



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 OCTOBER 10, 2013

AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of September 26, 2013

Annex A
Pages 1-11

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Administrator's Report
4. Directors' Reports
5. Corporate and Administrative Services Committee recommendation Nos. 1-9 and 11-15 of September 26, 2013 (*Nos. 10 and 16 previously adopted*)
6. Infrastructure Services Committee recommendation Nos. 1-10 of October 3, 2013

Annex B
pp 12-13

Verbal

Annex C
pp 14-19

Annex D
pp 20-23

MOTIONS

BYLAWS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (i) and (k) of the *Community Charter*– “personal information about an identifiable individual who holds or is being considered for a position...”, “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

September 26, 2013

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 L. Lewis F. Mauro G. Tretick D. Siegers
ALSO PRESENT:	Chief Administrative Officer	J. France
	Manager, Legislative Services	A. Legault
	Treasurer	T. Perreault
	GM, Planning and Development	S. Olmstead
	Chief Building Inspector	P. Longhi
	Deputy Corp. Officer/Recorder	S. Reid
	Media	0
Public	1	

CALL TO ORDER 7:30 p.m.

AGENDA It was moved and seconded

428/13 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

429/13 THAT the Regular Board meeting minutes of September 12, 2013 be adopted.

CARRIED

COMMUNICATIONS

BC Ferry Authority **It was moved and seconded**

430/13 THAT the correspondence from the Chair, Board of Directors, BC Ferry Authority regarding Nominations for appointment to the BC Ferry Authority Board of Directors be received;

AND THAT the discussion of a nomination process be referred to the September 26, 2013 In Camera Board meeting.

CARRIED

AAC **It was moved and seconded**

431/13 THAT the correspondence from David Ryan, SCRD Agricultural Advisory Committee member regarding a request for an SCRD letter to the Canadian Food Inspection Agency (CFIA) be received;

AND THAT the SCRD Board forward a letter to the Canadian Food Inspection Agency by the September 27, 2013 deadline that presents the Agricultural Advisory Committee recommendation as follows:

Due to the fact that consumers do not agree on one definition, the CFIA should not propose to define for consumers what is or is not local. Instead, by requiring a person to disclose the origin of the product, farm name, farm location (town, city and province), consumers can make their own determination as to whether a food advertised as “local” meets their own standards.

CARRIED

REPORTS

Administrator’s Report

CAO Report **It was moved and seconded**

432/13 THAT the Chief Administrative Officer’s verbal report be received.

CARRIED

Director’s Reports

Directors provided a verbal report of their activities.

Planning

It was moved and seconded

433/13

THAT Planning and Development Committee recommendation Nos. 3-5, 7-9, 11-14, 16-24, 26-30 and 32 of September 12, 2013 be received, adopted and acted upon as amended, as follows:

Recommendation No. 3 *Shoreline –Forage Fish Workshop Notes*

THAT the staff report dated September 10, 2013 titled “Shoreline-Forage Fish Workshop” be received;

AND THAT this recommendation be forwarded to the SCRD Communications Officer for a press release.

Recommendation No. 4 *BURNCO Environmental Assessment*

THAT the staff report dated August 30, 2013 titled “BURNCO Environmental Assessment – Application Information Requirements” be received;

AND THAT additional environmental studies on the impact of eel grass and forage fish with respect to mitigation and recovery be requested;

AND FURTHER THAT this topic be referred In Camera under the *Community Charter* Section 90 (1) (c).

Recommendation No. 5 *Food Policy Council/Forum*

THAT the staff report dated August 29, 2013 titled “Food Policy Forum / Food Policy Council” be received;

AND THAT staff be directed to work with the soon-to-be-formed food policy council to support the development of a food sustainability strategy for the Sunshine Coast.

Recommendation No. 7 *Support for BCTS Blocks*

THAT the staff report dated September 4, 2013 titled “Letters Received Regarding Support of BCTS Blocks” be received.

Recommendation No. 8 *ELF and Draft BCTS/SCRD Protocol Agreement*

THAT the staff report dated September 4, 2013 titled “August 1, 2013 Correspondence from Elphinstone Logging Focus and the Draft BC Timber Sales – Sunshine Coast Regional District Communications Protocol Agreement” be received;

433/13 cont.

