



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, June 9, 2011

AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of May 26, 2011

Annex A
Pages 1-20

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Administrators Report Annex B
pp 21-22
4. Directors Reports Verbal
5. Corporate and Administrative Services Committee recommendation Nos. 1-15, 17 and 20-22 of May 26, 2011 (16, 18 and 19 previously adopted) Annex C
pp 23-30
6. Infrastructure Services Committee recommendation Nos.1-13 of June 2, 2011 Annex D
pp 31-35
7. Meetings with the Minister of Transportation and Infrastructure and the BC Ferry Commissioner To follow

MOTIONS

8. THAT the resignation of Ralph Schilling from the Area E Advisory Planning Commission be received.

BYLAWS

9. "Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.13, 2011" – ***first, second, third and adoption***
(Voting - All Directors - weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-5, Gibsons – 3, SIGD – 1) Annex E
pp 36-38
10. "Sunshine Coast Regional District Building Amendment Bylaw No. 535.6, 2011" - ***first, second, third reading***
(Voting – Participants weighted vote: A-2, B-2, D-2, E-2, F-2, SIGD-1) Annex F
pp 39-40
11. "Langdale Dock Service Establishing Bylaw No. 1079, 2011"
- ***first, second, third reading***
(Voting –All Directors – 1 Vote Each) Annex G
pp 41-43

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with the *Community Charter* Section 90 (1) (e), (f) and (k) as "the acquisition, disposition or expropriation of land or improvements...", law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;" and "negotiations and related discussions respecting the proposed provision of a municipal service..." are to be discussed.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

May 26, 2011

DRAFT MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	G. Nohr
	Directors	D. Shugar L. Turnbull B. Janyk L. Lewis E. Graham J. Louie K. Thirkell

ALSO PRESENT:	Chief Administrative Officer	J. France
	Manager, Legislative Services	A. Legault
	GM, Community Services	P. Fenwick
	GM, Infrastructure Services	B. Shoji
	Manager, Planning and Development	M. McMullen
	Recording Secretary	S. Williams
	District of Sechelt Councillor	A. Lutes
	Media	0
	Public	2

CALL TO ORDER 7:33 p.m.

AGENDA It was moved and seconded

213/11 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

214/11 THAT the Regular Board meeting minutes of May 12, 2011 be adopted as presented.

CARRIED

REPORTS

Administrator’s Reports

CAO Report **It was moved and seconded**

215/11 THAT the Chief Administrative Officer’s report be received.

CARRIED

Director’s Reports

Directors provided a verbal report of their activities.

Community **It was moved and seconded**

216/11 THAT the Special Community Services Committee recommendation Nos. 1-6 of February 4, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Parks and Recreation Master Plan*

THAT the report from the Parks Services Manager regarding the discussion on Parks and Recreation Master Plan be received;

AND THAT the Recreation and Parks Services Advisory Committee provide confirmation regarding:

- the inclusion of one or two SCR D Directors on the Advisory Committee;
- which components of the Master Plan they can manage as volunteers vs. using a consultant; and,
- which aspects of the Master Plan process they feel it is essential to have direction from a consultant;

AND THAT the advisory committee discuss this issue at their February 7th meeting;

AND FURTHER THAT this issue be referred to Round 2 Budget discussions.

Recommendation No. 2 *Work Plan 2010 and 2011 Community Parks 650*

THAT the report from the Parks Services Manager regarding the 2010 and 2011 Work Plans for Community Parks be received.

216/11 cont.

Recommendation No. 3 *Hall Rentals*

THAT staff provide information on revenues for hall rentals broken down by each hall for 2010.

Recommendation No. 4 *Invasive Plant Species*

THAT staff provide a report on their involvement in the invasive plant species project.

Recommendation No. 5 *Trail Closures*

THAT staff provide a report on trails maintenance and ways to address issues of trail safety and reinvigorating the Adopt a Trail project and related efforts of parks volunteers.

Recommendation No. 6 *Parks Inventory*

THAT for purposes like the Parks and Recreation Master Plan, staff prepare a consolidated parks inventory including the previous Master Plan data base, the corporate inventory previously presented to the Corporate and Administrative Services Committee, parks gained through the 5% allocation from land subdivisions, Right of Way and Beach Access assets, Section 57 and other Crown licenses, UREPs (potential SCRD parks), and others considered as part of the Community Parks (650) asset base;

AND THAT the draft inventory be sent to the Recreation and Parks Services Advisory Committee;

AND FURTHER THAT staff determine if a land survey exists for the Area B park in the Secret Cove Heights area noted by Director Nohr.

CARRIED

Planning

It was moved and seconded

217/11

THAT the Special Planning and Development Committee recommendation No. 1 of May 6, 2011 be received, adopted and acted upon as follows:

Recommendation No. 1 *Integrated Transportation Study Report*

THAT the staff reports of April 28, 2011 and May 4, 2011 regarding the January 2011 Draft Integrated Transportation Study be received;

AND THAT the following changes be made to the January 2011 Draft Integrated Transportation Study (ITS) Report:

217/11 cont.

1. Include a statement of overall philosophy within Section 9.0 of the ITS, recognizing: the current dual role of Highway 101 as both a regional, through highway and a local, community road, and the need to improve the current road's safety for vehicular and non-vehicular transportation in the immediate term; that development of bypass route sections are recommended where improvements of the current route will not adequately address traffic and safety concerns and only in a manner where they can be supported by all affected communities; and that prioritization of planning and construction of either bypasses of Sechelt or Gibsons need to be balanced with regard to funding, land acquisition and maintaining the quality of life and public consultation of all communities.
2. Amend Part 9.3 to include provisions for detailed alignment planning of the proposed Sechelt Bypass with an emphasis that: this bypass be located outside of the ALR to the greatest extent possible; that the proposed eastern extent of the bypass be located in the vicinity of the Sechelt / Electoral Area D boundary on an alignment that be developed and agreed to through extensive public, local stakeholder and Ministry of Transportation and Infrastructure consultation in this detailed planning process, including meaningful consultation with citizens of Roberts Creek on the eastern extent of a Sechelt Bypass; that there be emphasis that the current Highway 101 is both a highway and a local road; and that the words "local" or "connector route" be used for connections to a future "bypass" rather than just "bypass".
3. That, subject to further confirmation from or consultation with the Sechelt Indian Band, the proposed Sechelt Bypass in Part 9.3 be located as far as reasonably possible within the BC Hydro corridor within the Sechelt Band Lands; and that the Sechelt Indian Band be added to page 116 as a consultation group.
4. Clarify that in Part 9.5.3, the intent of the Ocean Beach Esplanade walking route extension is a pedestrian-only natural beach route to Gulf Road with no infrastructure be built along the beach, and that an option should be found for a regional trail linking Ocean Beach Esplanade through Roberts Creek; that Lower Road be designated as a bike route, and that, should continuation of biking infrastructure occur, that traffic calming measures on Lower Road be considered in the future.
5. Confirm that the cycling/walking path route from Langdale would be emphasized as a separate bike/walking pathway where possible along Marine Drive to Gibsons (accepted in conjunction with Items 18 and 19).

217/11 cont.

6. Confirm that, from Gibsons, the cycling / pedestrian route continues in the roadway shoulder along Gower Point / Pratt /Chaster / King / Veterans Roads (as already planned) and then ultimately on a separate pathway along Highway 101 to connect to the current pathway at Roberts Creek Road continuing as a separate pathway to Field Road in Sechelt.
7. Include recommendations for increased annual funding for alternative and non-motorized transportation, including bike and walking pathways.
8. Include language, consistent with the Elphinstone Official Community Plan policies, regarding the potential extension of Harry Road to Highway 101 within Part 9.6, with the addition of the consultation of Area E residents, and recognizing that there is a deficiency regarding access to the southwest side of Area E where there is only one exit.
9. Include language regarding supporting the Town of Gibsons and Elphinstone working with Ministry of Transportation and Infrastructure in providing safe access to businesses while improving the flow of through traffic on Gibsons Way, and include this in conjunction with Item 23.
10. Include additional language within Part 9.7 on seeking additional long-term funding for expanded transit services when undertaking the next Transit Operating Plan with BC Transit.
11. Amend Part 11 of the ITS to include a statement of expected public involvement and community collaboration when doing planning, detailed design and implementation of the major projects including the Prioritized Projects in Part 12.
12. Include links between the Community Energy and Emission Plan's (CEEP) recommended actions and ITS's Prioritized Projects in Part 12 of the ITS; and add examples such as Park & Rides, transit-oriented development, increased Route 1 and community bus services, bicycle rental and use promotion, and the order of magnitude of contributions to GHG emissions reductions by the introduction of such various CEEP measures.
13. Ensure Flume Road intersection is on the list of intersections (pages 114-115) that need fixing instead of the suggestion for Marlene Road on page 21.
14. On page 56, clarify what is meant by the reference made to necessary improvements to several intersections including "Lower Road, Elphinstone" (to be referred to Consultant to answer question for staff report back to Board).

