



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 DECEMBER 11, 2014
AMENDED AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of November 27, 2014 Annex A
Pages 1-19
3. Inaugural Board meeting minutes of December 4, 2014 Annex B
pp 20-21

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

COMMUNICATIONS

4. Nicholas Simons, MLA, Powell River – Sunshine Coast Annex C
p 22
Regarding Congratulations to Elected and Acclaimed SCRD Board Members

PETITIONS AND DELEGATIONS

REPORTS

5. Administrator's Report Annex D
pp 23-24
6. Directors' Reports Verbal
7. Corporate and Administrative Services Committee recommendation Nos. 1-18 and 20 of November 27, 2014 (*recommendation No. 19 previously adopted*) Annex E
p 25-30
- 7a **⇒ INSERT** Manager of Legislative Services – 2015 Meeting Schedule Late Item
pp30a-n
(*referred from November 27, 2014 Corporate and Administrative Services Committee*)

- | | | |
|-----|---|---------------------|
| 8. | Infrastructure Services Committee recommendation Nos. 1-13 of December 4, 2014 | Annex F
pp 31-34 |
| 9. | Chief Building Inspector - Notice on Title (<i>referred from the November 27, 2014 Regular Board</i>) | Annex G
pp 35-36 |
| 10. | Executive Assistant – 2015 Federation of Canadian Municipalities Conference | Annex H
pp 37-38 |
| 10a | ⇒ INSERT Chief Administrative Officer – Memorandum Re: Governance and Team Building Workshop with Alison Habkirk | Late Item
p 38a |

MOTIONS

BYLAWS

- | | | |
|-----|---|---------------------|
| 11. | <p>“Sunshine Coast Regional District 2015 Revenue Anticipation Bylaw No. 699, 2014”</p> <p>– first, second, third reading and adoption</p> <p>(Voting – All Directors – Weighted Vote: A-2, B-2, D-2, E-2, F-2, Sechelt-5, Gibsons-3, SIGD-1)</p> | Annex I
p 39 |
| 12. | <p>“Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.7, 2014”</p> <p>– first, second and third reading</p> <p>(Voting – All Directors – 1 Vote Each)</p> | Annex J
pp 40-41 |
| 13. | <p>“Pender Harbour Pool Service Amendment Bylaw No. 1075.1, 2014”</p> <p>– first, second and third reading</p> <p>(Voting – All Directors – 1 vote each)</p> | Annex K
p 42 |
| 14. | <p>“Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.110, 2014”</p> <p>– adoption</p> <p>(Voting – Electoral Area Directors – 1 Vote Each)</p> | Annex L
pp 43-45 |

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f) of the *Community Charter* “law enforcement...”.

SCRD STAFF REPORT

DATE: November 17, 2014
TO: Corporate and Administrative Services Committee – November 27, 2014
FROM: Angie Legault, Manager of Legislative Services
RE: **2015 MEETING SCHEDULE**

RECOMMENDATION

THAT the 2015 Meeting Schedule be adopted as presented.

BACKGROUND

The schedule of meetings of the SCRD Board, its Standing Committees and the Transportation and Policing Committees is adopted annually by the Board. Changes to the meeting schedule can be made throughout the year as required by Board resolution.

DISCUSSION

The proposed schedule is attached. Most months, the schedule of meetings follows the standard timing noted below. Staff have proposed a change to the current Committee schedule (moving Planning and Development Committee to the 2nd Thursday of the month and Community Services Committee to the 3rd Thursday of the month) to address operational requirements related to the review of minutes and production of agendas.

Board	2 nd and 4 th Thursdays (7:30 p.m.)
Infrastructure Services Committee	1 st Thursday (1:30 p.m.)
Planning & Development Committee	2 nd Thursday (9:30 a.m.)
Community Services Committee	3 rd Thursday (1:30 p.m.)
Corporate & Administrative Services Committee	4 th Thursday (1:30 p.m.)

Policing Committee	Monday prior to January, March, May, July, September and November Infrastructure Services Committee (9 a.m.)
--------------------	--

Transportation Committee	Monday prior to January, March, May, July, September and November Infrastructure Services Committee (10:15 a.m.)
--------------------------	--

No meetings in August

The suggested exceptions to the above are as follows:

January

- Infrastructure Services Committee moved one week ahead to January 8th to accommodate office holiday closure.