AND THAT the job title of the BCTS signatory be included in the protocol agreement.

Recommendation No. 9 *Telecommunications Tower & Antennae Protocol*

THAT the staff report dated August 26, 2013 titled “Potential New Protocol for Siting Telecommunications Towers & Antennae” be received;

AND THAT the *Joint Antenna System Siting Protocol* be used as a template for reviewing, updating or replacing the current *Telecommunications Facility Review Procedure*;

AND FURTHER THAT staff be directed to collaborate with other interested local governments on the Sunshine Coast on the possibility of developing a regional telecommunications towers and antennae siting protocol.

Recommendation No. 11 *SC Rod and Gun Club Land Use Agreement*

THAT the staff report dated August 27, 2013 titled “Tentative Land Use Agreement – Sunshine Coast Rod & Gun Club” be received;

AND THAT the agreement be amended to include a reporting mechanism for monitoring the lead mitigation process;

AND THAT the agreement be vetted by legal counsel;

AND THAT the Sunshine Coast Rod & Gun Club be requested to provide documentation of the lead mitigation plan they are using and report on its effectiveness;

AND THAT the Sunshine Coast Rod & Gun Club be requested to submit their drainage plan;

AND FURTHER THAT staff provide a report to a future Planning and Development Committee including any recommendations from legal counsel.

Recommendation No. 12 *6m Minimum Width Dwelling Regulations*

THAT the staff report dated August 28, 2013 titled “Bylaws to Consider Removing 6 metre Minimum Width Regulations for Dwellings (Areas A to F)” be received;

AND THAT a staff report about the proposed changes of the 6m Minimum Width Dwelling Regulations be referred to:

433/13 cont.

- a) All Advisory Planning Commissions;
- b) Roberts Creek Official Community Plan Committee;
- c) SCR D Infrastructure Services (re: water and solid waste),
Community Services (re: fire department) and Building Department;
- d) Coast Community Builders Association;
- e) Sunshine Coast Housing Committee.

Recommendation No. 13 *Zoning Bylaw No. 310 – Draft ‘A Zone’*

THAT the staff report dated September 11, 2013 titled “Draft ‘A Zone’ to replace ‘RU3 Zone’ – Zoning Bylaw No. 310 (Electoral Areas B-F)” be received;

AND THAT staff conduct a workshop with Electoral Area Directors to review the scope and intent of the ‘A Zone’;

AND THAT a report be provided to a future Planning and Development Committee incorporating changes to Bylaw 310.148 identified at the workshop;

AND FURTHER THAT this report address mapping anomalies between the proposed ‘A Zone’ and Agricultural Land Reserve boundaries.

Recommendation No. 14 *Potential Site Specific Rezoning without OCP Amendment*

THAT the staff report dated August 26, 2013 titled “Potential for Site Specific Rezoning without OCP Amendment” be received.

Recommendation No. 16 *Proposed Construction Penalties*

THAT the Chief Building Inspector and Bylaw Manager’s report dated August 7, 2013 titled “Proposed Penalties for Completing Construction without Permits” be received;

AND THAT staff develop objective criteria to determine where an issue is placed on the culpability matrix;

AND THAT the building bylaw to double building permit fees with no limits where building permits are not taken be amended.

433/13 cont.

Recommendation No. 17 *Qualified Professional Involvement*

THAT staff investigate what options might exist for addressing the issues of professionals involvement in permit violations be brought back to a future Planning and Development Committee meeting.

Recommendation No. 18 *BEN, MTI or Alternative Fine Systems*

THAT as part of a future report, staff investigate the comparable figures relating to the implementation of the BEN system in other regional district rural areas;

AND THAT as part of a future report, staff prepare a fee schedule where permits are not taken and include additional fine amounts related to different offenses and their position on the matrix under the BEN, MTI or alternative system;

AND FURTHER THAT the alleged offenders continue to be fined in accordance with the current Bylaws (and any future amended ticketing bylaw fines) with Notice on Title placed where life safety, fire related or health issues exist and require the owner to correct these life safety issues to the extent of the local government authority.