217/11 cont.

15. Clarify (page 100) that the SCRD Transportation Division may pursue alternative revenue generation including bus shelter advertising, with small advertising targeted at transit users rather than large ads designed to attract (or distract) car drivers, and that further consultation and discussion are required.
16. Delete reference to the Roberts Creek Road traffic light on pages 55 to 56 as the light has been installed.
17. Delete the reference to Wal-Mart on page 44 as this retailer is not in existence at this location and not confirmed to be locating here.
18. On traffic calming on Marine Drive, remove all text concerning Marine Drive physical traffic calming measures including pages 74 and 80 and include electronic speed monitoring and traditional speed signage as well better cyclist and pedestrian warning / respect signage; and add text discouraging the use of Beach to Seaview as a through traffic route to be addressed by the Town of Gibsons.
19. *On shoulders on Marine Drive, change references to 1.5m shoulders to 2.0m on both sides of Marine Drive on pages 79 and 86 and start a dialogue with the Squamish First Nations on the importance of the pathways continuing through the Chekwelp lands to provide a continuous cycle and walking path between Granthams and Gibsons.*
20. On promoting bicycle use, include text on pages 84 and 117 on promoting self-serve bicycle rental options such those found in eastern North American or European towns and cities (e.g. Yellow, Bixi or Velib Bikes).
21. On the extension of the Langdale Bypass, change Sections 9.6.1 and 9.6.2 on pages 87 to 93 and include a paragraph under “Staging” on page 91 to emphasize that a longer term option is to extend the current Langdale Bypass to the vicinity of Highland Road subject to detailed planning being undertaken with public consultation with the West Howe Sound, Elphinstone, Gibsons and Roberts Creek communities; and, on page 117, add the above reference to the above-noted long-term Langdale Bypass extension.
22. On the North / Reed intersection, remove all references to North / Reed Round About and include references to a traffic light with a dedicated right-turn lane on North Road to Reed Road and with traffic sensors to allow through traffic from Reed in Sections 9.6.1 and 9.6.2 on pages 87 to 93 as well as page 117.
23. On the Pratt / Payne Road / Highway 101 intersection, include an additional right lane on Highway 101 for those turning right off Pratt Road; include a right turn lane and pedestrian sidewalk/bike lane from Highway 101 Gibsons-bound to Pratt Road southbound;

217/11 cont.

consider improvements needed for any possible Gospel Rock development impacts on page 91 and 115; and add changes regarding lengthening left turning lanes on Highway 101 in both directions at Pratt / Payne and state that every effort should be made to improve the intersection.

- 24. On the Langdale Ferry Terminal parking, remove all references to the parking strategy or parking fees at the Langdale Ferry Terminal in Section 9.7.6 on page 102 and the reference on page 118 given the lack of sufficient transit alternatives for all users at this point in time.
- 25. Include references to emphasizing the need to improve Route 1 bus frequency to 30 minutes between Trail Bay Mall and the Langdale Ferry Terminal and remove the Local Langdale Ferry Community Bus on pages 95 to 98 in Section 9.7 and on page 118, but ensure community buses are still included in Gibsons and area to link into and to supplement the Route 1 service.
- 26. Ensure change from four-lane to two lanes on all maps showing Teredo Street and Wharf Road in Sechelt.
- 27. The Rosina Giles Way / Teredo Street road improvement plan should be acknowledged with focus on a pedestrian crossing of Teredo Street and safety generally.
- 28. There should be note of the need for consultation with the Ministry of Transportation and Infrastructure on costs associated with roads divested to municipalities.

CARRIED

Food Security

It was moved and seconded

218/11

THAT staff defer writing a letter to the Investment Agriculture Foundation Chair requesting funding to undertake an agriculture survey with a view to increase food security on the Sunshine Coast until Planning staff have discussed this item further with the Agricultural Advisory Committee and report back to the Planning and Development Committee.

CARRIED

Planning

It was moved and seconded

219/11

THAT the Planning and Development Committee recommendation Nos. 1-2 and 4-11 of May 12, 2011 be received, adopted and acted upon as amended as follows:

219/11 cont.

Recommendation No. 1 *Sunshine Coast Community Forest*

THAT the correspondence from Mr. Kevin Davie, Operations Manager, Sunshine Coast Community Forest (SCCF) regarding the response to SCR D questions be received;

AND THAT a letter be sent to SCCF and the District of Sechelt suggesting that they initiate the lead in undertaking a collaborative *level three* Coastal Watershed Assessment Procedure (CWAP) with the other stakeholders in the Wilson Creek Watershed namely BC Timber Sales, Island Timberlands and Columbia National Investments;

AND THAT a letter be sent to SCCF and the District of Sechelt to initiate a high-level discussion of SCCF's operations and that this item be referred to the next Joint Watershed Management meeting.

Recommendation No. 2 *Roberts Creek Community Association*

THAT the correspondence from Ms. Mary Degan, President, Roberts Creek Community Association, dated April 4, 2011, regarding Block EW002 Wilson Creek Watershed be received.

Recommendation No. 4 *Island Trust Council*

THAT the letter from Ms. Sheila Malcolmson, Chair, Islands Trust Council, dated April 6, 2011, regarding a recent public opinion survey on preserving and protecting British Columbia's Gulf Islands be received.

Recommendation No. 5 *Mr. Dean Bosch*

THAT the letter from Mr. Dean Bosch, dated April 27, 2011, regarding Earl's Cove Log Dump License Application be received;

AND THAT staff respond to Mr. Dean Bosch acknowledging receipt of his letter and advising that the Regional District would be able to provide comment on this log dump if an application was referred to the Regional District from the Province.

Recommendation No. 6 *Environmental Health of Sechelt Inlet*

THAT the staff report titled "Environmental Health of Sechelt Inlet: Possible Next Steps" dated May 4, 2011 be received;

AND THAT staff prepare a report for Planning and Development Committee, on the development of a successor document to the Sechelt Inlets Coastal Strategy including:

219/11 cont.

1. local and senior government, non government organizations and general public participants;
2. a general level of detail in land use and foreshore designations;
3. aquatic and upland vegetation;
4. recreation;
5. water quality;
6. issues associated with boating including live-aboard and derelict boats, including the previous UBCM resolution on this issue; and
7. an outline of potential costs and funding sources;

AND THAT staff send letters inquiring as to participation and access to funds from the federal and provincial governments for the above-noted initiative concerning Sechelt Inlet;

AND FURTHER THAT Mr. John Weston, MP be sent a copy of the Sechelt Inlets Coastal Strategy with a letter to advise of the above policy issues of concern, particularly with regard to increasing pollution of Sechelt Inlet.

Recommendation No. 7 *Ocean Beach Esplanade Stewardship Advisory Committee (OBESAC)*

THAT the staff report titled “Role and Continuation of the Ocean Beach Esplanade Stewardship Advisory Committee” be received;

AND THAT staff continue the Ocean Beach Esplanade Stewardship Advisory Committee (OBESAC) by removing the current clause within its current Terms of Reference (TOR) concerning its being dissolved after its second two-year term;

AND THAT the Committee be resourced with a secretary as required, and that if a staff person is required at a meeting, that it be held during the work day;

AND THAT staff send letters to all current OBESAC members thanking them for serving on the OBESAC and advising that they may re-apply for another term if they are interested;

AND FURTHER THAT staff commence public advertising for new membership applications after receipt of any applications for current OBESAC members.

219/11 cont.

Recommendation No. 8 *Minutes*

THAT the following Minutes be received;

- Egmont/Pender Harbour (Area A) APC Minutes of April 27, 2011;
- Halfmoon Bay (Area B) APC Minutes of April 26, 2011;
- Roberts Creek (Area D) APC Minutes of April 25, 2011;
- Elphinstone (Area E) APC Minutes of April 27, 2011.

