



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, APRIL 28, 2016

AMENDED AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 14, 2016

Annex A
Pages 1-6

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. **⇒INSERT** Chief Administrative Officer's Report Late Item
pp 6a-c
5. Community Services Committee recommendation Nos. 1-2 and 4-11 of April 14, 2016 (*recommendation No. 3 previously adopted*) Annex B
pp 7-9
6. Planning and Development Committee recommendation Nos. 1-12 of April 21, 2016 Annex C
pp 10-14
- 6a **⇒ADD** Corporate and Administrative Services Committee recommendation Nos.1 and 12 of April 28, 2016 Late Item
p 14a
7. Chief Building Inspector / Bylaw Enforcement Manager – Notice on Title Annex D
pp 15-16

MOTIONS

8. THAT Chris Barlow be appointed to the Area F Advisory Planning Commission for the remainder of the two-year term.

BYLAWS**NEW BUSINESS****IN CAMERA**

⇒ADD THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements...” and “negotiations and related discussions respecting the provision of a municipal service...”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 28, 2016
AUTHOR: Janette Loveys, Chief Administrative Officer
SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION(S)

THAT the report titled Chief Administrative Officer's Report be received for information.

BACKGROUND

This report provides information on the on the activities of the Chief Administrative Officer (CAO).

DISCUSSION

- ***Regional Economic Development:***

The CAO is continuing work to support and assist the Board in the transition to the Sunshine Coast Regional Economic Development Committee. An initial meeting is scheduled for Thursday, April 28. The Steering Committee members, newly appointed Board members and all CAO's have been invited. The SCRD will provide in-kind support for the first quarter to ensure the newly appointed Board is supported and effectively assisted.

- ***Administration:***

Community Dialogues are scheduled for Directors and their electoral areas in May. A community dialogue is a forum that draws participants from as many parts of the community as possible to exchange information face-to-face, share personal stories and experiences, express perspectives, clarify viewpoints and share information. Senior staff and a number of different SCRD services will be participating. There will be more information in early May sent out to our community.

The CAO and Treasurer met with the Sechelt and Gibsons librarians to discuss support and partnership opportunities.

Staff met with the Fire Chiefs and reviewed ways to build regional cooperation and service delivery efficiencies. There is a commitment to continue to meet and a number of agenda items have been developed. A report will be forthcoming with respect to service levels and corresponding budgets. Staff are attending an upcoming conference on Effective Fire Services on April 30/May1 to better understand the new provincial legislation and implications.

The CAO continues to work cooperatively with Senior Staff at School District 46 to complete a draft Joint Use Agreement. Another follow up meeting is scheduled for the beginning of May.

Staff are working collaboratively on a communication and engagement strategy for the upcoming summer months related to water concerns. There will be a more fulsome report at the upcoming Infrastructure Services Committee meeting.

With the approval of the 2016 budget, work plan alignment and the development of business plans will be the focus of staff over the coming months. More details with respect to business planning and internal service reviews will be forthcoming. The Budget Project Status Report will also continue to be refined.

Staff remain engaged and focused on a number of different corporate software systems development which is proving to occupy a significant amount of time and the Information Technology Services staff are diligently working to move the initiatives forward.

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

Two report writing workshops were held for staff from across all the departments. The CAO would like to recognize the Corporate Officer for her efforts in moving this initiative forward.

An All-Staff meeting was held on April 5th to present the plans for the new corporate structure.

A second round of “*On the Go with the CAO*” has been completed. A total of 8 staff meetings took place from April 6 to April 26. This was a good opportunity to meet staff in their workplaces and share corporate information and key initiatives. The 2016 approved budget and reorganization were the focus of the meeting.

A number of meetings with staff and UNIFOR have been held over the previous weeks.

A public participation workshop with a number of staff is scheduled for May 15 which the CAO will lead.

External Engagements:

- **Regional District Chair and CAO Forum 2016**
Attended the Regional District Chair and CAO Forum from March 29 to 30 in Victoria.
- **Municipal Finance Authority of BC – 2016 Financial Forum and AGM**
Attended the Municipal Finance Authority of BC – 2016 Financial Forum and AGM from March 30 to 31 in Victoria.
- **Association of Vancouver Island Coastal Communities Conference 2016**
Attended the AVICC Conference from April 8-10th in Nanaimo.
- **Cooper's Green Fundraising Event**
Attended the fundraising event on April 23 at the Rockwater in Halfmoon Bay.

- Howe Sound Community Forum
Upcoming at Camp Fircom, Gambier Island on April 29.
- Retirement Celebration of Chief Higgs, District of Sechelt
Upcoming at the Sechelt Botanical Gardens on April 30.

STRATEGIC PLAN AND RELATED POLICIES

The Strategic Plan is a key document for the CAO’s office and provides the overall administrative guidance for the business of the SCRD.

- Strategic Priority: Ensure Fiscal Sustainability
- Strategic Priority: Embed Environmental Leadership
- Strategic Priority: Support Sustainable Economic Development
- Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations
- Strategic Priority: Facilitate Community Development
- Strategic Priority: Enhance Board Structures and Processes
- Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers
- Strategic Priority: Enhance Board Structures and Processes

CONCLUSION

The CAO provides a written report summarizing key initiatives.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X- JL	Other	

Recommendation No. 1 *Draft Audited Financial Statements for Year- Ended December 31, 2015*

The Corporate and Administrative Services Committee recommended that the report titled “Sunshine Coast Regional District (SCRD) Draft Audited Financial Statements”, and the following documents, presented as part of the BDO delegation, be received:

- Audit Results and Communications Report to the Board
- Independent Auditor’s Report
- Draft Audited Financial Statements;

AND THAT the draft audited statements for year ended December 31, 2015 be approved as presented;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting on April 28, 2016 for adoption.

Recommendation No. 12 *New Build Canada Fund – Small Communities Fund – Application for Square Bay Wastewater Treatment Plant*

The Corporate and Administrative Services Committee recommended that the report titled “New Build Canada Fund – Small Communities Fund 2016 Grant Application – Square Bay Wastewater Treatment Plant (WWTP)” be received;

AND THAT an application be submitted to the New Build Canada Fund – Small Communities Fund (NBCF-SCF) for the detailed design and construction of the Square Bay WWTP upgrade as first priority for the April 28, 2016 grant program intake;

AND THAT if the application for funding is successful, the Sunshine Coast Regional District's (SCRD's) share of eligible and ineligible project costs be borrowed with an Alternative Approval Process (AAP) conducted for the service area in accordance with legislative requirements;

AND FURTHER THAT this recommendation be forwarded to the April 28, 2016 Regular Board meeting for final consideration and adoption.