Recommendation No. 19 *Building Department Revenues July/August*

THAT the Chief Building Inspector and Bylaw Manager's report dated August 8, 2013 titled "Building Department Revenues to the end of July/August, 2013" be received.

Recommendation No. 20 *Bylaw Enforcement Statistics*

THAT the Chief Building Inspector and Bylaw Manager's report dated August 7, 2013 titled "Bylaw Enforcement Statistics (first half year)" be received.

Recommendation No. 21 *BEN Ticketing Issuance Summary*

THAT the Chief Building Inspector and Bylaw Manager's report dated August 28, 2013 titled "BEN Ticketing Issuance Summary – Halfmoon Bay" be received.

Recommendation No. 22 *Dog Control Statistics*

THAT the Chief Building Inspector and Bylaw Manager's report dated August 12, 2013 titled "Dog Control Statistics First Half 2013" be received.

433/13 cont.

Recommendation No. 23 *Hillside / McNab Valley Helicopter Tour*

THAT the staff report dated August 28, 2013 titled “Hillside Workshop and Helicopter Tour of Hillside and McNab Valley” be received;

AND THAT the Hillside Workshop be designated as a Special Planning and Development Committee Meeting, date to be confirmed;

AND THAT up to \$9000 be allocated from Function 540 (Hillside Development Project) as deficit funding to pay for the tour of Hillside and McNab Valley;

AND THAT the 2013 Financial Plan be amended;

AND THAT the following Directors were identified to attend the tour:

- Turnbull
- Tretick
- Nohr
- Optional: Shugar, Siegers, Lewis, Mauro;

AND THAT staff liaise with the Directors to set a date and time;

AND FURTHER THAT staff contract with a company for that date.

Recommendation No. 24 *Planning and Development Monthly Report*

THAT the staff report titled “Planning and Development Division Monthly Report for July/August 2013” be received.

Recommendation No. 26 *Minutes / Notes*

THAT the following minutes be received:

- Heritage Protocol Committee Minutes of July 29, 2013;
- Agricultural Advisory Committee Minutes of July 23, 2013;
- Natural Resources Advisory Committee Notes of August 7, 2013;
- Egmont/Pender Harbour (Area A) APC Minutes of July 31, 2013;
- Halfmoon Bay (Area B) APC Minutes of July 23, 2013.

Recommendation No. 27 *Islands Trust Meeting Request to MFLNRO*

THAT the correspondence from Sheila Malcolmson, Chair, Islands Trust Council, dated August 22, 2013 regarding meeting request submitted to the Minister of Forests, Lands, and Natural Resource Operations with respect to a comprehensive management plan for Howe Sound be received.

433/13 cont.

Recommendation No. 28 *Support for Howe Sound Management Plan*

THAT the correspondence from Sheila Malcolmson, Chair, Islands Trust Council, dated August 22, 2013 regarding Support for Howe Sound Management Plan be received.

Recommendation No. 29 *AVICC – Funding for Tsunami Debris*

THAT the correspondence from Iris Hesketh-Boles, Association of Vancouver Island and Coastal Communities Executive Coordinator, dated August 1, 2013 regarding District of Sparwood letter and funding for Tsunami Debris be received.

Recommendation No. 30 *Coal Shipments to Texada Island*

THAT a staff report be prepared for information on the issue of shipping of coal to Texada Island.

Recommendation No. 32 *UBCM Coastal Ferries Public Engagement*

THAT *the topic of UBCM Coastal Ferries Public Engagement* be referred to the October Infrastructure meeting.

CARRIED

Notice on Title

It was moved and seconded

434/13

THAT the Chief Building Inspector and Bylaw Manager’s report regarding Building Division file requiring placement of a Notice on Title be received.

CARRIED

Notice on Title

It was moved and seconded

435/13

THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot F, District Lot 1023, Plan LMP4711, Group 1, NWD PID 017-797-454 Electoral Area A.

CARRIED

Notice on Title **It was moved and seconded**

436/13 THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of Lot 40, District Lot 1951A, Plan 21791, Group 1, NWD PID 011-389-699 Electoral Area A.

