



COMMITTEE OF THE WHOLE

Thursday, June 8, 2023

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.
AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

Pages 1 - 2

PRESENTATIONS AND DELEGATIONS

2. Tracey Saxby, My Sea to Sky and Sunshine Coast Conservation Association
Regarding: Climate Action Report Card Tool
3. Rob Ringma, Senior Manager, BC Transit
Regarding: Transit Service and Expansion Priorities Discussion

REPORTS

4. 2023-2024 BC Transit Annual Operating Agreement (AOA)
Manager, Transit and Fleet
(Voting – B, D, E, F, Sechelt, sNGD, Gibsons) Annex A
pp. 3-6
5. Water Supply Update
Chief Administrative Officer
Regional Water (Voting – A, B, D, E, F, Sechelt) Verbal
6. Pender Harbour Aquatic and Fitness Centre Lease
Manager, Recreation Services
(Voting – All Directors) Annex B
pp. 7-9
7. Solid Waste Management Plan Public and Technical Advisory
Committee (PTAC) Minutes of April 25, 2023
(Voting – All Directors) Annex C
pp. 10-11
8. Water Supply Advisory Committee (WASAC) Minutes of May 1,
2023
Regional Water (Voting – A, B, D, E, F, Sechelt) Annex D
pp. 12-14

COMMUNICATIONS

9. Anna Lattanzi, Sunshine Coast Climate Action Network, dated May 29, 2023

Regarding: Community Climate Action Plan
(Voting – All Directors)

Annex E
pp. 15

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole– June 8, 2023

AUTHOR: Ahmad Kidwai, Manager, Transit and Fleet

SUBJECT: 2023-2024 BC TRANSIT ANNUAL OPERATING AGREEMENT (AOA)

RECOMMENDATION(S)

- (1) THAT the report titled 2023-2024 BC Transit Annual Operating Agreement (AOA) be received for information;
 - (2) AND THAT the delegated authorities be authorized to execute the 2023-2024 BC Transit Annual Operating Agreement.
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BACKGROUND

Every year, BC Transit and the Sunshine Coast Regional District (SCRD) enter into an Annual Operating Agreement (AOA) to establish transit service hours, costs and funding for the BC Transit fiscal year, from April 1 to March 31.

At the December 8, 2022 Committee of the Whole meeting, the Committee received the report titled 2023-2024 BC Transit Annual Operating Agreement Draft Budget and on December 15, 2022 the Board adopted the following recommendation:

368/22 **Recommendation No. 6** *2023-24 BC Transit Annual Operating Agreement Draft Budget*

THAT the report titled 2023-24 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT Budget Proposals for the base budget increases and ongoing cleaning which are included in the draft AOA be brought forward to the 2023 Budget deliberations;

AND FURTHER THAT the 2023-2027 Draft Financial Plan be updated to reflect the draft Annual Operating Agreement budget values as well as the proposed 2023/24 expansion priorities while utilizing reserve funding to mitigate tax increases.

The purpose of this report is to present the highlights of the final 2023-2024 AOA in preparation for formal execution.

DISCUSSION

BC Transit supplies a three-year budget projection every fall for use in SCRD budget planning. The Annual Operating Agreement is then presented in the spring of each year and confirms service levels to be delivered and the associated costs and budget involved. The SCRD budget

process is typically concluded prior to receipt of the final AOA budget from BC Transit (received after provincial budget is announced in March). It is therefore not always possible to incorporate any changes into the annual SCRD Financial Plan. This can result in funding surpluses or shortfalls, however, historically such changes have not had a material financial impact.

Ridership continues to increase, and over the next year is projected to be back on par with pre-COVID levels. Although this is positive, recruitment and retention of transit operators continues to be a challenge. Staff continue to work collaboratively with BC Transit to introduce strategies to increase ridership, build customer confidence and respond to customer needs including the introduction of UMO, an electronic fare collection system, in Q3 2023.

Financial Implications

Provided below is a summary of the overall financial implications of the executed AOA. It is not recommended to amend the Financial Plan, and any related variances will be reported through the quarterly variance reports to the Board. Any changes impacting the 2024 portion of the Budget will be reflected next year.

