



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 JULY 24, 2014
AMENDED AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of July 10, 2014

Annex A
Pages 1-18

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

3. Office of the Mayor, City of Prince George
Regarding Submission for the Union of British Columbia Municipalities
Conference – Resources to Support Sexually Exploited Children and
Youth
4. Shelia Malcolmson, Chair, Islands Trust Council
Regarding Environmental Assessment of Woodfibre LNG Project –
requested studies

Annex B
p 19

Annex C
pp 20-22

REPORTS

5. Administrator's Report
6. Directors' Reports
7. Community Services Committee recommendation Nos. 1-27 of July 10,
2014
8. Planning and Development Committee recommendation Nos. 1-43 of
July 17, 2014

Annex D
pp 23- 24

Verbal

Annex E
pp 25-31

Annex F
pp 32-44

- 9. ➡ADD Corporate and Administrative Committee recommendation Nos. 1-27 of July 24, 2014 Late Item
pp 44a-g
- 9a ➡ADD Amendment of the Dakota Ridge Access Road Use Agreement 7575.04 Late Item
pp 44h-i

MOTIONS

- 10. THAT Directors Nohr, Mauro, Turnbull, Shugar and Lewis be authorized to attend the “Coal Transfer and Tanker Safety” meeting with the federal Minister of Transport, The Honourable Lisa Raitt, hosted by John Weston M.P. for West Vancouver-Sunshine Coast-Sea to Sky Country, on July 23rd 2014, at the West Vancouver Memorial Library;
- AND THAT travel expenses be paid for attendance at the “Coal Transfer and Tanker Safety” meeting.

BYLAWS

- 11. ➡DELETE “Sunshine Coast Regional District Delegation Amendment Bylaw No. 532.9, 2014” Annex G
pp 45-47
 - ~~**First, Second, and Third Reading** (subject to discussion at the July 24th Corporate and Administrative Services Committee)~~
 - ~~**(Voting – All Directors – 1 Vote Each) – (requires 2/3 majority)**~~
- 12. “Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.25, 2014” Annex H
pp 48-53
 - **First, Second, Third Reading and Adoption**
 - (Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-5)**
- 13. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.156, 2014" Annex I
pp 54-57
 - **First Reading**
 - (Voting – Electoral Area Directors – 1 Vote Each)**
- 14. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.157, 2014" Annex J
pp 58-59
 - **First and Second Reading**
 - ➡UPDATED **AND THAT a public hearing concerning Bylaw No. 310.157, 2014 be scheduled to be held on Wednesday, September 3, 2014 at 7:00 p.m. in Eric Cardinal Hall, located at 930 Chamberlin Road, West Howe Sound;**
 - **AND THAT the Board delegate a Chair and Alternate Chair to conduct the public hearing.**
 - (Voting – Electoral Area Directors – 1 Vote Each)**

15. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.158, 2014" Annex K
pp 60-61
– ***First Reading***
(Voting – Electoral Area Directors – 1 Vote Each)
16. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.159, 2014" Annex L
pp 62-65
– ***First Reading***
(Voting – Electoral Area Directors – 1 Vote Each)
17. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.145, 2013" Annex M
pp 66-67
– ***Adoption***
(Voting – Electoral Area Directors – 1 Vote Each)

NEW BUSINESS

IN CAMERA

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

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

July 24, 2014

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 F. Mauro L. Lewis D. Siegers L. Turnbull C. August
ALSO PRESENT:	Chief Administrative Officer	J. France
	Treasurer	T. Perreault
	Manager, Legislative Services	A. Legault
	Manager, Financial Services	J. Day
	General Manager, Planning and Dev.	S. Olmstead (partial)
	General Manager, Infrastructure Services	B. Shoji (partial)
	Manager, Waste Reduction and Recovery	J. Valeriotte (partial)
	Manager, Parks Services	C. Mortensen (partial)
	Manager, Recreation Services	B. Bauman (partial)
	Manager, Transit and Fleet	R. Williams (partial)
	Accounting Technician III	B. Wing (partial)
	Zero Waste Coordinator	R. Cooper (partial)
	Recording Secretary	T. Crosby
	Media	2
	Public	3

CALL TO ORDER 1:32 p.m.

