



COMMITTEE OF THE WHOLE

**Thursday, April 25, 2024
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

REPORTS

2. E-Comm Emergency Communications Second Amendment to Co-Location Agreements for 9-1-1 Fire Service Annex A
pp. 3-4
Interim Manager, Protective Services
(Voting – All Directors)
3. Pender Harbour Transfer Station Food Waste Pilot Program Review Annex B
pp. 5-25
Manager, Solid Waste Services
(Voting – All Directors)
4. Landfill Engineering Services – Contract Amendment Annex C
pp. 26-28
Manager, Capital Projects
(Voting – All Directors)
5. Proposed Recreation Fees Increases - Community Recreation Facilities Fees and Charges Bylaw No. 766 and Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 767 Annex D
pp. 29-45
Manager, Recreation Services
General Manager, Community Services
(Voting – All Directors)
6. Gibsons Area Community Centre Enhancements - Seating (Sunshine Coast Junior Hockey Update) Annex E
pp. 46-80
General Manager, Community Services
(Voting – B, D, E, F, Gibsons, Sechelt, sNGD)

- | | |
|---|----------------------|
| 7. 2337004 Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) – Contract Value Amendment
<i>Manager, Facility Services; Manager, Parks Services</i>
(Voting – All Directors) | Annex F
pp. 81-83 |
| 8. 2024 Union of British Columbia Municipalities Resolutions
<i>Executive Coordinator</i>
(Voting – All Directors) | Annex G
pp. 84-86 |
| 9. Contracts Between \$50,000 and \$100,000 from January 1 to March 31, 2024
<i>Manager, Purchasing and Risk Management</i>
(Voting – All Directors) | Annex H
pp. 87-88 |
| 10. Director Constituency and Travel Expenses for the Period Ending March 31, 2024
<i>Manager, Financial Services</i>
(Voting – All Directors) | Annex I
pp. 89-91 |
| 11. Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of March 6, 2024
<i>General Manager, Infrastructure Services</i>
(Voting – All Directors) | Annex J
pp. 92-94 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (e), (i), (k) of the Community Charter – “the acquisition, disposition or expropriation of land or improvements”, “the receipt of advice that is subject to solicitor-client privilege”, “negotiations and related discussions respecting the proposed provision of a municipal service”; ...”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Bill Higgs, Interim Manager, Protective Services

SUBJECT: E-COMM EMERGENCY COMMUNICATIONS SECOND AMENDMENT TO CO-LOCATION AGREEMENTS FOR 9-1-1 FIRE SERVICE

RECOMMENDATION(S)

- (1) **THAT the report titled E-Comm Emergency Communications Second Amendment to Co-Location Agreements for 9-1-1 Fire Service be received;**
 - (2) **AND THAT the delegated authorities be authorized to execute the E-Comm Emergency Communications Second Amendment Co-Location Agreements for 9-1-1 Fire Service at 650 West Georgia Street (VDT) and 2725 Melfa Road, UBC (VUB) for an additional five years.**
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BACKGROUND

E-Comm Emergency Communications is the dispatch service provider for 9-1-1 fire service. E-Comm and the SCRD entered into an agreement on June 27, 2014 for E-Comm to install, operate and maintain the SCRD's antennas and equipment for the purposes of the 9-1-1 transmission, emission or reception of signals by wire, radio, fibre optics or other electromagnetic systems at two locations:

- Vancouver Downtown, 650 West Georgia Street ("VDT")
- 2725 Melfa Road, University of British Columbia ("VUB")

These antennas provide the critical primary and back up radio and paging link between the Sunshine Coast fire departments and our dispatch provider.

The agreements between E-Comm and the SCRD are now up for renewal. The current agreements include an option for a second amendment to extend for an additional five years:

- E-Comm Site VDT: Agreement dates January 1, 2024 and expiring on December 31, 2028
- E-Comm Site VUB: Agreement dates April 1, 2024 and expiring on March 31, 2029

DISCUSSION

The agreements include the following key conditions:

- E-Comm will continue to maintain the overall site, provide DC power, connect to alarm monitoring, and provide equipment racks.

- License fees stipulated in the agreement are included in the 9-1-1 operating budget.
- Normal Industry Canada, CRTC radio regulations apply.
- E-Comm conditions to protect their interest are included (insurance, protection of site and systems and building lien and normal liability and indemnification clauses).