Revenue and Cost Summary:

The tables below summarize the changes between the draft AOA as presented in November 2022 and the final 2023-2024 AOA for Custom and Conventional Services.

Custom Service	2023-2024 Draft AOA Budget	2023-2024 Final AOA Budget	Net Change	% Change
Total Revenue	\$6,681	\$6,414	(\$267)	-3.99%
Total Operating Costs	\$403,105	\$400,176	(\$2,929)	-7.3%
Total Costs	\$437,826	\$434,888	(\$2,937)	-0.67%
SCRD Net Share of Costs	\$162,315	\$161,511	(\$804)	-0.50%

Conventional Service	2023-2024 Draft AOA Budget	2023-2024 Final AOA Budget	Net Change	% Change
Total Revenue	\$690,812	\$813,018	\$122,206	17.69%
Total Operating Costs	\$4,491,793	\$4,523,989	\$32,196	0.72%
Total Costs	\$4,891,950	\$4,924,762	\$32,812	0.67%
SCRD Net Share of Costs Per AOA	\$2,103,921	\$1,998,695	(\$105,226)	-5.00%

The figures above are based on the BC Transit fiscal year and are not reflective of actual SCRD budget values which incorporate pro-rated portions of both AOAs as well as non-shareable costs.

Further information on each line item is detailed below.

Revenues:

AOA revenues include fares and advertising and are applied against the local share of operating costs. 2023-2024 final AOA values show an increase of \$121,940 or 17.5% for Conventional

Service and Custom Service as compared to the 2023-2024 draft. This difference is based on updated projections from BC Transit which are based on actual 2022 ridership data.

Operating Costs:

The total operating costs included in the 2023-2024 final AOA have a slight increase, for both Conventional and Custom Service, of \$4,267. Fuel price volatility continues to be challenging and is reflected in the operating budget expense. This reinforces the importance of working towards a low carbon fleet and reducing reliance on diesel fuel.

Total Costs:

Total costs are reflective of operating costs plus the local share of lease fees for buses, equipment, land, and buildings. The combined 2023-2024 total costs for both services are estimated at \$5,334,650, a slight increase of \$4,873 or 0.09% as compared to the draft AOA budget.

SCRD Net Share of Costs:

The SCRД net share of costs is the portion of shareable costs. It is calculated as the SCRД share of total shareable operating costs less fare and advertising revenue and any reserve fund adjustment, if applicable. The net share of costs in the 2023-2024 final AOA budget is estimated to be \$2,118,302 as per the draft BC Transit AOA budget as compared to 2023-24 AOA budget of \$2,224,332, a decrease \$106,031 or -4.77%.

The SCRД net share of costs is funded from taxation, Transit [310].

2023 Taxation Impact:

Due to the difference in fiscal years between the SCRД budget and the BC Transit AOA budget, pro-rated values from both the draft 2023-2024 and final 2023-2024 AOA's are used to calculate the budget values for the SCRД financial plan.

On a pro-rated basis and adjusting for the actual year-end shared reserve balance available, the SCRД's net share of costs in the 2023-2024 final AOAs saw a decrease of \$106,031 or -4.7% as compared to the draft AOA budget. Under normal circumstances, it is expected to result in a surplus or a break-even scenario at the end of FY 2023-24.

Interim results will be reported through regular quarterly variance reporting in July and October.

Timeline for next steps

Staff recommend the 2023-2024 final AOA be approved and executed. The AOA must be signed and returned to BC Transit no later than June 30, 2023.

STRATEGIC PLAN AND RELATED POLICIES

Approving the Annual Operating Agreement enables existing service levels to be maintained.

CONCLUSION

Each year, BC Transit and the SCRD enter an AOA that governs transit service costs and funding for the fiscal year from April 1 to March 31. In support of the AOA process, BC Transit provides a draft budget that becomes the basis for the AOA.

The revised 2023-24 (final) AOA budget projects a decrease of \$106,031 or -4.77% in the SCRD net share of costs. Staff recommend that the BC Transit 2023-2024 Annual Operating Agreement be approved, and the delegated authorities be authorized to execute the Agreement.