Recommendation No. 1 *Referral of Agenda Items to September Committee Meetings*

The Corporate and Administrative Services Committee recommended that Agenda Item #7 Public Wharves Advisory Committee (PWAC) Minutes be referred to September 2014 Infrastructure Services Committee Meeting;

Recommendation No. 6 *Budget Project Status Report – July 2014*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report titled "Budget Project Status Report – July 2014" be received.

Recommendation No. 7 *Budget Project Status Report – July 2014 – Line 45*

The Corporate and Administrative Services Committee recommended that a meeting be held in August 2014 with Sunshine Coast Regional District (SCRD) staff, Directors Turnbull and Nohr and Ministry of Transportation and Infrastructure (MoTI) staff to discuss the Area F from Granthams, past and including Ruffum Road Bicycle and Walking path project.

Recommendation No. 8 *Supreme Court of Canada Decision – Tsilhqot'in Nation v. British Columbia Decision*

The Corporate and Administrative Services Committee recommended that the Chief Administrative Officer's report titled "Supreme Court of Canada Decision – Tsilhqot'in Nation v. British Columbia Decision" be received.

Recommendation No. 9 *Corporate General Ledger Budget Variance to June 30, 2014*

The Corporate and Administrative Services Committee recommended that the Manager, Financial Services report titled "Corporate General Ledger Budget Variance Report for period ending June 30, 2014" be received.

Recommendation No. 10 *Recreation Facilities [616, 617, 620, 621] – 2nd Quarter Variance*

The Corporate and Administrative Services Committee recommended that the Manager, Recreation Services' report titled "Recreation Facilities [616, 617, 620, 621] 2nd Quarter Variance Reporting" be received.

Recommendation No. 11 *Building Inspection [520] – 2nd Quarter Variance*

The Corporate and Administrative Services Committee recommended that the Chief Building Inspector's report titled "Building Inspection [520] 2nd Quarter Variance Reporting" be received.

Recommendation No. 12 *Regional Solid Waste [350-353] – 2nd Quarter Variance*

The Corporate and Administrative Services Committee recommended that the Manager, Waste Reduction and Recovery's report titled "Regional Solid Waste [350-353] 2nd Quarter Variance Reporting" be received.

Recommendation No. 13 *Legislative Services – 2nd Quarter Activity Report*

The Corporate and Administrative Services Committee recommended that the Manager, Legislative Services' report titled "Legislative Services – Second Quarter Activity Report" be received.

Recommendation No. 14 *Election Cost Sharing Agreements*

The Corporate and Administrative Services Committee recommended that the Manager, Legislative Services' report titled "Election Cost Sharing Agreements" be received;

AND THAT the Chair and Corporate Officer be authorized to execute cost sharing agreements for the 2014 general local election.

Recommendation No. 15 *Regional Water Development Cost Charges Update – Public Engagement Plan*

The Corporate and Administrative Services Committee recommended that the General Manager, Infrastructure Service's report titled "Regional Water Development Cost Charges (DCC) Update – Public Engagement Plan" be received;

AND THAT the Regional Water DCC Update Public Engagement Plan be adopted as amended to include two additional public information sessions to be held at opposite ends of the Sunshine Coast.

The Committee recessed at 2:57 p.m. and reconvened at 3:09 p.m.

Recommendation No. 16 *Inclusion of Materials in the Multi-Material BC Packaging and Printed Paper (MMBC PPP) Recycling Program*

The Corporate and Administrative Services Committee recommended that the Zero Waste Coordinator's report titled "Inclusion of Materials in the Multi-Material BC (MMBC) Packaging and Printed Paper (PPP) Recycling Program" be received;

AND THAT a letter be sent to the Ministry of Environment advocating for the Recycling Regulation to be amended to include soft and hard cover books as printed paper and that MMBC accepts all PPP for which stewardship fees are collected;

AND THAT a letter be send to MMBC advocating for their program to accept all PPP for which stewardship fees are collected;

AND FURTHER THAT copies of these letters be distributed to all local recycling organizations on the Sunshine Coast.