Staff have not identified any approaches to service delivery that are more cost-effective or higher-value proposition than what E-Comm is providing. Staff recommend renewing the agreements.

FINANCIAL IMPLICATIONS

The continuing license fees are planned for in the current 9-1-1 operating budget.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

9-1-1 transmission and emission signals providing the critical link between the Sunshine Coast fire departments and the dispatch provider. The Agreements between E-Comm and the SCRD are now up for renewal. Staff recommend extending the Agreements.

Reviewed by:			
Manager		Finance	X- T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Risk/Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: PENDER HARBOUR TRANSFER STATION FOOD WASTE PILOT PROGRAM REVIEW

RECOMMENDATION(S)

- (1) **THAT the report titled Pender Harbour Transfer Station Food Waste Pilot Program Review be received for information;**
 - (2) **AND THAT the Board direct staff to initiate a procurement process and develop amendments to *Sanitary Landfill Site Bylaw No. 405, 1994* to continue the Pender Harbour Transfer Station Food Waste Drop-Off service based on the outcome of the pilot program.**
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BACKGROUND

At the July 28, 2022, Board meeting, the Sunshine Coast Regional District (SCRD) Board approved a two-year food waste drop-off and processing pilot program at the Pender Harbour Transfer Station and awarded the contract to provide these services to Salish Environmental Group. A subsequent amendment to *Sanitary Landfill Site Bylaw No. 405, 1994* (Bylaw No. 405) was also made to establish a tip fee and enable the collection of food waste at the Pender Harbour Transfer Station. The pilot program began in November 2022 and is now in its final year of operation.

As the pilot program and contract to provide these services ends in October 2024, the purpose of this report is to provide a summary of the pilot program thus far and to seek Board direction on future levels of service for food waste diversion in Electoral Area A.

DISCUSSION

Establishment of the Pilot Program

Prior to the establishment of the Pender Harbour Transfer Station Food Waste Drop-Off Pilot Program, staff investigated service delivery options between 2019 and 2021 which did not result in the establishment of a new service. The outcome of this work determined that there was no local interest in collecting and processing food waste within Area A. The staff reports associated with these efforts, as well as the report that established the current pilot program, are included in Attachment A.

On October 1, 2022, the SCRD's enforceable disposal regulations for food waste, food soiled paper, and paper came into effect on the Sunshine Coast. Area A relies on the Pender Harbour Transfer Station for most waste disposal needs. As there is no municipal curbside collection of food waste, a drop-off location for food waste in the community is needed to assist residents in maintaining compliance with the food waste disposal regulations. Without food waste collection

in Area A, residents would need to self haul this material to Salish Soils in Sechelt to maintain compliance with the SCRD’s food waste disposal regulations.

The budget to fund the Food Waste Drop-Off Pilot Program was established during the 2022 Budget process with 50/50 funding from Eco Fee Reserves and User Fees (tipping fees). An amendment to Bylaw No. 405 prior to the start of the program included a tipping fee for food waste collected at a minimum charge of \$5 for loads under 30kg and \$150 per tonne up to a maximum weight of 45kg.

Pilot Program Summary

The two-year pilot program started in November 2022 and has been well received by residents in Area A who make use of it. However, the number of residents using this service and associated tipping fee revenues are significantly lower than initially predicted, resulting in a smaller portion of this service being funded from tipping fees than anticipated. A summary of the Food Waste Drop-Off Pilot Program to December 2023 is provided in Table 1 with the amounts initially predicted prior to its establishment.

Table 1

	Actual Amounts to Dec 2023	Predicted Amounts to Dec 2023
Tonnes Collected	52.8	233
Contracted Costs	\$34,323	\$64,829
Tip Fee Revenue	\$7,920	\$34,950
% Tip Fee Funded	23.1%	53.9%

Contracted costs to provide this service include fixed container, hauling, and cleaning fees as well as the cost of processing each tonne of food waste collected into compost. As the usage of the pilot program is significantly lower than anticipated, the size of container and servicing needs procured for the pilot program are greater than what is currently needed, resulting in higher fixed costs relative to the number of tonnes collected.

The intent of the pilot program was to provide food waste drop-off services to residents of Area A. Commercial generators were expected to arrange hauling to a compost processing facility to comply with the SCRD’s food waste disposal regulations. Consequently, the bylaw amendments limited the amount of food waste a customer could bring to the site to 45kg or less. Participation in the pilot program by residents is lower than expected but staff have heard from small local commercial generators, and SCRD Parks staff, that they would like to make use of the drop-off program as the amount of food waste they produce is small enough that it is not financially viable to transport it to Sechelt. Current participation in the pilot program is insufficient to sustainably fund the service through tipping fees without a significant contribution from taxation. Opportunities to increase participation in the service by including small commercial and institutional generators have been identified during the pilot.