CARRIED

Corporate **It was moved and seconded**

437/13 THAT Corporate and Administrative Services Committee recommendation Nos. 10 and 16 be received, adopted and acted upon as follows:

Recommendation No. 10 *Rural Areas Grant-in-Aid Williamson Landing Fire Protection Society*

THAT the Treasurer’s report titled “Rural Areas Grant-in-Aid Application from Williamson Landing Fire Protection Society” be received;

AND THAT a Rural Areas Grant-in-Aid in the amount of \$1,000 be approved from the Area E and F Grant-in-Aid;

AND FURTHER THAT the Rural Areas Grant-in-Aid payment be made as soon as possible.

Recommendation No. 16 *Synchronicity Festival In Kind Support Request*

THAT the correspondence from Deer Crossing the Art Farm regarding “Request for In-Kind Support for Synchronicity Festival” be received;

AND THAT the SCRD write a letter confirming the SCRD’s in-kind support for the use of Shirley Macey Park for the Synchronicity Festival between August 18-24, 2014.

CARRIED

The Board moved In Camera at 8:27 p.m.

IN CAMERA**It was moved and seconded**

438/13

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (g), (i) and (k) of the *Community Charter* –“personal information about an identifiable individual who holds or is being considered for a position...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 9:02 p.m.

Notice on Title

It was moved and seconded

439/13

THAT staff notify the owner(s) that the SCRD intends to move forward with the placement of a Notice on Title regarding the building code issues arising from the change of use from residential to assembly at Block 4, District Lot 842, PID 008-115-753 (924 Gower Point Road) at a November Board meeting;

AND THAT the owner(s) be invited to make a presentation to address the intended notice placement;

AND FURTHER THAT staff present further reasonable measures to bring such other properties within compliance where non compliance is seen to further incur a potential liability for the SCRD.

Director Lewis opposed.

CARRIED

Pratt Road Award

It was moved and seconded

440/13

THAT the Purchasing Officer’s report titled “Award Report for Pratt Road Bike and Walking Path Construction – ITT 13 207” be received;

AND THAT staff be authorized to finalize a Contract and the Board Chair and Corporate Officer be authorized to sign a contract with B.A. Blacktop Ltd. in the amount of \$266,358.74 plus GST.

CARRIED

Nomination **It was moved and seconded**

441/13 THAT an advertisement be placed requesting applications from qualified individuals interested in being nominated for appointment to the BC Ferry Authority Board of Directors;

AND THAT the SCRD review and select a candidate to put forward as a nominee for appointment to the BC Ferry Authority Board of Directors.

CARRIED

ADJOURNMENT It was moved and seconded

442/13 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 9:02 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

SCRD STAFF REPORT

DATE: October 4, 2013
TO: Regular Board – October 10, 2013
FROM: John France – Chief Administrative Officer
RE: **CHIEF ADMINISTRATIVE OFFICER'S REPORT**

RECOMMENDATION

That the Board receives this report for information:

This report provides information on major projects and issues recently worked on. If the Board has any questions on the content, I would be pleased to respond.

- **Chekwelp:**
The service agreement process will be restarted shortly. Issues: Community to Community Forum, Chekwelp Service Agreement, New Brighton, BURSCO, Sinking of the HMCS Annapolis, and Protocol Agreement. Met with Squamish (telecon) on February 21 and exchanged comments on initial portion of draft. Staff met on June 18th in West Vancouver. Continued work on draft agreement, meeting in **October (date to be confirmed)**.
- **Economic Development:**
Joint meeting planned to discuss Economic Development region wide to identify and create economic development joint opportunities:
 - ICET funding approved
 - **timing November 2013 to March 2014 to hold 2 joint meetings.**
- **Parks & Recreation Master Plan:**
May Infrastructure Services Committee made recommendations to the Plan and preparing for public meetings. **Going to Community Services Committee October 10 with request to reschedule as a Special Community Services Committee before the end of October to discuss.**
- **Printed Paper and Packaging**
Staff are monitoring progress of Multi Materials BC. **Report going to Board in October on requesting proposals for depots in Pender Harbour, Sechelt and Gibsons. Questions on MMBC remain outstanding (timing of contracts, and materials issues)**
- **Library and Solid Waste Meetings**
Met with District of Sechelt Staff, SIGD Staff and Chief Librarian Helen Prosser. **Draft MOU approved, minor changes discussed with municipal staff. Completion November 20th**