Recommendation No. 9 *Agricultural Advisory Committee Minutes*

THAT the Agricultural Advisory Committee meeting minutes of April 26, 2011 be received;

AND THAT regarding the Gospel Rock Neighbourhood Plan, the following recommendation be forwarded to the Town of Gibsons for their information:

“That, if there is an ALR buffer, it should be on Rural Residential or non-ALR land on the east side of the western boundary of the Gospel Rock development site; and that a 15 to 30-metre buffer be created as per the standards of BC Ministry of Agriculture on lots 17 and 22 between Inglis and Charman; and that any new roads or changes to road infrastructure not have any negative impact on ALR land.”

Recommendation No. 10 *Bylaw No. 310.133 (Collura)*

THAT the report titled “Zoning Amendment Bylaw No. 310.133 (Collura)” be received;

AND THAT Bylaw 310.133 be forwarded to the Board for third reading as amended;

AND FURTHER THAT following third reading, Bylaw No. 310.133 be forwarded to the Ministry of Transportation and Infrastructure for approval under Section 52 of the *Transportation Act*, prior to Bylaw No. 310.133 being forwarded to the Board for Final Adoption.

Recommendation No. 11 *Highway Frontage Requirement*

THAT the staff report titled “Highway Frontage Requirement for Witherby Point Subdivision District Lot 1637” dated May 4, 2011 be received and a recommendation be deferred until after a staff site visit.

CARRIED

Mt. Elphinstone

It was moved and seconded

220/11

THAT with respect to Resolution 206/11 Recommendation No. 3 of the May 12, 2011 SCR D Board meeting MLA Nicholas Simons be copied on the letter requesting removal of Block G042C16Y from the BCTS Chart Area for the Mount Elphinstone Operating Plan;

AND THAT staff clarify that the Coastal Watershed Assessment Procedure (CWAP) requested in item No. 6 of Resolution No. 206/11 Recommendation No. 3 is a level three CWAP.

CARRIED

Community

It was moved and seconded

221/11

THAT the Community Services Committee recommendation Nos. 1-25 of May 19, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 1 *School District No. 46 - Community Garden*

THAT the correspondence from School District No. 46 regarding a community garden at Roberts Creek Elementary School be received;

AND THAT a letter be sent to SD No. 46 noting that the SCR D supports the concept of signing a lease with the School District with the option of subleasing to a community group;

AND FURTHER THAT the following questions be forwarded to SD No. 46: What are the dimensions of the site? Do they have a survey or would one be required? What considerations are to be included in a lease with SD No. 46?

Recommendation No. 2 *Joint Use*

THAT a general discussion on Joint Use be included on the June Community Services Committee meeting agenda and that a copy of relevant bylaws and agreements be provided.

Recommendation No. 3 *Community Garden*

THAT a general discussion on community gardens be placed on the June Community Services Committee meeting agenda.

Recommendation No. 4 *Monthly Report*

THAT the Parks and Recreation Division monthly report be received.

221/11 cont.

Recommendation No. 5 *Dakota Ridge*

THAT a report be prepared to outline the estimated net cost per user for Dakota Ridge and compare that to the same data for all indoor facilities, including the Pender Pool;

AND THAT this information be included in the *Dakota Ridge Business Plan*.

Recommendation No. 6 *Recreation Facilities Marketing Update*

THAT staff prepare a report to compare three approaches for marketing recreation facilities for the June Community Services Committee meeting concentrating on the traditional printed guide vs. other proposed forms of marketing with and without a transition period.

Recommendation No. 7 *Youth Centre*

THAT staff prepare a report on scheduling for the Youth Centre in Gibsons for the June Community Services Committee meeting.

Recommendation No. 8 *Cycling Walking Paths*

THAT staff prepare a report on funding by function and options for Cycling/Walking Paths for the July Community Services Committee meeting;

AND THAT the report include a list of the recommendations for Electoral Area projects proposed and previously completed.

Recommendation No. 9 *Cycling Walking Paths*

THAT staff prepare a report on the logistics of completing the Roberts Creek Highway 101 separated walkway to the boundary of the District of Sechelt.

Recommendation No. 10 *Dakota Ridge Update*

THAT the report from the Parks Planning Coordinator regarding the Dakota Ridge 2010-2011 Operations Season Summary be received.

Recommendation No. 11 *Recreation and Parks Services Advisory Committee Minutes*

THAT the Recreation and Parks Services Advisory Committee meeting minutes of May 2, 2011 be received and Recommendation No. 6 be adopted and acted upon as follows:

221/11 cont.

THAT one or two SCRD Directors join the Recreation and Parks Services Advisory Committee for purpose of developing the Parks and Recreation Master Plan in an ex officio capacity.

Recommendation No. 12 *Parks and Recreation Master Plan*

THAT Directors Turnbull, Nohr and Shugar be appointed to the Recreation and Parks Services Advisory Committee for purposes of developing the Parks and Recreation Master Plan.

Recommendation No. 13 *UREP*

THAT the report from the Parks Services Manager regarding Section 56/57 UREP be received;

AND THAT all directives regarding this topic be considered resolved and this report referenced for future inquiries on this topic;

AND FURTHER THAT the potential acquisition and development of a park plan which maintains and capitalizes on the forest nature of the site of these land parcels be referred to the Parks and Recreation Master Plan.

Recommendation No. 14 *Capital Reserve Expenditure Request*

THAT the report from the Manager of the Pender Harbour Aquatic and Fitness Centre regarding Capital Reserve Expenditure Request for the Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the use of up to \$9,000 of the Capital Reserve Fund to purchase fitness/gym flooring and the request to amend the financial plan to include \$9,000 in line item 01-6-625-471 Building, to be funded by transfer from reserve, line item 01-5-625-145 *be approved.*

Recommendation No. 15 *VOICE*

THAT the report from the General Manager of Community Services regarding “VOICE” be received;

AND THAT a copy of this report be forwarded to VOICE asking for their assistance and recommendation on how the SCRD could improve outreach to their demographic group;

AND FURTHER THAT VOICE be advised that Parks and Recreation Services Advisory Committee has members in this demographic group.

221/11 cont.

Recommendation No. 16 *Leg Hold Traps*

THAT staff prepare a report on potential steps to regulate leg hold, conibear and snare traps within the SCRD.

Recommendation No. 17 *BCSPCA - Leg Hold Traps*

THAT the letter from the BCSPCA regarding their Trapping Position Statement be received.

Recommendation No. 18 *BCI Quarterly Report*

THAT the quarterly report from Best Coast Initiatives be received.

Recommendation No. 19 *Monthly Building Statistics*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding the April monthly building statistics be received.

Recommendation No. 20 *Proposed Building Bylaw - Permit Fee Increases Update*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Permit Fee increases as amended from the Community Services Committee meeting of April 21st, 2011, be received;

AND THAT the SCRD Building Permit Fee "Schedule B" forming part of Bylaw No. 535, 2004 be amended as recommended in this report;

AND THAT the proposed Building Permit Fee increases take effect for all permit applications received after August 1st, 2011 for step one and January 1st, 2012, for step two;

AND FURTHER THAT the Eco Incentive Program Bylaw amendments be considered for adoption by June 9, 2011 with the pilot project term of June 9, 2011 to June 30, 2012.

Recommendation No. 21 *Bylaw Enforcement Policy and BEN Ticketing System*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding Bylaw Enforcement Policy and BEN Ticketing System be received;

AND THAT the Board Policy on Bylaw Enforcement be amended as follows and forwarded to the Board for adoption:

- 221/11 cont.
- 1.7 add: the individual members
 - 2.5 change to: *Follow-up on Complaints*
 - 2.5.1 change to: *The following types of complaints may be actionable:*
 - 2.5.2 change to: *The following types of complaints will not be investigated:*
 - 2.5.1 (i) change to: *complaints which are considered to lack geographical proximity by the officer, unless they are referred for consideration to the Board.*
 - 2.7.6 (d)(1) Add: *Should the property not be brought into compliance within 30 days or bone fide steps are occurring to achieve compliance, then costs....*

AND THAT the fine schedules for the pilot project be approved;

AND FURTHER THAT Administrative staff create a BEN Bylaw which incorporates the fine schedule to be administered parallel to the MTI Bylaw incorporating the fine schedule for the BEN pilot bylaw program, and refer the Pilot BEN Bylaw to the SCR D Board for adoption.