Eco Fee Reserves currently fund a portion of the pilot program; however, Eco Fees cannot be used to fund an ongoing service. Without reducing the fixed contracted costs associated with the service, and generating additional revenue through tipping fees, taxation would be required to make up the shortfall. Based on the current service model, tipping fees fund approximately 23% of the food waste drop-off service, which would necessitate an increase in taxation to fund the remaining 77%.

Staff developed the following options for the Board's consideration.

Option 1: Service continuation, with amendments (recommended)

Reduce Fixed Costs

There is potential to reduce the fixed costs associated with the bin rental, hauling, and cleaning fees required to provide the pilot program through future procurement processes should the Board decide to continue the service. These could include smaller, cheaper bins to collect food waste and less frequent hauls during the colder, less busy winter months. Smaller bins could also be removed or added throughout the year to better match participation levels.

Increase Participation

If *Sanitary Landfill Site Bylaw No. 405* were amended to allow loads larger than 45kg, staff anticipate that small, local commercial generators and SCRD Parks contractors may be interested in using the service. Increasing the maximum allowable load weight would increase tipping fee revenue through improved participation and reduce the portion of taxation required to continue the service.

Staff have provided a scenario in Table 2 that explores a \$200 per tonne tipping fee for loads over 30kg. This is \$50 more than the tipping fee currently charged for such loads at the composting facility in Sechelt to account for the hauling cost from the transfer station to this composting facility.

It is anticipated that the efforts described above to reduce the fixed costs associated with the current service, and those below to improve tipping fee revenue, would limit larger commercial and institutional users of this service to those who generate smaller food waste amounts that could be manually loaded into drop-off bins. Large generators, such as grocery stores, would still likely be best served by arranging private hauling directly to a compost processing facility.

Should the Board decide to continue this service, staff will continue their efforts to educate and raise awareness about the food waste drop-off program in Area A, which contributes to participation levels.

Adjustments to Tipping Fees

Based on participation levels and the current service delivery model, tipping fees are only funding 23% of the costs associated with the pilot program. Increasing tipping fee revenues will make this service more financially sustainable and reduce the need for taxation to supplement program costs while supporting a user pay system, as included in the Solid Waste Management Plan.

Should the Board decide to continue this service, future procurement costs could be used to inform a new tipping fee for loads larger than the minimum charge threshold of 30kg. Combined with procurement efforts to reduce the fixed costs and an elimination of the weight limit of 45kg to increase participation, this will ensure that the food waste bins are more likely to be hauled from the transfer station when full, maximizing the cost recovery of providing this service.

It is likely that any increase to the minimum charge of \$5 for residents with loads weighing less than 30kg would result in decreased participation and potentially more food waste in the landfill. Most customers during the pilot program to date have deposited loads smaller than 30kg. Approximately 13% of loads were between 30-45kg. Maintaining the \$5 minimum charge will help sustain residential participation in the program. As most residential loads are less than

30kg, an adjusted tipping fee for larger loads would not appreciably impact residential participation.

Option 2: Discontinue service

Alternatively, the Board may choose to discontinue the food waste drop-off service at the Pender Harbour Transfer Station. As the SCRD's disposal regulations stipulate that food waste must be separated from garbage, residents of Area A would need to transport their food waste to Salish Soils in Sechelt for composting, arrange for private collection of food waste, or compost their own food waste at home. The latter option is supported by the Home Composter Rebate Program. Residents who choose not to separate their food waste from their garbage will still incur a tipping fee surcharge of 100%, as they do currently.

Discontinuing this service is not expected to impact businesses in Area A as the pilot program's maximum weight limit of 45kg per customer per visit made it too onerous for commercial operations to participate.

Next Steps

Option 1: Service continuation, with amendments (recommended)

Should the Board decide to continue the food waste drop-off service, staff will initiate the procurement process to provide this service following the conclusion of the pilot program and expiration of the current contract in October 2024. Once the procurement process is complete, staff will bring forward the results to the Board for consideration, along with proposed amendments to Bylaw No. 405 to make this service more financially sustainable, and any other budgetary considerations.