Reviewed by:			
Manager		Finance	X - T. Perreault X - L. Smith
GM	X – S. Gagnon	Legislative	
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Committee of the Whole – June 8, 2023

AUTHOR: Graeme Donn, Manager, Recreation Services

SUBJECT: PENDER HARBOUR AQUATIC AND FITNESS CENTRE LEASE

RECOMMENDATION(S)

- (1) THAT the report titled Pender Harbour Aquatic and Fitness Centre Lease be received for information;**
 - (2) AND THAT staff be directed to provide SD46 with notice of intent to negotiate a new lease agreement;**
 - (3) AND THAT staff return to the Board prior to Q2 2024 with a new draft lease agreement for their consideration.**
-

BACKGROUND

On March 19, 2014, School District 46 (SD46) and the Sunshine Coast Regional District (SCRD) entered into a lease agreement for the operations of the Pender Harbour Aquatic and Fitness Centre (PHAFC) on the lower level of the Pender Harbour Secondary School for a 10-year term; less one day. There is no right of renewal, and if the SCRД wishes to enter into a new lease then we must provide notification to SD46 at least six months prior to the expiry of the term. The lease agreement expires on March 18, 2024.

The purpose of this staff report is to seek Board approval to enter into negotiations with SD46 for a new lease agreement for the continued operations of PHAFC beyond March 18, 2024.

DISCUSSION

The current lease agreement sets out the terms and conditions related to the operations of the space.

Highlights of the current agreement include:

- SD46 owns the building and land and is leasing them to SCRД for the purposes of operating a community recreation facility and associated access and parking.
- SCRД will use the leased premises for aquatic facility purposes and other related public fitness and recreation purposes.
- The swimming tank functions as a fire protection facility for the entire building.
- SD46 grants an easement for access to the building as well as a non-exclusive area for patron/staff parking.
- SCRД will be responsible for all operational requirements of the assigned areas of the building.

- SCRD will be responsible for all repair, maintenance, replacements, and improvements for the assigned areas of the building. Written consent by SD46 is required for any alteration or additions to the building.
- SCRD will contribute to the cost to repair Common Building Components at fifty (50%) per cent.
- SD46 is responsible to maintain, operate, repair or, if required, replace the septic system. SCRD is obligated to pay one-half (50%) of the reasonable cost to maintain, operate, repair or replace the septic system upon receipt of an invoice from SD46.
- SD46 is responsible for the easement area including maintenance of signage, asphalt condition, and parking space designation lines and SCRD will contribute to the cost of major repairs or re-paving at fifty (50%) per cent.
- SD46 is responsible for snow and ice control in the parking area and the SCRD and SD46 agree to equally share all costs of snow and ice removal from all shared parking areas.
- SCRD is responsible for handling and collection of their own garbage.

Entering into negotiations for a new lease provides an opportunity for both parties to consider changes that might provide further clarity and address any concerns that have arisen during the initial term. Of particular interest to the SCRD, would be to come to a mutual understanding regarding any clauses that would have a financial commitment required throughout the term of the agreement (e.g., common building components). SD46 may also suggest changes to the current structure and type of agreement.

Options and Analysis

Given that there is no right of renewal in the current agreement, if the SCRD wishes to enter into a new lease then we must provide notification to SD46 by September 24, 2023.

Staff recommend that formal notification be provided to SD46 and that negotiations commence as soon as possible.

Organizational and Intergovernmental Implications

Staff from both organizations will continue to work together on communication and consultation protocols related to current operational practices captured through the formal lease agreement.

Financial Implications

Although there are no financial implications related to this report, there will be considerations that should be understood prior to entering into a new agreement. These include:

- Through the current lease agreement, a basic rent charge of \$10.00 was applied for the duration of the 10-year lease. It is expected that a similar clause will be included through the renewal of the lease agreement for an additional term.
- Understanding of the building components that the SCRD is fully responsible for and the related costs over the term of the new lease.
- Understanding of the building components that the SCRD will be required to contribute towards and the related costs over the term of the new lease.

- Cost implications related to the potential for asset retirement obligations at the end of the lease agreement term.