Recommendation No. 22 *Adjudicator Qualifications*

THAT the report from the Chief Building Inspector and Bylaw Manager regarding the proposed Board policy on Adjudicator Qualifications, (BEN), be received;

AND THAT the Board policy on Adjudicator Qualifications be amended as follows and forwarded to the Board for adoption;

- 1.2 The Provincial legislation, the *Bylaw Notice Enforcement Regulation*, set the standards for adjudicators. The regulation pursuant to the legislation does not prescribe sufficient knowledge and experience for the adjudicator. This policy requires the appointed roster agency to supply an adjudicator to the Regional District with additional requirements for training and experience.
- 2.0 Conflict of Interest Policy
- 2.1 Dispute Adjudicators (as copied from the Act)
- 2.2 Limitation on Jurisdiction of Adjudicator

221/11 cont.

2.3 Conflict of Interest

2.4 The Adjudicator will, as a supplementary requirement;
2.4(c) have extensive knowledge of the application of natural justice principles.

Recommendation No. 23 *Policing Committee Minutes*

THAT the Sunshine Coast Policing Committee meeting minutes of May 2, 2011 be received.

Recommendation No. 24 *SCEP Planning Committee Minutes*

THAT the Sunshine Coast Emergency Program Planning Committee meeting minutes of April 27, 2011 be received.

Recommendation No. 25 *District of Sechelt OCP*

THAT the report regarding District of Sechelt Official Community Plan - Subsequent Referral be received;

AND THAT a letter be sent to the District of Sechelt noting that there are no objections to the proposed changes.

CARRIED

Corporate

It was moved and seconded

222/11

THAT the Corporate and Administrative Services Committee recommendation Nos. 16, 18 and 19 of May 26, 2011 be received, adopted and acted upon as amended as follows:

Recommendation No. 16 *Gospel Rock Neighbourhood Plan*

THAT a letter be sent to the Town of Gibsons advising that:

- the Sunshine Coast Regional District is still considering the concept of a fringe-area agreement *and will seek the input of the Town of Gibsons Planning staff in this work;*
- a staff report on fringe-area agreements is coming to the Regional District June 9th Planning and Development Committee meeting; and
- the Town of Gibsons can expect further discussion on this concept for the proposed development.

222/11 cont.

Recommendation No. 18 2011 Grant-in-Aid Recommendations

THAT the Administrative Assistant's report regarding 2011 Grant-in-aid recommendations be received;

AND THAT the following grants funded through the Rural Areas Grant in Aid, the Greater Gibsons Community Participation Fund and Electoral Area E & F Grant in Aid be approved:

Name	Contributing Fund			Total Grant
	Rural Areas	GGCP	Areas E & F	
BC Special Olympics	1,500	0	0	1,500
Coast Arts Building School & Centre	400	600	0	1,000
Coast Cultural Alliance	1,000	0	0	1,000
Coast Recital Society	700	400		1,100
Community Justice Program	1,850	0	0	1,850
Deer Crossing–The Art Farm Society	350	0	0	350
Eastbourne Community Association	0	0	5,000	5,000
Egmont Community Centre Club	2,000	0	0	2,000
Gambier Comm. Centre –Live green	0	1,500	0	1,500
Gambier Island Comm. Assn. (Heli Pad)	0	0	3,750	3,750
Gibsons Citizens on Patrol	0	1,000	0	1,000
Gibsons Landing Heritage Society	1,050	1,350	0	2,400
Gibsons Public Art Gallery	0	500	0	500
Gibsons Public Art Gallery (Sp. Events)	200	800	0	1,000
Granthams Wharf Association	500	0	4,500	5,000
Halfmoon Bay Child Care Centre	1,200	0	0	1,200
Pender Harbour Community Policing	500	0	0	500
Pender Harbour Living Heritage Society	2,600	0	0	2,600
Pender Harbour Music Society	2,900	0	0	2,900
Rain Frog Amphibian Sanctuary Society	450	0	0	450
Roberts Creek Community Association	4,200	0	0	4,200
Royal Canadian Legion Branch 112	1,500	0	0	1,500
Ruby Lake Lagoon Nature Reserve	2,000	0	0	2,000
Salvation Army Sunshine Coast	1,000	0	0	1,000
Sechelt Seniors Activity Centre	900	0	0	900
Sunshine Coast Arts Council	1,500	0	0	1,500
Sunshine Coast Clean Air Society	800	0	0	800
Sunshine Coast Dance Society	400	300	0	700
Sunshine Coast Community Orchestra	650	0	0	650
SC Community Services (Volunteer	1,700	0	0	1,700
SC Community Services (Victim Svcs)	1,450	0	0	1,450
Sunshine Coast Cycling	750	0	0	750

Sunshine Coast Driftwood Players	300	200	0	500
Sunshine Coast Film Society	300	200	0	500
Sunshine Coast Fruit Tree Project	500	0	0	500
Sunshine Coast Hospice Society	2,000	0	0	2,000
Sunshine Coast Jazz & Entertainment	500	750	0	1,250
Sunshine Coast Marine Rescue Society	950	0	0	950
Sunshine Coast Resource Centre Soc.	1,500	0	0	1,500
Sunshine Coast Salmonid Enhancement	1,000	0	0	1,000
Sunshine Coast Sea Cavalcade Society	0	5,000	0	5,000
858 Skookumchuk Air Cadets	300	0	0	300
Gibsons Yacht Club	250	250	0	500
Suncoast Woodcrafters Guild	400	0	0	400
Sunshine Coast Community Fdn.	1,100	0	0	1,100
Totals	43,150	12,850	13,250	69,250

AND THAT staff write the applicants advising them of the results of their applications;

AND THAT staff forward a comprehensive list of all 2011 Grant in Aid funding to the member Municipalities for their information;

AND THAT the Accounts Payable Technician prepare the payments for distribution after August 1, 2011.

Recommendation No. 19 *Deficit Position*

THAT the following functions be allowed to be in a deficit position at year-end:

- Function 126, Greater Gibsons Community Participation - \$2,000
- Function 123, Areas E & F Grant-in-aid - \$5,250.

CARRIED

Crown Land

It was moved and seconded

223/11

THAT the Engineering Technician’s report regarding a Crown Land Application for the Egmont Water System be received;

AND THAT a Crown Land Application for tenure within DL 2973 to provide sites for the proposed Egmont water treatment facility and water reservoir be approved.

CARRIED

Ferry Increases

It was moved and seconded

224/11

THAT Chair Nohr attend the June 13, 2011 meeting with the Minister of Transportation and Infrastructure regarding the proposed ferry rate increases.

CARRIED

BYLAWS

Bylaw 636.1

It was moved and seconded

225/11

THAT "Sunshine Coast Regional District Directors' Remuneration Amendment Bylaw No. 636.1, 2011" be adopted.

CARRIED

Bylaw 310.133

It was moved and seconded

226/11

THAT with respect to Bylaw No. 310.133 the requirement for a restrictive covenant to ensure a floor area ratio of 0.30 in the event that the subject dwelling is rebuilt or replaced be removed.

CARRIED

Bylaw 310.133

It was moved and seconded

227/11

THAT "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.133, 2011" be read a third time as amended.

CARRIED

Traffic

It was moved and seconded

228/11

THAT staff write to the Ministry of Transportation and Infrastructure requesting their assistance in assessing the volumes, times and frequency of the traffic that is being diverted from Gibsons Way through the parking lot of the Gibsons and Area Community Centre at both entrances.

CARRIED

The Board moved In Camera at 9:25 p.m.

IN CAMERA

It was moved and seconded

229/11

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c), (e), (f) and (k) of the *Community Charter* as “labour relations or other employee relations;”, “the acquisition, disposition or expropriation of land or improvements...”, law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;” and “negotiations and related discussions respecting the proposed provision of a municipal service...” are to be discussed.

CARRIED

The Board moved out of In Camera at 9:53 p.m.

Agreement

It was moved and seconded

230/11

THAT the funding agreement for the Gibsons and Area Community Centre between the Sunshine Coast Regional District, Integrated Community Access Network Society and Renewable Power Corporation be approved and a letter of appreciation forwarded to the parties to the Agreement;

AND THAT the Chair and Corporate Officer be authorized to sign the Agreement.