Option 2: Discontinue service

Should the Board decide not to continue this service, staff will prepare and implement a communications strategy to inform affected users prior to the pilot program ending in October 2024.

Potential Financial Implications

Option 1: Service continuation, with amendments (recommended)

The following scenario presented in Table 2 is provided to explore what an amended service could look like, and what the estimated financial implications might be. The actual contract costs, financial implications to taxation, and proposed bylaw amendments will only be determined through the procurement process, should the Board decide to continue this service.

By allowing institutional and commercial customers to use this service, the tonnage collected is expected to increase over the pilot program. The estimate provided is based on conversations with interested potential institutional and commercial users of the service. The contract costs are estimated based on known pricing for food waste collection at other SCRD facilities. These facilities utilize smaller bins than what are currently used in the pilot program at Pender Harbour Transfer Station.

The tipping fee revenue assumes that the minimum charge for loads up to a maximum of 30kg will remain at \$5 per load, and that the tipping fee for loads larger than 30kg will increase to \$200 per tonne. The current maximum limit of 45kg per load during the pilot program would be eliminated through an amendment of Bylaw No. 405 to allow for institutional and commercial

customers. Currently, as per this Bylaw, commingled loads of municipal solid waste and food waste are charged double the normal rate, or \$300 per tonne. An amended fee of \$200 per tonne still provides a financial incentive to use the service while enabling the service to move towards a user pay structure, as outlined in the SCRD's Solid Waste Management Plan.

Table 2

	Estimated Annual Amounts
Estimated Tonnes Collected	80
Estimated Contract Costs	\$15,000
Estimated Tip Fee Revenue	\$14,000
Estimated % Tip Fee Funded	93%
Estimated Taxation Implication	\$1,000

Any taxation implications that arise for the provision of this service are paid for through the Regional Solid Waste Service. This service is funded by all electoral areas and local governments on the Sunshine Coast. Although the service is for users in Electoral Area A, reducing food waste in the Sechelt Landfill is of benefit to all residents on the Coast. As the pilot program ends on October 31, 2024, any financial implications resulting from November – December 2024, are proposed to be absorbed in the base budget, with taxation occurring in 2025.

Option 2: Discontinue service

Discontinuing the service would eliminate any taxation implications for its provision. Taxation implications would range from \$1,000 per year, as described in the amended service scenario in Table 2, to approximately \$28-30,000 per year if no changes were made to the service, based on the results of the pilot program presented in Table 1, plus an estimated increase in current contract costs.

While some residents may choose to transport their food waste to Sechelt, compost at home, or pay for private collection, others may attempt to dispose of their food waste as municipal solid waste, which is landfilled at the Sechelt Landfill. If all current users of the food waste drop-off service were to dispose of their food waste as garbage, this would result in a loss of approximately 0.8 days of landfill life per year.

Communications Strategy

Option 1: Service continuation, with amendments (recommended)

A communication strategy will be proposed in a future Board report based on the outcome of the procurement process and associated recommendations to amend Bylaw No. 405 should the Board direct staff to continue the food waste drop-off service.

Option 2: Discontinue service

Should the Board decide not to continue the Pender Harbour Transfer Station Food Waste Drop-Off Service, staff will inform the Area A community that the service will be ending in October 2024 following the conclusion of the pilot program.

STRATEGIC PLAN AND RELATED POLICIES

This report is aligned with the Board’s Service Delivery Focus Area of Solid Waste Solutions: Optimize use of the Sechelt Landfill site to bridge to future long-term waste disposal solutions and enhance diversion and recycling programs and look for ways to reduce cost. As well as alignment with the two Lenses: Service Delivery Excellence and Climate and Environment.

CONCLUSION

The Pender Harbour Transfer Station Food Waste Drop-Off Pilot Program ends in October 2024. An analysis of the pilot program has determined that current participation levels are too low to fund the service under the current model.

Food waste diversion is important for maximizing the remaining airspace in the Sechelt Landfill and reducing greenhouse gas emissions. A recommendation is proposed to procure services for the collection of food waste from the Pender Harbour Transfer Station based on the outcome of the pilot program and bring forward proposed amendments to *Sanitary Landfill Site Bylaw No. 405, 1994* to make the service more financially sustainable.