Met with District of Sechelt Staff, SIGD Staff and Director Siegers – Solid Waste Portion, on Sechelt Library) on the Solid Waste service review: We had an in-depth dialogue on the issues raised by Sechelt Council (Funding structure, administrative support, salaries and contract services). Parties agreed to share more info and next meeting is in planning. **Group had four questions to be answered. The last question was answered (still under consideration by SCR D staff) early September. Meeting planned for October to go over final data/issues.**

- **The First Nations Legal Workshop for Staff was held on September 23rd and the Sechelt Cultural Workshop, October 7th went well. The First Nations Legal Workshop for Elected officials is scheduled for October 23rd. Staff looking for new venue.**
- **Met with Chair Nohr, Jordan Sturdy –Parliamentary Secretary and Keith Richter, Deputy Assistant Minister for Ministry of Transportation and Infrastructure on October 2nd to discuss BC Ferry local issues.**
- **UBCM Conference – attended Sept 16-20th in Vancouver**

SUNSHINE COAST REGIONAL DISTRICT
CORPORATE and ADMINISTRATIVE SERVICES COMMITTEE

September 26, 2013

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	G. Tretick
	Directors	D. Shugar G. Nohr L. Turnbull F. Mauro L. Lewis D. Siegers
 ALSO PRESENT:	Chief Administrative Officer	J. France
	Treasurer	T. Perreault
	Manager of Legislative Services	A. Legault
	Chief Building Inspector	P. Longhi (Partial)
	Manager of Parks Services	C. McDowell (Partial)
	Recording Secretary	S. Reid
	Media	1
	Public	3

CALL TO ORDER 1:31 p.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Sechelt Public Library Memorandum of Understanding (MOU)*

The Corporate and Administrative Services Committee recommended that the Treasurer's report titled "Sechelt Public Library MOU Funding and Service Agreement Revisions and Per Capita Info" be received;

AND THAT the Sechelt Public Library MOU Funding and Service Agreement be approved as amended;

AND THAT in September 2014 the funding partners review the funding allocations within the Sechelt Public Library MOU Funding and Service Agreement with regard to assessing the effectiveness of the outreach programs per Schedule A- Section 11 a & b, as well as with a view to adjusting the overall funding allocations if appropriate;

AND FURTHER THAT Recommendation No. 1 of the September 26, 2013 Corporate and Administrative Services Committee and the Sechelt Public Library MOU Funding and Service Agreement be forwarded to the signatories for review and approval.

Recommendation No. 2 *Gull Nesting Mitigation System*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector and Bylaw Manager's report titled "Gull Nesting Mitigation System for Gibsons Library" be received;

AND THAT the Board approve a 2013 Financial Plan amendment in the amount of \$15,000 to the Gibsons and District Public Library Function [640], funded from reserves, for a bird mitigation system.

Recommendation No. 3 *Reference to Sechelt Arena*

The Corporate and Administrative Services Committee recommended that the issue of Sechelt Arena/Sunshine Coast Arena be referred to staff for clarification of the legal name.

Recommendation No. 4 *2014 Budget Process and Financial Plan Timetable*

The Corporate and Administrative Services Committee recommended that the Treasurer's report titled "2014 Budget Process and Financial Plan Timetable" be received;

AND THAT the three rounds of budget meetings be scheduled for the following dates:

- Round 1 – January 20, 21 and 22 (Monday, Tuesday and Wednesday)
- Round 2 – February 17, 18 and 19 (Monday, Tuesday and Wednesday)
- Round 3 – March 10, 11 and 12 (Monday, Tuesday and Wednesday)

AND FURTHER THAT the approved timetable be distributed to the Member Municipalities and Community Stakeholders.

Director Siegers opposed.

Director Nohr departed the meeting at 2:44 p.m. and returned at 2:48 p.m.