CARRIED

ADJOURNMENT

It was moved and seconded

231/11

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 9:57 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

SCRD STAFF REPORT

DATE: June 2, 2011
TO: Regular Board – June 9, 2011
FROM: John France – Chief Administrative Officer
RE: **CHIEF ADMINISTRATOR'S REPORT**

I have changed the format to include major items worked on in the past two weeks. A short list of "watch" items is also included. The watch items are works in progress that are moving along, but no information to report.

RECOMMENDATION

That the Board receives this report for information.

TOPIC	COMMENTS
Langdale Dock	Report to Committee January CAS. Staff to meet with Dir. Turnbull on suggested changes. Staff, Directors Nohr & Turnbull met on Feb 22 nd . Back to discussions with BC Ferries – meeting held on April 5 th . In Camera Report to CAS April 28 th . Letter to BC Ferries May 20 regarding next steps. Report to Board June 9th on process, deadline for electoral responses August 31st, then on to the Board in September.
SIB Water	Waiting comments back from SIB- meeting will be scheduled for April/May. Spoke with Director Louie on setting up a new meeting. Setting meeting for May 30 th . Band advised they want to meet in late June or early July – Staff working on a date.
Strategic Plan	Report on update of Strategic Plan Priorities for May CAS. Workshop to review the Strategic Plan for 2011 to be scheduled at CAS May 26/11. Update referred to Strategic Planning meeting in July (8th at Rockwater Secret Cove Resort).
Chekwelp	In process of putting together concepts around the service agreement and the service agreement itself. Meeting held March 10 th , ToG staff rep was present. Next step – prepare principles list to guide service agreement. Setting up meeting for June 2011. Met for two days with Town of Gibsons CAO, GM of Corporate Services, and consultant on developing principles for service

	agreement. Plan is to get report to June Corporate & Administrative Services Committee meeting.
Finance	Working with Finance staff/Jackie to ensure major issues are being addressed. Treasurer hiring process progressing. Re-advertising position. May- second round complete, advertising third time. June 4th is the close of the competition.
Economic Development	Workshop held on April 28 th – a success. Task Force created to report on governance options – mid June report. Economic development proponents interviewed by CAO's May 16 th . Met with Chief Administrative Officers on June 3rd to discuss the progress and outline of the draft report.
Human Resources	Worked on several labour issues including grievances.
Independent Power Projects	Worked on Independent Power Projects file – Renewable & Regional Power (Bear Creek). Follow up with Box Canyon project and possible amenity agreement.
BC Hydro	Met with BC Hydro to discuss energy management program and new bill structure. Report will be coming to a future Infrastructure Services Committee meeting.
Recreation Service Reviews	Met with consultants on the Recreation Service review – benchmarks, comparison facilities, staff perspectives

Items Watching:

- Town of Gibsons Water
- Regional Solid Waste Management Plan
- GACC Lease
- Budget Process 2012
- Sustainability Plan

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

May 26, 2011

DRAFT RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	B. Janyk
	Directors	L. Turnbull D. Shugar G. Nohr E. Graham K. Thirkell L. Lewis J. Louie
ALSO PRESENT:	Chief Administrative Officer	J. France
	Acting GM, Corporate Services	J. Day
	Manager, Legislative Services	A. Legault
	General Manager, Infrastructure Services	B. Shoji
	Chief Building Inspector	P. Longhi (Partial)
	Manager, Recreation Services	B. Bauman (Partial)
	Alternate Director, Area F	J. Clegg
	Alternate Director, District of Sechelt	A. Lutes
	Recording Secretary	J. Fraser
	Public	3
	Media	1

CALL TO ORDER 1:30 p.m.

AGENDA The agenda was adopted as amended, including:

Item 19a: Cell Phone Tower for the West Side of Gambier and Hillside

REPORTS

Recommendation No. 1 *Regional Recreation [616-621] Variance to March 31, 2011*

The Corporate and Administrative Services Committee recommended that the Manager of Recreation Services' report regarding Regional Recreation, Functions 616 to 621, Variance to March 31, 2011 be received.

Recommendation No. 2 *Building Inspection [520] Variance to April 30, 2011*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector's report regarding Building Inspection, Function 520, Variance to April 30, 2011 be received;

AND THAT staff report back on what services are being provided related to the mill housing permits and the process in place to track when these buildings are no longer in use.

Recommendation No. 3 *Budget Process – Base Budget*

The Corporate and Administrative Services Committee recommended that the Acting General Manager of Corporate Services' report regarding the Budget Process – Base Budget be received;

AND THAT the framework for an increase to base budget as outlined in the General Manager, Corporate Services' report of November 16, 2010 titled "Overview of 2011 Budget and Goal Setting" be approved as amended and incorporated into the 2012 Budget Manual:

- Net Operating Base Budget means Base Budget excluding administrative support, salaries, benefits, transfers and debt payments;
- Changes to the established base budget will be determined through the decision package process;
- A maximum percentage increase to net operating base budget will be determined by the Board in the fall of each year for the upcoming budget year. This percentage will be translated into a dollar amount per function budget in the Finance Division and provided to the Budget Manager as an "up to" maximum amount available for consideration within each budget;
- For Round 1 Budget, Budget Managers will incorporate increases to net operating base budget where required, adjust downward where actual figures reflect savings and report to the Committee on the total percentage increase used per budget with an explanation of where it was used within each budget.

Recommendation No. 4 *Langdale Dock Alternative Approval Process*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Langdale Dock Service Establishment Alternative Approval Process be received;

AND THAT *Langdale Dock Service Establishing Bylaw No. 1079, 2011* be forwarded to the June 9th Board meeting for first, second and third readings;

AND THAT the deadline for receiving elector responses be August 31, 2011;

AND THAT the elector response form be established as presented;

AND FURTHER THAT the total number of electors of the area to which the approval process applies (Langdale Dock Service Area) be determined to be 384 (10% threshold = 38).

Recommendation No. 5 *Cell Phone Service*

The Corporate and Administrative Services Committee recommended that the Board send a letter to TELUS requesting that cell phone service be implemented for the west side of Gambier Island and Hillside;

AND THAT another letter be sent to TELUS requesting that cell phone service be improved from Sechelt west to Egmont.

Recommendation No. 6 *Strategic Plan Update*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding Strategic Plan Update be received;

AND THAT this report be referred to the upcoming July Strategic Plan Workshop.

The Committee recessed from 3:05 p.m. to 3:20 p.m.

Recommendation No. 7 *Update of Strategic Plan and Board Workshop*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding Update of Strategic Plan and Board Workshop be received;

AND THAT a workshop be scheduled for Friday, July 8th at 10:00 a.m. to review and update the Strategic Plan Progress Reports.

Recommendation No. 8 *Bear Hydro Project*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report regarding Bear Hydro Project be received;

AND THAT the Bear Hydro payments be transferred to reserves for Dakota Ridge capital improvements;

AND THAT staff report back to the June Corporate and Administrative Services meeting on how the capital works would be undertaken in collaboration with the business plan being developed with potential additional funds from the Island Coastal Economic Trust;

AND FURTHER THAT the issue of where to allocate funds received from independent power projects be referred to the July 8th Strategic Plan Workshop for discussion.

Recommendation No. 9 *Local Government Election*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Local Government Election be received;

AND THAT, pursuant to Section 41(1) and (2) of the *Local Government Act*, Angie Legault be appointed Chief Election Officer for conducting the 2011 general local elections with the power to appoint other election officials as required for the administration and conduct of the 2011 general local elections;

AND THAT Selina Williams be appointed Deputy Chief Election Officer for the 2011 general local elections;

AND FURTHER THAT staff prepare an amendment to the election procedures bylaw to accommodate posting nomination and financial disclosure documents on the internet.

Recommendation No. 10 *Local Government Leadership Academy*

The Corporate and Administrative Services Committee recommended that the Executive Assistant's report regarding Local Government Leadership Academy – 2012 Elected Officials Seminars be received;

AND THAT staff register the Electoral Area Directors for the forum scheduled for February 8th to 10th, 2012 in Richmond.

Recommendation No. 11 *UBCM Resolutions*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Resolutions to the Union of BC Municipalities (UBCM) be received.

Recommendation No. 12 *Amendments to Purchasing Policy*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer's report regarding Amendments to the Purchasing Policy be received;

AND THAT the Purchasing Policy be adopted as amended.

Recommendation No. 13 *Partnership Agreements*

The Corporate and Administrative Services Committee recommended that staff research and report back on the potential of using partnership arrangements in relation to the provision of certain services.