Attachment

Attachment A: July 28, 2022, Staff Report to Committee of the Whole – Area A Food Waste Drop-off and Processing Program Update

Reviewed by:			
Manager		Finance	X-T. Perreault
GM	X - R. Rosenboom	Legislative	X - S. Reid
CAO	X - D. McKinley	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 28, 2022

AUTHOR: Rebecca Porte, Interim Manager, Solid Waste Services
Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: AREA A FOOD WASTE DROP-OFF AND PROCESSING PROGRAM UPDATE

RECOMMENDATION(S)

THAT the report titled Area A Food Waste Drop-Off and Processing Program Update be received for information;

AND THAT Salish Environmental Group be awarded a two-year contract for the Area A Food Waste Drop-off and Processing pilot of up to \$104,094 (excluding GST).

AND THAT Sanitary Landfill Site Bylaw No. 405 be amended to include the following new categories and associated tipping fees:

- \$5 for loads under 30kg for food waste
- \$5 for loads under 30kg that include separated municipal solid waste and food waste
- \$150 per tonne for loads of food waste over 30k
- \$150 per tonne for loads containing separated food waste and municipal solid waste over 30kg

AND THAT the 2022-2026 Financial Plan be amended to reflect the change in the pilot program implementation for Q4 of 2022 (\$13,500 vs \$27,000) and Q1-Q3 2024 (\$40,500 vs \$27,000), including the associated revenue and expenses:

AND FURTHER THAT these recommendations are forwarded to the July 28 Board meeting.

BACKGROUND

On October 1, 2022, Sunshine Coast Regional District (SCRD) enforceable disposal regulations for food waste, food soiled paper and paper will be in effect on the Sunshine Coast. The Board made the following resolution related to food waste and food soiled paper:

January 28, 2021
026/21
(in part)

Recommendation No. 1 *Landfill Disposal Bans for Food Waste and Recycling – Considerations*

AND THAT a landfill disposal ban for food waste and food soiled paper from all sectors with a 5% volume based threshold be implemented;

Successful implementation of this regulation is dependent on the ability for residents to easily comply with it. The majority of residents on the Sunshine Coast have access to curbside food waste collection. Area A does not currently have curbside collection or a local option for food waste drop off, making compliance problematic.

Between 2019 and 2021 the SCR D explored options for Area A food waste services (see Attachment A). Ultimately this did not result in the implementation of a new food waste program for the Pender Harbour area.

In November 2021, SCR D used a Request for Expression of Interest (RFEI) to assess if there were any vendors interested in providing a service that would include supplying and managing a bin at Pender Harbour Transfer Station (PHTS), hauling and processing. The RFEI suggested that such a service should use food waste locally in the greater Pender Harbour area. Two responses were received.

In 2022, the Board instructed staff to seek out a service provider for a food waste drop-off and processing program within the proximity of Area A. The rationale behind this was that the service provided would process the materials locally and would be able to do it cheaper than the proposal received in 2020 which was rejected by the Board. The 2020 proposal included hauling of the materials to Sechelt for processing.

Staff have recently completed the evaluation process for an Area A food waste drop-off and processing service through Request for Proposal (RFP) No. 2235101. The aim of this RFP was to secure a service provider to implement the program as approved as part of the 2022 SCR D Budget (see Attachment B).

The purpose of this report is to update the Board regarding this procurement process, and to seek Board direction regarding contract award, program implementation and cost recovery.

DISCUSSION

SCR D's RFP 2235101 sought a qualified service provider to provide drop-off and processing of food waste within Area A. No proposals were forthcoming offering food waste processing within Area A. The sole proponent for the RFP didn't propose to process the food waste in Area and is instead proposing to haul it to Sechelt instead. This proposal is from Salish Environmental Group (Salish), who currently operates the primary organics processing facility on the Sunshine Coast.

The service Salish proposes includes:

- Placement of an 18 foot food waste collection bin at PHTS
- Weekly collection of bin from PHTS
- Weekly replacement with clean, empty bin to ensure there is always a bin available to the public
- Hauling food waste to Salish Soils in Sechelt for processing

PHTS staff would be responsible for screening inbound waste and for administering tipping fees. SCR D would be responsible for signage and educational materials for the public regarding the new service. Area A residents would be responsible for procuring their own food waste bins.

Salish has provided a per year price for a two-year term, with a proposed option for an extension of up to three years. This extension option was added by Salish due to the significant costs that they will incur for purchasing the two food waste bins, and allowing a five-year amortization period.