Timeline for next steps or estimated completion date

If the SCRD Board approves staff to work with SD46 to renew the lease agreement, written notice will be provided to SD46 and work will be initiated as soon as possible. Staff would return to the Board for final approval of the new lease prior to the end of Q1 2024.

STRATEGIC PLAN AND RELATED POLICIES

Preparing and execution of the lease agreement aligns with the Boards' Strategic Focus Area of *Asset Stewardship* and *Working Together*.

Renewal of the lease agreement also directly contributes to meeting the four desired outcomes as identified in the 2014 Parks and Recreation Master Plan of strengthening community fabric throughout the region, motivating individuals and families to be healthy and active, continue to be stewards of the environment, and also contributing to a diverse and sustainable economy.

CONCLUSION

The lease agreement for the operation of PHAFC expires March 18, 2024. In order to continue to provide recreation services in the area, a new lease agreement would be required. Staff recommend that formal notification be provided to SD46 and that negotiations commence as soon as possible.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – S. Gagnon	Legislative	X - S. Reid
CAO	X - D. McKinley	Other	X - V. Schilling for V. Cropp

**SUNSHINE COAST REGIONAL DISTRICT
SOLID WASTE MANAGEMENT PLAN
PUBLIC AND TECHNICAL ADVISORY COMMITTEE**

Tuesday, April 25, 2023

RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN PUBLIC AND TECHNICAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM, 1975 FIELD ROAD, SECHELT, BC

PRESENT:

(Voting Members)

Chair
Vice Chair
Director, Electoral Area E
Members

J. Sutherland
D. Reeve
D. McMahon
J. Walton
M. Ernst
N. Brenchley
P. Robson
S. Selzer

ALSO PRESENT:

(Non-Voting)

Director, Electoral Area A
Director, Electoral Area D
Manager, Solid Waste Services
Solid Waste Operations Coordinator
Recorder

L. Lee
K. Backs
M. Sole
A. Patrao
R. Newland

REGRETS:

Members

A. Joe
E. Turner
E. Machado
S. Van Poppelen

CALL TO ORDER

2:30 p.m.

AGENDA

The agenda was adopted as presented.

MINUTES

The minutes of the February 28, 2023, Solid Waste Management Plan Public and Technical Advisory Committee meeting were accepted as circulated.

REPORTS

Introductions were given

Veronica Bartlett and Carey McIver, representatives of Morrison Hershfield, provided a presentation on the Solid Waste Management Plan Update and Status Report, which included the following:

- Plan update overview
- How waste and recyclables are currently managed
- Vision, goals, and Guiding Principles

- Gap analysis findings and identified opportunities / issues
- Emerging opportunities / issues
- Next Steps
 - Engagement Period 1 is anticipated to start in early May
 - Staff have asked for Board direction to formally initiate the plan update process
 - This initial engagement will help set the plan direction by seeking feedback on guiding principles and priorities for solid waste management in the region
 - Later this year:
 - Evaluate options to support waste diversion
 - Staff will present future waste disposal options

Discussion included the following:

- Recycling changes vs. policy on the Sunshine Coast
- Businesses not following regulations and what is the recourse?
- Disposal vs. diversion rates
- The need for education and enforcement

NEXT MEETING June 6, 2023

ADJOURNMENT 5:05 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
WATER SUPPLY ADVISORY COMMITTEE**

May 1, 2023

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC.

PRESENT:	Chair	V. Macfarlane
	Vice-Chair	J. Bell
	Members	B. Fielding S. Fitchell (online) M. Hennessy S. Leech B. Thicke
	Regrets	G. Moore K. Freemantle L. Chivers
ALSO PRESENT:		
(Non-voting)	Manager, Strategic Initiatives	M. Edbrooke
	Manager, Communications and Engagement	A. Buckley
	Strategic Planning Coordinator/Recorder	S. Rempel
	Water Sustainability Coordinator	G. Starsage
	Director, Area A	L. Lee
	Director, Area D	K. Backs
	Director, Area E	D. McMahon
	Alternate Director, District of Sechelt	J. Henderson (in part)

CALL TO ORDER 3:40 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

The Water Supply Advisory Committee discussed the process of making recommendations to the Board. A question was asked regarding the next steps for the Water Strategy, based on the minutes.