Recommendation No. 14 *Contracts between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer's report regarding contracts entered into by the Regional District between \$20,000 and \$100,000 for the period from April 18, 2011 to May 16, 2011 be received.

Recommendation No. 15 *Harbour Spiel Advertising*

The Corporate and Administrative Services Committee recommended that the Manager of Legislative Services' report regarding Harbour Spiel Advertising be received;

AND THAT this report be deferred to the June Corporate and Administrative Services Committee meeting.

Recommendation No. 16 *Gospel Rock Neighborhood Plan*

The Corporate and Administrative Services Committee recommended that the Senior Planner's report regarding Gospel Rock Neighbourhood Plan – Additional Comments be received;

AND THAT a letter be sent to the Town of Gibsons advising that:

- the Sunshine Coast Regional District is still considering the concept of a fringe-area agreement and will seek the input of the Town of Gibsons' Planning staff in this work;
- a staff report on fringe-area agreements is coming to the Regional District June 9th Planning and Development Committee meeting; and
- the Town of Gibsons can expect further discussion on this concept for the proposed development

AND FURTHER THAT this recommendation be referred to the May 26th, 2011 Regular Board meeting for adoption.

Director Janyk left the meeting at 4:40 p.m.

Director Thirkell assumed the Chair at 4:40 p.m.

Recommendation No. 17 *Sunshine Coast Visitor Information Park Project*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding the Sunshine Coast Visitor Information Park Project be received;

AND THAT staff report back to the June Corporate and Administrative Services Committee meeting on the following:

- the financial commitment made by the Town of Gibsons for this project;
- the current budget status of the rural area economic development functions, as well as the possible deficit position of these functions if they were to assist with this project; and
- possible funding allocation scenarios among the rural areas of providing the project grant for \$10,000, including one allocation option of \$2,000 per rural area.

Recommendation No. 18 *2011 Grant-in-Aid Recommendations*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding 2011 Grant-in-aid recommendations be received;

AND THAT the following grants totalling \$69,250 be approved as amended to include a breakdown on the contributions:

Name	Rural Areas	Greater Gibsons Community Participation	Areas E & F Grant Funding	Total Grant
BC Special Olympics	1,500	0	0	1,500
Coast Arts Building School & Centre	400	600	0	1,000
Coast Cultural Alliance	1,000	0	0	1,000
Coast Recital Society	700	400		1,100
Community Justice Program	1,850	0	0	1,850
Deer Crossing – The Art Farm Society	350	0	0	350
Eastbourne Community Association	0	0	5,000	5,000
Egmont Community Centre Club	2,000	0	0	2,000
Gambier Community Centre Society (Living Green Project)	0	1,500	0	1,500
Gambier Island Community Association	0	0	3,750	3,750
Gibsons Citizen on Patrol	0	1,000	0	1,000
Gibsons Landing Heritage Society	1,050	1,350	0	2,400
Gibsons Public Art Gallery (Art Stroll)	0	500	0	500
Gibsons Public Art Gallery (Special Events)	200	800	0	1,000
Granthams Wharf Association	500	0	4,500	5,000
Halfmoon Bay Child Care Centre Society	1,200	0	0	1,200
Pender Harbour Community Policing Station	500	0	0	500
Pender Harbour Living Heritage Society	2,600	0	0	2,600
Pender Harbour Music Society	2,900	0	0	2,900
Rain Frog Amphibian Sanctuary Society	450	0	0	450
Roberts Creek Community Association	4,200	0	0	4,200
Royal Canadian Legion Branch 112	1,500	0	0	1,500
Ruby Lake Lagoon Nature Reserve Society	2,000	0	0	2,000
Salvation Army Sunshine Coast	1,000	0	0	1,000
Sechelt Seniors Activity Centre	900	0	0	900
Sunshine Coast Arts Council	1,500	0	0	1,500
Sunshine Coast Clean Air Society	800	0	0	800
Sunshine Coast Dance Society	400	300	0	700
Sunshine Coast Community Orchestra	650	0	0	650
Sunshine Coast Community Services	1,700	0	0	1,700
Sunshine Coast Community Services	1,450	0	0	1,450
Sunshine Coast Cycling	750	0	0	750
Sunshine Coast Driftwood Players	300	200	0	500
Sunshine Coast Film Society	300	200	0	500
Sunshine Coast Fruit Tree Project	500	0	0	500
Sunshine Coast Hospice Society	2,000	0	0	2,000
Sunshine Coast Jazz & Entertainment	500	750	0	1,250
Sunshine Coast Marine Rescue Society	950	0	0	950
Sunshine Coast Resource Centre Society	1,500	0	0	1,500
Sunshine Coast Salmonid Enhancement	1,000	0	0	1,000

Sunshine Coast Sea Cavalcade Society	0	5,000	0	5,000
858 Skookumchuk Air Cadets	300	0	0	300
Gibsons Yacht Club	250	250	0	500
Suncoast Woodcrafters Guild	400	0	0	400
Sunshine Coast Community Foundation	1,100	0	0	1,100
Totals	43,150	12,850	13,250	69,250

AND THAT staff forward a comprehensive list of all 2011 Grant-in-aid funding to the Municipalities for their information;

AND THAT staff be directed to write the applicants advising them of the results of their applications;

AND THAT the Accounts Payable Technician be directed to prepare the payments for distribution after August 1, 2011;

AND FURTHER THAT this recommendation be forwarded to the May 26, 2011 Regular Board meeting for adoption.

Recommendation No. 19 *Deficits*

The Corporate and Administrative Services Committee recommended that the following functions be allowed to be in a deficit position at year-end:

- Function 126, Greater Gibsons Community Participation - \$2,000
- Function 123, Areas E & F Grant-in-aid - \$5,250

AND THAT this recommendation be referred to the May 26, 2011 Regular Board meeting for adoption.

Recommendation No. 20 *Roberts Creek Community Association*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding Roberts Creek Community Association – Hall Lighting be received;

AND THAT staff provide a cheque for \$1,195.62 to the Roberts Creek Community Association from the MFA Surplus Payout to complete the project of updated lighting for the Community Hall;

AND FURTHER THAT staff inquire whether the Association has applied for BC Hydro rebates and, if not, to suggest they do so.

Recommendation No. 21 *Graduation Ceremonies*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant's report regarding Graduation Ceremonies be received;

AND THAT the secondary schools be notified as to which director will attend the ceremonies to present the bursary awards:

- Elphinstone Secondary – Donna Shugar;
- Chatelech Secondary – Garry Nohr;
- Pender Harbour Secondary – Eric Graham; and
- Alternate School – Donna Shugar (Garry Nohr as alternate).

Recommendation No. 22 *Correspondence*

The Corporate and Administrative Services Committee recommended that the following correspondence be received for information:

- Union of BC Municipalities (UBCM) regarding the provincial responses to the 2010 resolutions put forward by the Regional District;
- UBCM regarding the provincial responses to 2010 resolutions put forward by the Regional District which were grouped with the Section C – Part II resolutions;
- UBCM regarding the Local Government Elections Legislation; and
- Ministry of Jobs, Tourism and Innovation regarding the Most Small Business Friendly Community award.

ADJOURNED

5:00 P.M.

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE
JUNE 2, 2011**

DRAFT RECOMMENDATIONS FROM THE MEETING OF THE INFRASTRUCTURE SERVICES COMMITTEE HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

PRESENT: Chair J. Louie
Directors G. Nohr
A.Lutes (*Alt.*)
E. Graham
D. Shugar
L. Lewis
L. Johnson (*Alt.*)
L.Turnbull (*1:40pm*)

ALSO PRESENT: GM, Infrastructure Services B. Shoji
Manager of Sustainable Services D.Whyte
Manager of Transportation & Facilities B. Sagman (*in part*)
Chief Administrative Officer J.France (*in part*)
Staff 3 (*in part*)
Recording Secretary S. MacKenzie
Media 2
Public 1

CALL TO ORDER 1:33 p.m.

AGENDA The Agenda was adopted as amended to include a report regarding Keats Landing Dock – Moorage Society Lease History

COMMUNICATIONS

Lee Turnbull arrived at 1:40pm

Recommendation No. 1 *Yard Waste Disposal*

The Infrastructure Services Committee recommended that the correspondence from West Howe Sound Community Association, dated May 19, 2011, regarding yard waste disposal be received;

AND THAT staff consult with the Town of Gibsons, and provide a report to the July 2011 Infrastructure Services Committee meeting with recommendations to address commercial charges for green waste at Regional facilities.

