



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 25, 2018

AMENDED AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of January 11, 2018

Annex A
Pages 1-12

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. ⇒ INSERT Chief Administrative Officer's Report] p 12a-b
5. Planning and Community Development Committee recommendation Nos. 1, 2 and 4-13 of January 11, 2018 (*recommendation No. 3 previously adopted*) Annex B pp 13-17
6. Infrastructure Services Committee recommendation Nos. 1-10 of January 18, 2018 Annex C pp 18-21
- 6a ⇒ ADD Corporate and Administrative Services Committee recommendation Nos. 5 and 11 of January 25, 2018 p 21a
7. Senior Manager, Administration and Legislative Services – 2018 Board Appointments Annex D pp 22-23
8. Senior Manager, Administration and Legislative Services – 2018 Advisory Planning Commission Appointments Annex E pp 24-25
9. Chief Building Official – Notice on Title Annex F pp 26-28

MOTIONS

BYLAWS

- 10. *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558.6, 2018 – first, second and third reading*
(Voting – All Directors – 1 vote each) Annex G
pp 29-53

- 11. *Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638.7, 2018 – first, second and third reading*
(Voting – All Directors – 1 vote each) Annex H
pp 54-65

- 12. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018 – first, second, third reading and adoption*
(Voting – All Directors – 1 vote each) Annex I
pp 66-70

- 13. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017 – second reading*
(Voting – Electoral Area Directors – 1 vote each) Annex J
pp 71-74

- 14. *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017 – adoption*
(Voting – Electoral Area Directors – 1 vote each) Annex K
pp 75-77

- 15. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 – adoption*
(Voting – Electoral Area Directors – 1 vote each) Annex L
pp 78-79

- 16. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017 – adoption*
(Voting – Electoral Area Directors – 1 vote each) Annex M
pp 80-82

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 25, 2018
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 activities of the Chief Administrative Officer (CAO).

DISCUSSION

Administration:

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.

Through December and January, the Senior Leadership Team (SLT) and staff prepared Round 1 budget packages for the Board's consideration at the Special Corporate and Administrative Services Committee meetings scheduled for January 22 and 23, 2018. Starting this year, the SCRD financial software system is being utilized in the preparation of the budget documents. Staff continue to work on system improvements.

SCRD Fire Departments and staff are working cooperatively on a strategic plan which will assist in focusing service improvements, resource collaboration and future planning. As well, a report from the Fire Underwriters which was initiated by the fire departments in 2017 is also being worked on. The target date is to present the information late in Quarter 2.

The BC Timber Sales (BCTS) series of workshops start on February 6, 2018 with the first session focused on forest management and forest policy in BC. BCTS staff are leading the workshops.

SCREDO (Sunshine Coast Regional Economic Development Organization) has invited the local government funders to attend their meeting on Friday, January 26th where they will be presenting SCREDO's annual plan and budget.

Corporate work planning is ongoing utilizing the tools and processes developed in 2016/2017. SLT continues to review and look for continuous improvements and skill development.

SCRD Staff Development and Engagement:

- Leadership Forums continue to be held for staff with the next sessions focused on work planning, grant management and project management.

External Engagements:

- Groundwater Task Force meeting on January 24, 2018
- SCREDO Annual Plan meeting on January 26, 2018
- 2018 Electoral Area Directors Forum on January 30-31, 2018
- 2018 LGLA Leadership Forum January 31 to February 2, 2018
- Gibsons Fire Commission meeting on February 5, 2018
- AVICC Special Committee on Solid Waste Management on February 16, 2018 in Nanaimo Regional District

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.

Recommendation No. 5 *Grant Application for Community Emergency Preparedness Fund*

The Corporate and Administrative Services Committee recommended that the report titled Grant Application for Community Emergency Preparedness Fund – Emergency Operations Centres and Training be received;

AND THAT the grant application to the Union of British Columbia Municipalities for \$23,467 to support the Sunshine Coast Emergency Operations Centre be approved;

AND FURTHER THAT this recommendation be forwarded to the January 25, 2018 Regular Board.

Recommendation No. 11 *Canadian Environmental Assessment Agency Comprehensive Study Report for BURNCO Aggregate Mine Project*

The Corporate and Administrative Services Committee recommended that the report titled Canadian Environmental Assessment Agency Comprehensive Study Report for BURNCO Aggregate Mine Project – Electoral Area F be received;

AND THAT the following comments be forwarded to the Canadian Environmental Assessment Agency (CEAA) with a copy to the BC Environmental Assessment Office:

- a. Should the project proceed the SCRD should be given an opportunity to provide comments with respect to the draft follow-up program before it is finalized; and
- b. Should the project proceed the CEAA should require that the following be posted on BURNCO's dedicated Project website:
 - i. approved follow-up program;
 - ii. an annual status report; and
 - iii. results of monitoring and activities;

AND THAT at this time the SCRD has significant concerns that the review processes followed by CEAA have not adequately addressed the concerns of our citizens;

AND THAT the SCRD recommends that the Ministry of Environment and Climate Change Canada reevaluate the applications and respective review processes related to BURNCO Rock Products Ltd. to date and seek to bring about a fulsome oversight by the responsible agencies;

AND FURTHER THAT this recommendation be forwarded to the January 25, 2018, Regular Board meeting.