The Committee recessed at 3:22 p.m. and reconvened at 3:41 p.m.

Recommendation No. 5 *2013 Base Budget and Goal Setting*

The Corporate and Administrative Services Committee recommended that the Treasurer's report regarding the 2014 Base Budget and Goal Setting be received;

AND THAT the Board approve an up to 1.0% inflationary increase to the 2014 Net Operating Base Budget with clear instructions to Managers that this increase be used for essential expenditures pertaining to variables outside of their control such as fuel, utility, and insurance costs;

AND THAT staff be directed to make appropriate budget reductions within their departments with a target reduction of 1% overall savings to accommodate inflationary pressures;

AND THAT staff report back on budget reductions within their departments to the November 2013 Corporate and Administrative Services Committee in the Treasurer's "Summary Report" to allow for consideration prior to the 2014 budget;

AND FURTHER THAT given the current economic conditions and hardships faced by the Sunshine Coast Community, the SCRD will endeavour to keep services affordable and taxes as low as possible in review of the 2014 budget.

Director Turnbull opposed.

Recommendation No. 6 *2013 and 2014 Work Plan and Carry-forward Reporting*

The Corporate and Administrative Services Committee recommended that the Treasurer's report titled "2013 and 2014 Work Plan and Carry-forward Reporting" be received;

AND THAT the Special Corporate and Administrative Services Committee Meetings for Work Plans and Carry-forwards be scheduled for the following dates:

- Infrastructure and Planning and Development Committee Functions – Tuesday, November 5, 2013 (9:30 a.m. to 4:30 p.m.);
- Community Services and Corporate Services Committee Functions – Wednesday, November 6, 2013 (10:30 a.m. to 4:30 p.m.).

Recommendation No. 7 *Communications and Engagement Plan for 2014 Budget*

The Corporate and Administrative Services Committee recommended that the Treasurer's report titled "Communications and Engagement Plan for 2014 Budget" be received;

AND THAT the Board approve the 2014 Budget Process Communication plan as presented;

AND THAT the Board approve two '2014 Budget Town Hall Meetings' to be held in December 2013, as a pilot project, at Frank West Hall and Coopers Green;

AND THAT the Board approve up to \$3500 for the Communication and Engagement Plan implementation, to be recovered in 2014;

AND FURTHER THAT the 2013 Financial Plan for Finance [113] be amended accordingly.

Recommendation No. 8 *Board Meetings Outside of Field Road*

The Corporate and Administrative Services Committee recommended that a budget proposal be brought forward that considers carrying out one SCRD Board meeting per year in one of the Electoral Areas outside of the regular Field Road location.

Recommendation No. 9 *Federation of Canadian Municipalities Resolutions on Affordable Housing*

The Corporate and Administrative Services Committee recommended that the Manager, Legislative Services' report titled "Federation of Canadian Municipalities (FCM) Response to Resolutions on Affordable Housing" be received.

Recommendation No. 10 *Rural Areas Grant-in-Aid Williamson Landing Fire Protection Society*

The Corporate and Administrative Services Committee recommended that the Treasurer's report titled "Rural Areas Grant-in-Aid Application from Williamson Landing Fire Protection Society" be received;

AND THAT a Rural Areas Grant-in-Aid in the amount of \$1,000 be approved from the Area E and F Grant-in-Aid [123];

AND THAT the Rural Areas Grant-in-Aid payment be made as soon as possible;

AND FURTHER THAT this recommendation be forwarded to the September 26, 2013 Board Meeting for approval.

Recommendation No. 11 *Advertising Costs for Rural Areas Grant-in-Aid*

The Corporate and Administrative Services Committee recommended that the advertising costs for Rural Areas Grant-in-Aid be divided amongst areas A [121], B [122], D [127], E [128], and F [129] budgets;

AND THAT the 2013 Budget be amended to reflect the adjustment of advertising costs amongst rural areas A, B, D, E, and F.