Recommendation No. 2 *Green Building Leaders Project*

The Infrastructure Services Committee recommended that the correspondence from the Pembina Institute, dated May 19, 2011, regarding the Green Building Leaders Project be received;

AND THAT staff provide a report to the July 2011 Infrastructure Services Committee meeting, clarifying how the SCR D becoming a Green Building Leader would affect the community and the Sunshine Coast Regional District.

REPORTS**Recommendation No. 3** *Illegal Dump Site Inventory Presentation*

The Infrastructure Services Committee recommended that staff promote illegal dump site reporting through advertising;

AND THAT Director Turnbull and Alternate Director Clegg be provided the promotional material electronically for distribution to island residents via email.

John France, CAO left the meeting.

Recommendation No. 4 *Transportation Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of May 2, 2011 be received as amended as follows:

ROUND TABLE SECTION, paragraph 7 - change 'Director Graham' to 'The Committee' and revise the paragraph to indicate that the statement regarding Experience Cards was pointing out a concern that these cards being used by non-residents may cause BC Ferries to eliminate these cards.

AND THAT the recommendations contained therein be adopted as follows:

Recommendation No. 3 *Mr. Dixon re: Highway 101 Infrastructure Development*

THAT Mr. Dixon be invited to attend the Special Planning and Development Committee meeting on Friday, May 6, 2011 regarding the Integrated Transportation Study.

Recommendation No. 4 *Alternative Transportation Advisory Committee*

THAT discussion on the structure of the proposed Alternate Transportation Advisory Committee be referred to the May 5 Infrastructure Services Committee meeting.

Recommendation No.5 *B.C. Ferries Application for Clean Air funding*

THAT staff send a letter to the Ministry of Environment regarding the application by BC Ferries under the Clean Air Fund for the installation of shore power to reduce green house gas emissions and why the application was denied.

Recommendation No.6 *Buses on ferry terminal sites*

THAT staff send a letter to Transport Canada, Marine Security Division to determine if buses can be routed via the terminal passenger waiting room for the convenience of passengers transferring to the ferry.

Recommendation No. 5 *Public Wharves Advisory Committee Minutes*

The Infrastructure Services Committee recommended that the Public Wharves Advisory Committee meeting minutes of May 16, 2011 be received;

AND THAT staff contact the Ministry of Transportation and Infrastructure to request street signs indicating dock locations for Regional docks.

Recommendation No. 6 *Keats Landing Dock – Moorage Society Lease History*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Keats Landing Dock – Moorage Society Lease History" be received;

AND THAT further discussion on this issue be moved to the In Camera portion of the meeting;

AND FURTHER THAT staff petition the BC Government to eliminate the need to obtain upland owner consent every five years, and obtain long-term approval of water lot leases.

The Committee recessed at 3:10pm and reconvened at 3:20pm.

Recommendation No. 7 *Chapman Watershed Source Protection Technical Working Group*

The Infrastructure Services Committee recommended that the Engineering Technician's report entitled "Chapman Watershed Source Protection Technical Working Group Terms of Reference – Amendment Request Follow up" be received;

AND THAT the following two options to amend the Technical Working Group Terms of Reference be forwarded to the Sechelt Indian Band requesting input on their preference:

4.4.g. - Change "incorporate" to "respect";

OR

4.4. – Remove "In carrying out its mandate" from the opening statement;

AND FURTHER THAT staff report back to the July 2011 Infrastructure Services Committee.

Recommendation No. 8 *2012 to 2016 Review of Tipping Fees and Landfills*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services' verbal report regarding 2012 to 2016 Review of Tipping Fees and Landfills be received.

Recommendation No. 9 *Request for Special Infrastructure Services Committee meeting*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services' report entitled "Request for Special Infrastructure Services Committee meeting" be received;

AND THAT a Special Infrastructure Services Committee meeting be scheduled for Friday, July 22, 2011, at 9:30am to receive the Draft Solid Waste Management Plan (SWMP) public consultation report and discuss any final revisions to be made before the Draft SWMP is brought back for final consideration and adoption.

Recommendation No. 10 *CEM – Quarterly Progress Report*

The Infrastructure Services Committee recommended that the Community Energy Manager's report entitled "CEM – Quarterly Progress Report" be received.

Recommendation No. 11 *Feedback on Draft Regional Sustainability Plan*

The Infrastructure Services Committee recommended that the Manager of Sustainable Services and Education and Outreach Coordinator's report entitled "Feedback on Draft Regional Sustainability Plan" be received as amended to remove proposed action to 'increased taxation for recreation facilities' from the Draft Regional Sustainability Plan;

AND THAT the Draft Regional Sustainability Plan be put out for public review and consultation with amendments as outlined in this report and the attached summary of feedback;

AND FURTHER THAT staff report back to the September 2011 Infrastructure Services Committee meeting with results of the public consultation process and recommendations for final revisions to the Draft Regional Sustainability Plan.

Recommendation No. 12 *Monthly Report for May 2011*

The Infrastructure Services Committee recommended that the Section Secretary's report entitled "Monthly Report for March 2011" be received.

Recommendation No.13 *Egmont Community Garden*

The Infrastructure Services Committee recommended that Director Graham's verbal report regarding the Egmont Community Garden be received;

AND THAT staff provide a report to a future Infrastructure Services Committee Meeting, in consultation with the Egmont Community Association, regarding the logistics of a possible donation by the SCR of \$1,500.00 to support this community group's efforts to improve the Community Hall.

John France, CAO returned to meeting.

The Committee moved In Camera at 4:41pm.

The public was excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* as “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages....”, is to be discussed.

The Committee moved out of In Camera at 5:14pm.

ADJOURNMENT 5:15pm

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 405.13

A Bylaw to amend the "Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994"

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as *"Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.13, 2011"*.
2. *"Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994"* is hereby amended as follows:
 - a) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.
3. This bylaw shall come into force and effect July 1, 2011:

READ A FIRST TIME	this	9 th	day of	June, 2011
READ A SECOND TIME	this	9 th	day of	June, 2011
READ A THIRD TIME	this	9 th	day of	June, 2011
ADOPTED	this	9 th	day of	June, 2011

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 405
"SCHEDULE B"**

LANDFILL SITE FEES

The following fees will be levied for waste delivered to the landfill sites
Effective July 1, 2011:

- 1) **Municipal Solid Waste** (excluding Recyclable Materials & Controlled Waste) \$110 per tonne

- 2) **Recyclable Materials:**
 - a) Yard and Garden Waste:
 - i) Residential Self Haul Loads Less Than 5 Tonnes NO CHARGE
 - ii) Commercial Loads \$45 per tonne
 - iii) Loads 5 Tonnes Or More \$45 per tonne

 - b) Metal:
 - i) Scrap & White Goods \$70 per tonne
 - ii) Propane Tanks – \$2 up to 25 lb; \$5 between 26 & 100 lbs **OR** \$70 per tonne
 - iii) With Freon (fridges etc) **the greater of \$40 per unit OR** \$115 per tonne
 - iv) Vehicles (accepted **ONLY** at Pender Landfill) \$115 per tonne

 - c) Tires:

i) Passenger	rim removed	\$3	on rim	\$8	OR	\$215 per tonne
ii) Medium Truck	rim removed	\$18	on rim	\$36	OR	\$315 per tonne
iii) OTR	rim removed	\$240	on rim	\$480	OR	\$665 per tonne

 - d) Paint & Product Care Products (accepted **ONLY** at Sechelt Landfill) NO CHARGE

 - e) Expanded polystyrene (Styrofoam) and expanded polyethylene (meat trays) \$4.00/bag

- 3) **Controlled Waste:**
 - a) Separated Construction / Demolition Waste
 - i) Dirt & Rocks \$105 per tonne
 - ii) Wood, Roofing, C&D(misc) \$140 per tonne
 - iii) Gypsum \$265 per tonne
 - iv) Asphalt, Concrete \$275 per tonne
 - v) Asbestos, Asbestos Cement \$275 per tonne

 - b) Dead Animals \$275 per tonne

- 4) **All Non-Separated Waste**

two times the regular/separated fee
PLUS an additional \$100 per hour
for separation done by landfill personnel