Options and Analysis

Option 1 – Implement Food Waste Drop Off at Pender Harbour Transfer Station. (recommended option)

This would include awarding the contract for Food Waste Drop-off and Processing to Salish Environmental Group for two years, with the option to extend for three years. This would also require amendments to Sanitary Landfill Site Bylaw No. 405 to include tipping fees for food waste. This will allow for a workable implementation of the disposal regulations for Area A residents and small businesses. Recently staff have been fielding concerns from Area A regarding how food waste can be managed once the regulation is in place if there is no drop-off option within Pender Harbor.

Option 2 – Do not award the contract and do not implement a Food Waste Drop-off at Pender Harbour Transfer Station at this time (not recommended)

The risk is that it will leave Area A residents without a local option for their food waste. Residents will be required to either self-haul food waste to Sechelt or use a backyard compost. The likelihood of successful regulation implementation for Area A will be lower, and the potential public backlash will be increased. If Option 2 is chosen, reconsidering a food waste service for Area A can be included as part of the Solid Waste Management Plan Update process that is currently being initiated.

Organization and Intergovernmental Implications

The minimal additional amount of work for staff to manage and support this pilot program can be absorbed in the work plans of the existing Solid Waste Division staff.

Financial Implications

The proposal from Salish Environmental Group includes containers, hauling services, and food waste processing, with anticipated costs outlined in Table 1. The container and hauling costs are fixed, whereas the processing costs are variable and dependent on tonnage received. As this is a new service, anticipated tonnage can only be estimated, with a range of 100-300 tons per year.

As part of the 2022 budget process, a pilot program was approved for a period of two years with implementation beginning mid-year 2022 through to 2024. This budget was funded 50/50 from Eco Fee Reserves and User Fees (tipping fees) and due to the start date for 2022 starting in Q4, the 2022-2026 Financial Plan will need to be amended to reflect the start and end dates of the pilot program.

Table 1 – Annual Costs for Food Waste Drop-off and Processing

	Year 1 (Q4 2022)	Year 2 (Q1-Q4 2023)	Year 3 (Q1-Q3 2024)	Total
Container, transport and cleaning costs	\$6,185	\$24,894	\$19,016	\$50,094
Processing Costs @ \$135 per tonne	\$6,750	\$27,000	\$20,250	\$54,000
Total Cost (200 tons)	\$12,935	\$51,894	\$39,266	\$104,094

Half of the program costs are estimated to cover the costs of container cleaning and hauling, which are fixed costs. The processing costs, which are based on tonnage and will be variable based on usage, and will be subject to a tipping fee. It's recommended that the contract be awarded based on a two-year average annual tonnage of 200 tons. This would result in a up to

contract value of up to \$104,094. An annual average of about 300 tons, would result in a total cost of \$131,094 and result in a deficit of \$27,000

Given that this is a pilot project and usage levels are unknown, the collected tipping fees might not be sufficient to fund the hauling and processing costs. This pilot program and the associated revenue and expenses will be monitored as part of the regular variance process. Any shortfalls or service decisions will come to the board for further decision.

In considering the tipping fee, it is important that users who are separating their food waste and garbage, and thus complying with the regulation, are not financially penalized for doing so by paying a higher tipping fee than those who do not separate out their food waste and throw everything into the garbage. The following proposed fee model aims to be as cost neutral for the customer as possible, and to encourage participation in this program.

The following tipping fees are proposed:

Item(s)	Weight	Tipping Fee	Notes
Municipal Solid Waste (MSW)	Under 30kg	\$5 (minimum charge)	This fee is existing and no changes are proposed.
MSW	Over 30kg	\$150 per tonne	This fee is existing and no changes are proposed.
Food Waste	Under 30kg	\$5 (minimum charge)	New tipping fee for food waste required.
Food Waste	Over 30kg	\$150 per tonne	New tipping fee for food waste required.
MSW and Food Waste (separated)	Under 30Kg	\$5 (minimum charge)	New tipping fee required.
MSW and Food Waste (separated)	Over 30Kg	\$150 per tonne	New tipping fee (total MSW and food waste tonnage collected will be determined upon bin weigh out).

The collected tipping fees for combined MSW and food waste loads will be split 50/50 as food waste is expected on average to have a smaller volume but a similar weight as the MSW delivered. It is expected that this approach will have minimal financial implications on the MSW program.