April

- The April 9th Regular Board meeting is rescheduled to 1:30 p.m. to accommodate Directors travelling to the AVICC Convention (April 10-12 in Courtenay). Note: The Board may wish to cancel the April 9th Board meeting.

July

- Policing and Transportation are scheduled for Monday, June 29th. The Board may wish to schedule these meetings in the week prior, on June 22nd, due to the Canada Day holiday on Wednesday July 1st.
- A Special Board meeting has been scheduled for July 30 at 1:30 p.m. to ensure all high priority business is dealt with prior to the August break.

August

- No meetings – summer break

September

- Policing and Transportation moved to September 14th to avoid falling on August 31st and to avoid falling on Labour Day.
- Community Services Committee rescheduled to 9:30 a.m. and Corporate and Administrative Services Committee moved to 1:30 p.m. on September 17th to accommodate Directors travelling to the UBCM convention.
- September 24th Regular Board cancelled to accommodate UBCM Convention.

December

- Only one Board meeting scheduled in December.
- Corporate & Administrative Services Committee moved to 9:30 a.m. on December 17th before Community Services Committee. Note: the Board may wish to cancel the December 17th Corporate and Administrative Services Committee meeting as this has been past practice.
- Office closed on December 25th & 28th and January 1st in recognition of Christmas Day, Boxing Day and New Years Day. Office closed December 29th, 30th and 31st for the Christmas break. Office to re-open on Monday, January 4th, 2016.

Please note that Budget meetings for January, February and March are included on the schedule.

January 15

January 15						February 15							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	4	5	6	7	8	9	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec-28	29	30	31	Jan-1-15 New Year's Day	2	3
4	5 9:00am Policing 10:15am Transportation	6	7	8 9:30am Planning and Development 1:30pm Infrastructure Services 7:30pm Regular Board	9	10
11	12 9:00am R1 Budget	13 9:00am R1 Budget	14 9:00am R1 Budget	15 1:30pm Community Services	16	17
18	19 LGLA Elected Officials Seminar Series for Electoral Areas - Richmond	20	21	22 1:30pm Corporate and Administrative Services 7:30pm Regular Board	23	24
25	26	27 LGLA Elected Officials Seminar Series for AVICC Municipal Directors - Session 1	28 LGLA Elected Officials Seminar Series for AVICC Municipal Directors - Session 2	29	30	31

February 15

February 15							March 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
							29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb-1	2	3	4	5 1:30pm Infrastructure Services	6	7
8	9 BC Family Day	10	11	12 9:30am Planning and Development 7:30pm Regular Board	13	14
15	16 9:00am R2 Budget	17 9:00am R2 Budget	18 9:00am R2 Budget	19 1:30pm Community Services	20	21
22	23	24	25	26 1:30pm Corporate and Administrative Services 7:30pm Regular Board	27	28

March 15

March 15							April 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar-1	2 9:00am Policing 10:15am Transportation	3	4	5 1:30pm Infrastructure Services	6	7
8	9 9:00am R3 Budget	10 9:00am R3 Budget	11 9:00am R3 Budget	12 9:30am Planning and Development 7:30pm Regular Board	13	14
15	16	17	18	19 1:30pm Community Services	20 Centre For Civic Governance Forum	21
22	23	24	25	26 1:30pm Corporate and Administrative Services 7:30pm Regular Board	27	28
29	30	31	Apr-1	2	3	4

April 15

April 15							May 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar-29	30	31	Apr-1	2 1:30pm Infrastructure Services	3 Good Friday	4
5	6 Easter Monday	7	8	9 9:30am Planning and Development 1:30pm Regular Board	10 AVICC Convention - Courtenay	11
12 AVICC Convention - Coull	13	14	15	16 1:30pm Community Services	17	18
19	20	21	22	23 1:30pm Corporate and Administrative Services 7:30pm Regular Board	24	25
26	27	28	29	30	May-1	2

May 15

May 15							June 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr-26	27	28	29	30	May-1	2
3	4 9:00am Policing 10:15am Transportation	5	6	7 1:30pm Infrastructure Services	8	9
10	11	12	13	14 9:30am Planning and Development 7:30pm Regular Board	15	16
17	18 Victoria Day	19	20	21 1:30pm Community Services	22	23
24	25	26	27	28 1:30pm Corporate and Administrative Services 7:30pm Regular Board	29	30
31	Jun-1	2	3	4	5	6