- 5) All charges referred to in Sections 1 through 3 are subject to a \$5 minimum charge.
- 6) All loads of municipal solid waste – except residential curbside pickup – containing non-separated controlled waste or recyclable materials will be assessed a tipping fee which is two times the regular fee of the most expensive material in the load. This fee will be charged for the entire load.
- 7) All charges referred to in Sections 4 and 6 are subject to a \$10 minimum charge.
- 8) The weight of materials delivered to the landfill site, on which fees are based, will be determined by:
 - a) Measuring the weight on the scale provided at the landfill site; **or**
 - b) In the event that the scale provided is not operational, weight will be estimated by the landfill Attendant employed by the Sunshine Coast Regional District.
- 9) All charges referred to in Sections 1 through 8 will be rounded up or down to the nearest quarter of a dollar.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 535.6

**A bylaw to amend Sunshine Coast Regional District Building
Bylaw No. 535, 2004 to provide for discounts to encourage energy conservation**

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Sunshine Coast Regional District Building Amendment Bylaw No. 535.6, 2011*.
2. *Sunshine Coast Regional District Building Bylaw No. 535, 2004* is hereby amended as follows:

a) Insert a new Section B.1(17) as follows:

B.1.(17) Eco Energy Discount

Where a permit is required with a construction value in excess of \$50,000, a discount from the building permit fee otherwise payable shall be available to promote energy conservation as outlined in this bylaw.

a.) For a building permit that includes the installation of any one of the following:

- i. Energy star windows
- ii. Upgrade to R40 attic
- iii. Upgrade to R20 walls
- iv. Solar hot water heater
- v. Roof photo voltaics
- vi. Air to Air Heat Pump / ductless split
- vii. High efficiency furnace
- viii. Geothermal system

the building permit fee that would otherwise be payable shall be discounted by \$150, subject to a 'pre' and 'post' installation inspection.

b.) In concert with a home energy assessment, and with a valid Ener-Guide rating certificate (blower test required) completed to the satisfaction of the Building Inspector, the building permit fee that would otherwise be payable shall be discounted as follows:

- i. EG 83+ \$150
- ii. EG 80-82 \$100
- iii. EG 75-79 \$50

- c.) Discounts will be applied upon confirmation of successful completion of project, such that the full building permit fee shall be paid at the time of application for a building permit and any discount available under (a) or (b) above shall be returned to the applicant, without interest, upon completion of all inspections required under this Bylaw and confirmation of entitlement to the Eco Energy discount.
- d.) This Section is deemed to be in force from the date of adoption to June 30, 2012.

READ A FIRST TIME	this	9 th	day of	June, 2011
READ A SECOND TIME	this	9 th	day of	June, 2011
READ A THIRD TIME	this	9 th	day of	June, 2011
ADOPTED	this	9 th	day of	June, 2011

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 1079

A bylaw to establish a service within a portion of Area F - West Howe Sound for the purpose of providing a dock service

WHEREAS a Regional District may, by bylaw, establish and operate a service under the provisions of Part 24 of the *Local Government Act*;

AND WHEREAS the Regional Board of the Sunshine Coast Regional District wishes to establish a service for the purpose of providing public access to the Langdale dock;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801(1)(a) of the *Local Government Act*;

AND WHEREAS the Regional Board has obtained the approval of the electors in the service area by Alternative Approval Process in accordance with Section 801.3 of the *Local Government Act* and Section 86 of the *Community Charter*;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. Citation

This bylaw may be cited as "*Langdale Dock Service Establishing Bylaw No. 1079, 2011*".

2. Service

The service being established under this bylaw is the Langdale Dock service for the purpose of providing public access to the float at the Stormaway dock located at the British Columbia Ferry Services Langdale terminal.

3. Boundaries

The boundaries of the service area shall be the island portion of Area F – West Howe Sound within the Trust Area under the jurisdiction of the Islands Trust as shown on the map attached as Schedule "A".

4. Participating Areas

The participating area for this service is Area F – West Howe Sound.

5. Cost Recovery

As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*; and
- (b) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Maximum Requisition

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the Service is a property value tax rate of \$0.13/\$1000 applied to the net taxable value of land and improvements in the Service Area.

READ A FIRST TIME this 9th day of June, 2011

READ A SECOND TIME this 9th day of June, 2011

READ A THIRD TIME this 9th day of June, 2011

APPROVED BY THE INSPECTOR OF MUNICIPALITIES

 this day of

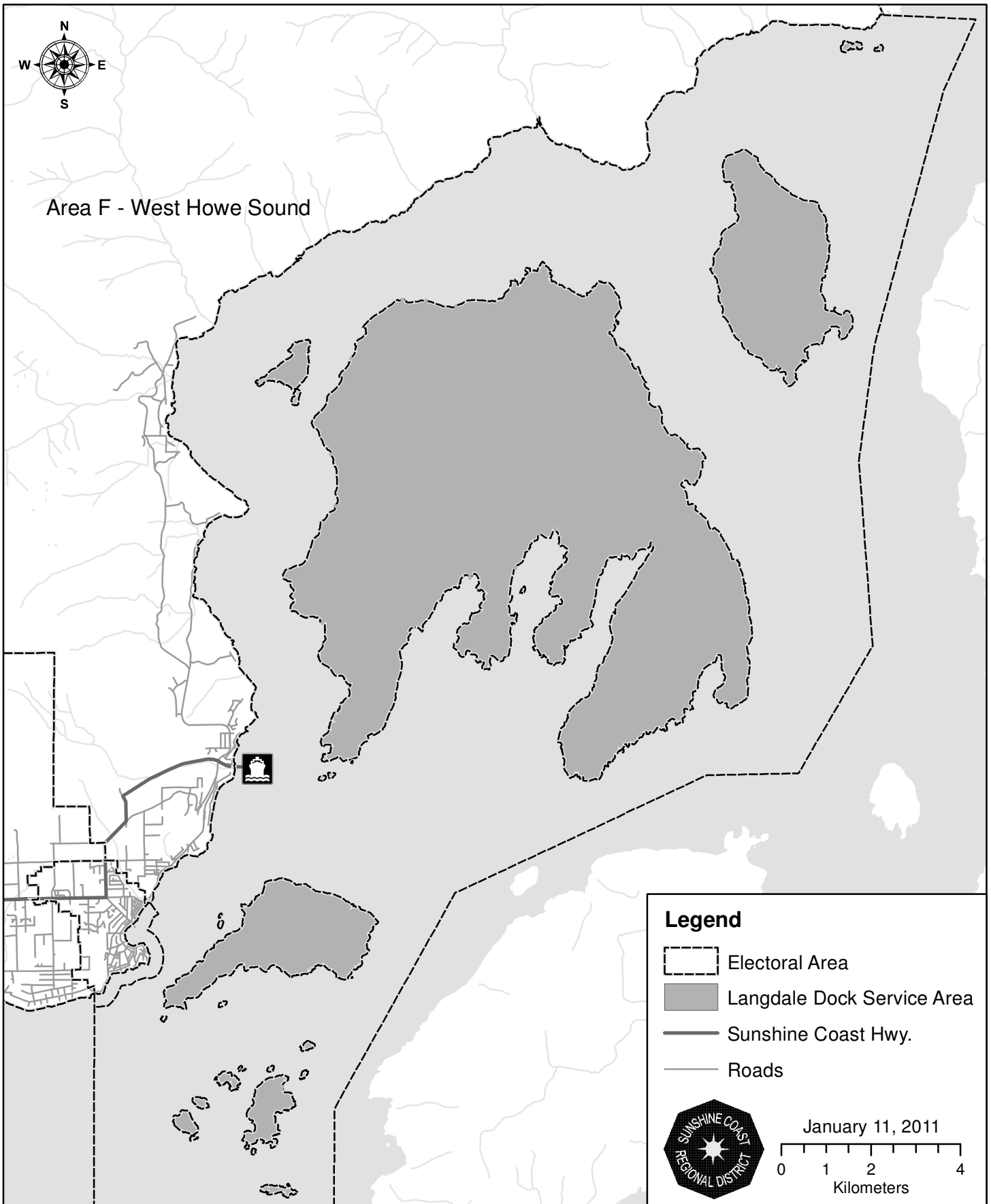
RECEIVED THE APPROVAL OF THE ELECTORS
BY ALTERNATIVE APPROVAL PROCESS

 this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR



CORPORATE OFFICER

CHAIR

**Langdale Dock Service
Establishing Bylaw No. 1079, 2011
Schedule A**