Recommendation No. 12 *Rural Areas Grant-in-Aid Heart Garden Project, Roberts Creek*

The Corporate and Administrative Services Committee recommended that the Treasurer's report titled "Rural Areas Grant-in-Aid Application Regarding Heart Garden, Roberts Creek" be received;

AND THAT a Rural Areas Grant-in-Aid in the amount of \$425.60 for Heart Garden, Roberts Creek be approved from 01-2-127-212 ;

AND FURTHER THAT the Rural Areas Grant-in-Aid payment be made as soon as possible.

Recommendation No. 13 *Roberts Creek Community Use Room – 2nd Draft Agreement*

The Corporate and Administrative Services Committee recommended that the Parks Services Manager's report regarding the Roberts Creek Community Use Room-Agreement be received;

AND THAT the Corporate Officer and Chair be authorized to sign the License Agreement between the SCR D and School District No. 46 regarding the use of the Roberts Creek School Community Use Room, with clause No. 6 of the agreement removed.

Recommendation No. 14 *2013 UBCM Meeting Debrief*

The Corporate and Administrative Services Committee recommended that staff consult with SCR D Alternate Director Johnson to obtain additional information related to the costs of the cold weather shelter prior to writing the follow-up letter to Rich Coleman, the Minister Responsible for Housing, about the Sunshine Coast Regional District's (SCR D) meeting during the Union of British Columbia Municipalities (UBCM) Convention;

AND THAT staff request a copy of the statistics provided by Minister Coleman at the UBCM meeting with the SCR D.

COMMUNICATIONS**Recommendation No. 15** *White Paper on Local Government Elections*

The Corporate and Administrative Services Committee recommended that the correspondence from the Ministry of Community, Sport and Cultural Development regarding "White Paper on Local Government Elections" be received.

Recommendation No. 16 *Synchronicity Festival In Kind Support Request*

The Corporate and Administrative Services Committee recommended that the correspondence from Deer Crossing the Art Farm regarding "Request for In-Kind Support for Synchronicity Festival" be received;

AND THAT the SCR D write a letter confirming the SCR D's in-kind support for the use of Shirley Macey Park for the Synchronicity Festival to be held August 18-24, 2014;

AND FURTHER THAT this recommendation be forwarded to the September 26, 2013 Board Meeting for approval.

IN CAMERA

The Committee moved In-Camera at 4:27 p.m.

That the public be excluded from attendance at the meeting in accordance with Sections 90(1) (i) and (k) of the *Community Charter* – “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

The Committee moved out of In Camera at 4:45 p.m.

ADJOURNMENT 4:47 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE
OCTOBER 3, 2013**

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	F. Mauro
	Directors	G. Nohr D. Shugar L. Lewis L. Turnbull G. Tretick D. Hockley (Alt) A. Joe (Alt)
 ALSO PRESENT:	Chief Administrative Officer	J. France
	GM, Infrastructure Services	B. Shoji
	Manager of Waste Reduction and Recovery	J. Valeriote
	Manager of Transportation and Facilities	B. Sagman
	Recording Secretary	A. Ridgely
	Media	1
	Public	4

CALL TO ORDER 1:33 p.m.

AGENDA The Agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Community Energy Emissions Plan (CEEP) Update*

The Infrastructure Services Committee recommended that the General Manager of Infrastructure Services' report entitled "Community Energy Emissions Plan (CEEP) Update" be received;

AND THAT staff provide clarification on what the CEEP policies are intended to mean and whether "Aggressive Community Densification" includes transportation as an option, along with an update on the landfill gas collection project;

AND THAT staff provide on update on the inclusion of energy and emission reduction targets in the Roberts Creek and Halfmoon Bay OCP's;

AND FURTHER THAT an order of magnitude of cost benefit analysis for each item be provided.

Recommendation No. 2 *Town of Gibsons Request to Withdraw From Ports Service [345]*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Town of Gibsons Request to Withdraw from Ports Service [345]" be received;

AND THAT the Town of Gibsons' request to withdraw from the Ports Service function be approved;

AND THAT staff expedite the relevant bylaw and Ministry approval documents in order to complete the withdrawal process by the end of 2013;

AND FURTHER THAT staff provide a report to a future Infrastructure Services Committee that outlines how the Ports Service function will operate in future years utilizing only the current funding contributions from the four participating electoral areas.

