



# 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, SEPTEMBER 27, 2018

## 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 September 6, 2018

Annex A  
Pages 1-10

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

3. Daniel Bouman, Sunshine Coast Conservation Association  
Regarding Chapman Landscape Unit / Mount Elphinstone New  
Planning Process

### REPORTS

4. Planning and Community Development Committee recommendation Nos. 2-4, 6 and 10-16 of September 6, 2018 (*recommendation Nos. 1, 5, 7, 8 and 9 previously adopted*) Annex B  
pp 11-18
5. Infrastructure Services Committee recommendation Nos. 1-7 of September 20, 2018 Annex C  
pp 19-21
- 5a ⇒ADD Corporate and Administrative Services Committee recommendation No. 5 of September 27, 2018 p 21a
6. ⇒INSERT Chief Administrative Officer's Report pp 21b-c

### COMMUNICATIONS

### MOTIONS

**BYLAWS**

- 7. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.177, 2018 – **third reading***  
**(Voting – Electoral Area Directors – 1 vote each)** Annex D  
pp 22-23
- 8. *West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017 – **third reading and adoption***  
**(Voting – Electoral Area Directors – 1 vote each)** Annex E  
pp 24-27
- 9. *Elphinstone Official Community Plan Amendment Bylaw No. 600.8, 2017 – **third reading and adoption***  
**(Voting – Electoral Area Directors – 1 vote each)** Annex F  
pp 28-31
- 10. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017 – **third reading and adoption***  
**(Voting – Electoral Area Directors – 1 vote each)** Annex G  
pp 32-35
- 11. *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017 – **third reading and adoption***  
**(Voting – Electoral Area Directors – 1 vote each)** Annex H  
pp 36-38
- 12. *Sunshine Coast Regional District Directors’ Remuneration Amendment Bylaw No. 636.4, 2018 – **receipt of staff report***  
*– **first, second and third reading***  
**(Voting – All Directors – 1 vote each)** Annex I  
pp 39-43

**DIRECTORS’ REPORTS**

Verbal Report

**NEW BUSINESS**

**IN CAMERA**

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

**ADJOURNMENT**

**Recommendation No. 5**     *Community to Community Forum Grant Opportunities*

The Corporate and Administrative Services Committee recommended that staff contact the shíshálh and Skwxwú7mesh Nations with respect to opportunities presented by a Community to Community Forum, supported by the Union of British Columbia Municipalities grant, for the October 19, 2018 application deadline;

AND THAT this recommendation be forwarded to the September 27, 2018 Board meeting.

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** SCRD Board – September 27, 2018  
**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:***

As staff continue to work on preparing for the 2019 budget by reviewing the 2018 departmental work plans, associated resources and initiating the development of Service Plans as referenced in earlier reports; staff have identified a significant gap in the delivery of the services for the wastewater treatment facilities and drinking water facilities.

The SCRD holds permits under the *Environmental Management Act* for 18 wastewater treatment facilities and is responsible for meeting the conditions of these permits. This is also one of the statutory mandates of the Regional District as set by the *Local Government Act*.

The SCRD owns and operates nine drinking water treatment facilities, including the distribution systems associated with providing drinking water to the community. This requires the SCRD to meet the permit requirements as set under the *Drinking Water Protection Act* and *Water Sustainability Act*.

Staff are continuing to develop an action plan and associated Service Plan to address performance issues, asset management plans, appropriate rate structures, reserve levels and qualified staffing levels. This information will be a key focus for the new Board in the Pre-Budget meetings in November.

As a follow up to UBCM meetings, the CAO continues to work collaboratively with other CAOs and Association of Vancouver Island Coastal Communities (AVICC) staff with respect to the AVICC Special Committee on Solid Waste Management and; the Ministry of Transportation and Infrastructure to discuss the joint active transportation planning (bike and walkways).

On September 24, staff met with BC Transit staff to discuss the 2019/2020 AOA as referenced in recent reports. This information will be brought to the new Board in the Pre-Budget meetings in November.

On October 2, 2018 the SCRD Fire Chiefs and staff are scheduled to meet to share updates, next steps related to the draft strategic plan and the Fire Underwriter site visits.

Information Technology and Legislative Services staff are exploring cost effective opportunities to share audio recordings of the SCRD Standing Committee and Board meetings through a link on the SCRD website.

***SCRD Staff Development and Engagement:***

- September 25, 2018 Leadership Forum theme is “Preparing for the 2019 Budget”.
- Launch of a series of Lunch and Learns with the first one on water supply.
- “CAO on the Go” staff meetings across all the work locations is scheduled for late October/early November.
- CAO and SLT continue to work on the Board orientation and strategic planning process for the new Board.

***External Engagements:***

- Participated in FCM consultation on their strategic plan.
- Participated in consultation for the Auditor General for Local Government Act and Office.
- Meeting with *shíshálh* Nation staff on our continued reconciliation work.
- Town of Gibsons staff meeting the coming week to discuss water initiatives.
- Joint local government staff meeting on Wednesday, September 26 to discuss curbside services and procurement.
- Sechelt Library on Tuesday, September 25 to discuss process related to the upcoming MOU.
- At the end of October, a joint meeting will be held with ice and dry floor groups to discuss the facility allocation process, how it can be more inclusive of all the users and focus discussions on a shared interested approach.

**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.