting for adoption.