Recommendation No. 17 *Contracts between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the Purchasing Officer and Risk Manager's report titled "Contracts between \$20,000 and \$100,000 – to July 9, 2014" be received.

Director August left the meeting at 3:25 p.m.

Recommendation No. 18 *Long Term Debt as at June 30, 2014*

The Corporate and Administrative Services Committee recommended that the Accounting Technician III's report titled "Long Term Debt as at June 30, 2014" be received.

Recommendation No. 19 *Investments and Reserves as at June 30, 2014*

The Corporate and Administrative Services Committee recommended that the Accounting Technician III's report titled "Investments and Reserves as at June 30, 2014" be received.

Director August returned to the meeting at 3:33 p.m.

Recommendation No. 20 *Gas Tax Community Works Funding*

The Corporate and Administrative Services Committee recommended that the Accounting Technician III's report titled "Gas Tax Community Works Funding" be received.

Recommendation No. 21 *Joint Sunshine Coast Regional District and Gambier Islands Trust Committee Meeting Minutes from July 3, 2014*

The Corporate and Administrative Services Committee recommended that the Joint Sunshine Coast Regional District (SCRD) and Gambier Islands Trust Committee Meeting minutes from July 3, 2014 be received as amended;

AND THAT staff report back to the September 2014 Infrastructure Services Committee meeting with the outcomes of the meeting between the SCRD and TELUS regarding new tower proposed for Gibsons / Langdale.

Recommendation No. 22 *Synchronization of Grant-in-Aid Processes*

The Corporate and Administrative Services Committee recommended that there be a meeting in September 2014 of local government elected representatives and Sunshine Coast Regional District (SCRD) staff regarding the synchronization of the grant-in-aid processes;

AND THAT a guideline for Grants-in-Aid process be drafted.

Recommendation No. 23 *Cycling infrastructure Partnerships Program Grant- Marine Drive*

The Corporate and Administrative Services Committee recommended that the Manager, Parks Services' report titled "Cycling Infrastructure Partnerships Program Grant – Marine Drive" be received;

AND THAT the Corporate Officer and Chair be authorized to sign the grant agreement between the Ministry of Transportation and Infrastructure (MoTI) and the Sunshine Coast Regional District (SCRD) regarding the grant funding for 2014 Marine Drive Bikeway / Walkway project;

AND FURTHER THAT the 2015 workplan discussions include giving consideration to using remaining Area F Gas Tax Funds towards a next phase of the Marine Drive Bikeway / Walkway project.

COMMUNICATIONS**Recommendation No. 24** *2014 Strategic Community Investment Fund Letter*

The Corporate and Administrative Services Committee recommended that the correspondence from the Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development regarding the 2014 Strategic Community Investment Fund Letter be received.

Recommendation No. 25 *Oath of Office and Local Government Elections*

The Corporate and Administrative Services Committee recommended that the correspondence from the Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development regarding the Oath of Office and Local Government Elections be received;

AND THAT the topic of developing a Sunshine Coast Regional District (SCRD) Oath of Office be brought back to September or October 2014 Corporate and Administrative Services Committee meeting with staff recommendation for wording that would include addressing the issue of respect for fellow board members, staff and the public.

Recommendation No. 26 *Welcome Beach Community Association – 2011 Rural Areas Grant-in-Aid*

The Corporate and Administrative Services Committee recommended that the correspondence from Terry Karleen, President of the Welcome Beach Community Association regarding use of 2011 Rural Areas Grant-in-Aid be received.