June 15

June 15							July 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25
	29	30								29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May-31	Jun-1	2	3	4 1:30pm Infrastructure Services	5	6
7	8	9	10	11 9:30am Planning and Development 7:30pm Regular Board	12	13
14	15	16	17	18 1:30pm Community Services	19	20
21	22	23	24	25 1:30pm Corporate and Administrative Services 7:30pm Regular Board	26	27
28	29 9:00am Policing 10:15am Transportation	30	Jul-1	2	3	4

July 15

July 15							August 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun-28	29	30	Jul-1 Canada Day	2 1:30pm Infrastructure Services	3	4
5	6	7	8	9 9:30am Planning and Development 7:30pm Regular Board	10	11
12	13	14	15	16 1:30pm Community Services	17	18
19	20	21	22	23 1:30pm Corporate and Administrative Services 7:30pm Regular Board	24	25
26	27	28	29	30 1:30pm Special Board	31	Aug-1

August 15

August 15							September 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul-26	27	28	29	30	31	Aug-1
2	3 BC Civic Day	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Sep-1	2	3	4	5

September 15

September 15							October 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug-30	31	Sep-1	2	3 1:30pm Infrastructure Services	4	5
6	7 Labour Day	8	9	10 9:30am Planning and Development 7:30pm Regular Board	11	12
13	14 9:00am Policing 10:15am Transportation	15	16	17 9:30am Community Services 1:30pm Corporate and Administrative Services	18	19
20	21	22	23	24	25	26
UBCM Convention - Vancouver						
27	28	29	30	Oct-1	2	3

October 15

October 15							November 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep-27	28	29	30	Oct-1 1:30pm Infrastructure Services	2	3
4	5	6	7	8 9:30am Planning and Development 7:30pm Regular Board	9	10
11	12 Thanksgiving	13	14	15 1:30pm Community Services	16	17
18	19	20	21	22 1:30pm Corporate and Administrative Services 7:30pm Regular Board	23	24
25	26	27	28	29	30	31

November 15

November 15							December 15						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov-1	2 9:00am Policing 10:15am Transportation	3	4	5 1:30pm Infrastructure Services	6	7
8	9	10	11 Remembrance Day	12 9:30am Planning and Development 7:30pm Regular Board	13	14
15	16	17	18	19 1:30pm Community Services	20	21
22	23	24	25	26 1:30pm Corporate and Administrative Services 7:30pm Regular Board	27	28
29	30	Dec-1	2	3	4	5

December 15

December 15							January 16						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Nov-29	30	Dec-1	2	3 1:30pm Infrastructure Services	4	5	
6	7	8	9	10 9:30am Planning and Development 7:30pm Regular Board	11	12	
13	14	15	16	17 9:30am Corporate and Administrative Services 1:30pm Community Services	18	19	
20	21	22	23	24	25 Christmas Day	26	
27	28 Boxing Day STAT	29	30	31	Jan-1-16	2	
		Field Road Office Holiday Closure					



Memorandum

To: SCRD Chair and Directors
From: John France, Chief Administrative Officer
Date: December 11, 2014
Re: Governance and Team Building Workshop with Alison Habkirk

We have made arrangements with Alison Habkirk to facilitate a governance and team building workshop for Directors and Senior Managers on Friday, January 16, 2015. Times and location are being worked on, we anticipate it will be a full day.

Alison is a former mayor and now consults on governance with many local governments in BC. She also teaches at UVIC.

The following topics will be reviewed at the workshop:

- Governance: exploring the role of the Board, working with each other and working with staff.
- Reports, resolving issues, agenda reviews
- Committee Chair, explore role and responsibilities, agendas
- CAO role, contacting staff, expectations
- Code of conduct – examples, behaviour, procedural (at table), sanctions / assignment of work
- Strategic Plan – general discussion, overview of strategic planning, importance, examples

The Board may want to consider a resolution approving this session as a workshop and be paid accordingly.

A handwritten signature in black ink, appearing to read "John France", written over a horizontal line.

John France