Recommendation No. 3 *Transportation Advisory Committee (TAC) Terms of Reference*

The Infrastructure Services Committee recommended that the Manager of Transportation and Facilities' report entitled "Transportation Advisory Committee Terms of Reference" be received;

AND THAT the revised Terms of Reference for the Transportation Advisory Committee be approved as amended as follows:

- 2.1 a) Provide input regarding transportation issues;
- 3.1.1 e) One representative from Transportation Choices (TraC);
- 3.1.1 f) One representative from the Progress Plan organization for a two year term ending September 1, 2015;
- Deletion of 4.7 c and 4.9;

AND THAT the minutes for Transportation Advisory Committee meetings distinguish between voting and non-voting members.

The Infrastructure Services Committee recessed at 2:46 p.m. and reconvened at 3:00 p.m.

Recommendation No. 4 *Area 'A' Water Master Plan (AAWMP) – Funding Distribution*

The Infrastructure Services Committee recommended that the General Manager of Infrastructure Services' report entitled "Area 'A' Water Master Plan (AAWMP) – Funding Distribution" be received.

Recommendation No. 5 *Secret Cove Sewer Outfall Repair*

The Infrastructure Services Committee recommended that the Manager of Utility Services' report entitled "Secret Cove Sewer Outfall Repair" be received;

AND THAT the 2013 Financial Plan for the Jolly Roger and Secret Cove Wastewater Treatment Plants (WWTP) be amended to increase each respective Capital Budget by \$15,838 to account for the repair work completed, and funded by Capital Reserves.

Recommendation No. 6 *Pender Harbour Landfill Closure*

The Infrastructure Services Committee recommended that the Manager of Waste Reduction and Recovery's report entitled "Pender Harbour Landfill Closure Planning – Budget Amendment" be received;

AND THAT the 2013 Financial Plan, Function 354 (Landfill Closure) be amended to include a budget for Pender Harbour Landfill Closure Planning professional fees in the amount of \$40,000 (increase closure reserve funding 01-5-354-155 & landfill closure costs 01-6-354-470).

Recommendation No. 7 *Monthly Report*

The Infrastructure Services Committee recommended that the Section Secretary's report entitled "Monthly Report for September 2013" be received.

Recommendation No. 8 *Joint Watershed Management Advisory Committee*

The Infrastructure Services Committee recommended that the Joint Watershed Management Advisory Committee meeting minutes from July 29, 2013 be received;

AND THAT the recommendations contained therein be acted upon as follows, subject to the approval by the Sechelt Indian Band (SIB):

Recommendation No. 1 *SIB and SCRD Seats*

THAT SIB and SCRD will hold four (4) seats at the table. If either party cannot get four (4) Board/Council members to attend there will be a weighted vote to equal four (4) votes for each side. One of the SCRD seats to be held from a representative from DOS.

Recommendation No. 9 *Transportation Advisory Committee*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes from September 9, 2013 be received;

AND THAT the recommendations contained therein be acted upon as follows:

Recommendation No. 2 *Progress Plan*

THAT a member from the Progress Plan be invited to observe at the Transit Future Plan Workshop.

Recommendation No. 6 *Requirements from BC Ferries*

THAT the Ferry Advisory Committee be invited to speak at an Infrastructure Services Committee meeting for discussion about developing a proposal for what the Sunshine Coast requires from BC Ferries.

Recommendation No. 7 *Funding for Bike Paths (Function 665)*

THAT the topic of Funding for Bike Paths Not Immediately Adjacent to the Road (Function 665) be put on the next Community Services Committee Agenda.

AND FURTHER THAT the topic of roadside mowing be included on the next Transportation Advisory Committee meeting agenda for further discussion.

COMMUNICATIONS**Recommendation No. 10** *Parent Fares on BC Ferries*

The Infrastructure Services Committee recommended that the correspondence dated September 6, 2013 from the Minister of Transportation, regarding Parent Fares on BC Ferries be received.

The Infrastructure Services Committee moved In-Camera at 3:17 p.m.

The public was excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the *Community Charter* “personal information about an identifiable individual...”.

The Committee moved out of In-Camera at 3:26 p.m.

ADJOURNMENT 3:26 pm