Recommendation No. 27 *Grant-in-Aid Application – Halfmoon Bay Citizen’s Association*

The Corporate and Administrative Services Committee recommended that a grant of \$700 be provided to the Halfmoon Bay Citizen’s Association from Area B Rural Areas Grant-in-Aid 01-2-122-212 discretionary;

AND THAT funding be provided as soon as possible in advance of the August 1 Policy payment date;

AND THAT a letter be sent to the Ministry of Environment (MoE) and the Ministry of Transportation and Infrastructure (MoTI) to advise them that the Sunshine Coast Regional District (SCRD) is providing funding to the Halfmoon Bay Citizen’s Association to partner with Capilano Highway Services for the treatment of Knotweed on Crown land behind the Halfmoon Bay Elementary School for the urgent protection of the environment and residents and requesting that MoE and MoTI ensure sufficient funding is available for this type of high priority project;

AND FURTHER THAT staff report to September 2014 Corporate and Administrative Services Committee regarding using Rural Areas Grant-in-Aid for invasive species eradication projects.

Director Turnbull opposed.

IN CAMERA

The Committee moved In-Camera at 4:22 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (g) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “litigation or potential litigation affecting the municipality” 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 5:25 p.m.

ADJOURNMENT 5:25 p.m.

SCRD STAFF REPORT

DATE: July 21, 2014
TO: Board Meeting – July 24, 2014
FROM: Sam Adams – Parks Planning Coordinator
RE: **AMENDMENT OF THE DAKOTA RIDGE ACCESS ROAD USE AGREEMENT 7575.04**

RECOMMENDATION(S)

THAT the SCRD Board receives the report titled Amendment of the Dakota Ridge Access Road Use Agreement;

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

BACKGROUND

The Forest Service Road Maintenance Agreement 7575.04 MA between the SCRD and the Ministry of Forests Lands and Natural Resource Operations lays out the parameters for the maintenance of the Dakota Ridge Access road.

DISCUSSION

During maintenance of the access road various parties including the SCRD have in the past used pit run materials to repair the road surface. Pit run materials are aggregate which has not been screened, sorted or washed in order to assure a specific quality. This amendment specifies the exact type of materials which can be used to repair the road surface. Pit run material tends to cost between \$250-300 a dump truck load delivered. The types of aggregate materials now specified in this amendment tend to cost between \$500-600 per load delivered.



Amendment Number 2

Amendment to **Forest Service Road Maintenance Agreement 7575.04 MA** for a Non-Industrial User to carry out Maintenance Works.

Memorandum of amendment to Forest Service Road Maintenance Agreement 7575.04 MA made this **19th day of May, 2014** between the District Manager of the Sunshine Coast District and the Contractor of the said Agreement.

WHEREAS it is mutually agreed to amend the terms and conditions of the said Agreement and the parties hereto have agreed to amend the same as set forth in this memorandum:

NOW, THEREFORE, in consideration of the premises and other valuable consideration now exchanged between the parties hereto, said parties agree as follows:

Effective this day:

SCHEDULE "A", PART 1.00: OTHER WORKS AND MAINTENANCE is amended to include:

Paragraph 1.07 Local pit run surfacing materials are no longer to be used on this road. All surface repairs to this road must use Ministry of Transportation specifications for Crushed Well Graded Base (WGB) 25 mm Base Course (Table 202-C Aggregate Gradations (attached)) containing rock with three fractured sides.

This forms an integral part of the original Agreement and should be attached thereto.

Subject to the foregoing, the parties hereto confirm the said Agreement.

IN WITNESS WHEREOF the said parties have hereunto set their hands and seals and/or the Contractor has caused its corporate seal to be affixed in the presence of the duly authorized officers in that behalf on the date and year first above written.

Signed, sealed, and delivered by the
Licensor in the presence of
_____ }

(Witness)

Robert van der Zalm, R.P.F.
Sunshine Coast District
Sunshine Coast District

SEAL

Licensor

Signed, sealed, and delivered by the
Contractor in the presence of
_____ }

(Witness)

Sunshine Coast Regional District

SEAL

Contractor

Note: If the Contractor is a co-partnership, the amendment must be signed and sealed by each member of the partnership. All written signatures must be made in ink.
If the Contractor is a corporation, the corporate seal must be affixed by the officials who are authorized to execute deeds on behalf of the corporation and be accompanied by the signature of these officials.