Recommendation No. 1 *Water Supply Advisory Committee Meeting Minutes of March 9, 2023*

The Water Supply Advisory Committee recommended that the Water Supply Advisory Committee meeting minutes of March 6, 2023 be received.

REPORTS

Manager, Communications and Engagement, introduced himself, and opened the floor for questions regarding water communications for 2023.

Discussion included the following:

- Water conservation mailouts, high water user mailouts and newspaper ads.
- WASAC members noted that the community is looking for certainty on stage calling through clear numbers, graphs and days of water left. Staff noted there are many variables the SCRD cannot reliably predict stages. The Chapman Water System is impacted by weather and precipitation, and resulting water use trends.
- Discussion around the Drought Response Plan, and each communication plan for each Stage as drought progresses.
- WASAC encouraged staff to connect with people at a community level, through garden clubs, farmers markets, and community groups. Staff noted that the SCRD connects regularly with community groups.
- Discussion on utility bills and showing all residents how much water they are using through that tool. Staff noted that this is not possible until all meters are installed.
- Discussion on the goals of water conservation communications, encouraging people to change their relationship with the drinking water we do have and how we use it. Partnerships with garden centres, rain barrel programs, and greywater discussed.

Water Sustainability Coordinator presented the Draft Water Efficiency Plan for information and discussion.

Presentation included the following:

- The status quo of water use is shifting, the climate is changing.
- SCRD has water supply issues, and no single intervention will fix the complex problem. A diverse range of actions from both the corporate and the public level are necessary.
- Residents are relating to water in new ways. Increased water knowledge, monthly water use update subscribers, people are valuing water more.

Discussion included the following:

- WASAC found presentation and report informative, shows the complexity of the problem we are facing.
- Discussion on development in the region, possibilities and restraints of requiring rainwater tanks, stormwater management, and greywater reuse. Challenges such as:
 - Smaller lot sizes may be unable to accommodate large cisterns, stormwater management not SCRD jurisdiction, amendment to BC Building Code required for grey water reuse.
- Regional District needs to take action and increase water supply.
- Discussion on the targets, goals and how success will be measured. Suggest including costs of each initiative, and prioritizing.
- Question regarding what is being done for home gardeners and commercial farms, as well as indoor water use reduction.
- Discussion on water meters and potential in the future for volumetric billing.

- Need for targets and set start dates. Staff explained the Water Efficiency Plan does not include the operational details that would be included in a project work plan, while some actions are smaller and ongoing.
- Incorporate information regarding the changing status quo of water availability into the Water Efficiency Plan.
- The Water Efficiency Plan will be brought to the Board for their consideration.

Recommendation No. 2 *Draft Water Efficiency Plan*

The Water Supply Advisory Committee recommended that the Sunshine Coast Regional District Board endorse the Water Efficiency Plan before the end of 2023.

NEXT MEETING July 10, 2023, 3:30 p.m. online via Zoom

ADJOURNMENT 5:42 p.m.



Sunshine Coast Climate Action Network
917 Joe Rd.
Roberts Creek, BC
604-212-2215

May 29, 2023

Chair and Directors
Committee of the Whole
Sunshine Coast Regional District

Dear Chair and Directors:

On April 27, the much-anticipated Community Climate Action Plan (CCAP) was presented to the SCRD Committee of the Whole. As we understand it, the CCAP was tabled so it can be integrated with the Strategic Plan. We regret that it was tabled without reference to a plan for further public discussion. As a result, we do need to know what the next steps are and how the public can be involved in this vitally important discussion.

As you know, the climate crisis requires immediate action, and we are gravely concerned about any delay. The draft Plan is full of clearly explained, scientifically sound recommendations for policy and practice. We believe that it provides the basis for a workable, ambitious response to climate change.

We call on the SCRD to resolve whatever problems the CCAP presents, amend it if necessary, and to return it to public discussion as soon as possible. Fires, droughts, and flooding are not pausing their destructive force. We all must respond with courage and speed.

Sincerely,
Anna Lattanzi
SCCAN Working Group Member
for Sunshine Coast Climate Action Network

<https://www.facebook.com/groups/436413457413431>