As this is a new program it is difficult to estimate the usage level. The RFP provided an estimate of 100-300 annual tons of food waste. It should be noted that this is a large range, and again, only an estimate. It will take at least 12 full months of the program to be able to make realistic estimates of usage levels.

The estimated tipping fees were included in the Budget and will be part of the changes for the Financial Plan Bylaw mentioned above.

Timeline for next steps

Upon Board direction to proceed, staff would aim to have the program in place as close to October 1st as possible, recognizing that bins will need to be purchased by the proponent, with a minimum six-week turnaround for delivery. If Board provides direction to proceed with implementation, the next steps would include contract award, development of food waste procedure for PHTS, amending Sanitary Landfill Site Bylaw No. 405, development and implementation of a communications plan, and preparation of the site for the food waste drop off bins. These steps would begin promptly. Given the scope of next steps and the many variables, it is likely that the actual start date of the food waste drop-off program for Area A would be sometime after October 1, within Q4 of 2022.

Communications Strategy

A communication strategy will be developed and implemented as soon as Board direction is received and timelines are determined. This communication strategy will include media releases, social media, website updates, local media and signage at Pender Harbour Transfer Station.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's 2019-2023 Strategic Plan includes implementing a Regional Organics Diversion Strategy. Providing an option for Area A will be one of the final key pieces in meeting this target.

The Regional Organics Diversion Strategy is in support of the SCRD's Solid Waste Management Plan's targets of 65-69% diversion, with organics diversion being one of the SWMP's reduction initiatives.

CONCLUSION

New disposal regulations for food waste will be enforceable throughout the SCRD on October 1, 2022. Area A is currently without a food waste drop-off or collection service. This report provides an option following the recent RFP 2235101. The proposal by Salish Environmental Group includes providing a drop-off service located at the Pender Harbour Transfer Station with hauling to their processing facility in Sechelt.

Staff recommend that the SCRD Board award the contract to Salish Environmental Group, implement the new food waste program for Area A, and amend Sanitary Landfill Site Bylaw No. 405 to reflect the proposed fee structure to support this new service. This will provide a workable food waste option for Area A residents.

The 2022-2026 Financial Plan Bylaw will need to be amended to reflect the change in dates for the pilot program.

Attachments

Attachment 1 – January 24, 2022 - Special Corporate and Administrative Services Committee – Round 2 Budget - Pender Harbour Transfer Station Food Waste Drop-Off Program Backgrounder

Attachment 2 – January 24, 2022 - Special Corporate and Administrative Services Committee – Round 2 Budget - 2022 Round 2 budget proposal for solid waste services (350)

Reviewed by:			
Manager		CFO/Finance	X- T. Perreault
GM	X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	X - V. Cropp

Attachment A

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **PENDER HARBOUR TRANSFER STATION FOOD WASTE DROP-OFF PROGRAM
BACKGROUND**

RECOMMENDATION

**THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program
Backgrounder be received for information.**

BACKGROUND

The purpose of this report is to provide additional context on the associated budget proposal that will be part of the 2022 Round 2 Committee meeting's agenda.

DISCUSSION

In 2018, the Sunshine Coast Regional District Board (SCRD) adopted the Regional Organics Diversion Strategy (Strategy). One initiative in the Strategy is to implement three food waste drop-offs, with locations in the Pender Harbour, mid-coast and south coast, to support landfill disposal regulations for food waste.

What follows is a summary of the reports and associated Board resolutions to date regarding an SCRD food waste drop-off program.

Staff brought forward a report titled *Food Waste Drop-off Program Considerations*, to the September 19, 2019 Infrastructure Services Committee meeting. This report is included as Attachment A.

At the October 10, 2019 Board meeting the following recommendation was adopted:

026/20 **Recommendation No. 7** *Food Waste Drop-offs*

AND THAT staff prepare a 2020 Budget Proposal for three food waste drop-off sites for residents and businesses funded from tipping fees with a volume restriction of 50L.

A 2020 Budget Proposal was brought forward to the budget deliberations and is included as Attachment B.

Subsequently, the Board direction was to not implement three food waste drop-offs, but instead move forward for consideration one food waste drop-off located at the Pender Harbour Transfer Station.

At the January 9, 2020 Board meeting the following recommendation was adopted:

026/20 **Recommendation No. 7** *Food Waste Drop-offs*

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending a staff report to January 2020 Infrastructure Services Committee meeting with further explanation of the scope, a cost benefit analysis and a list of potential users in Area A and including options for small businesses if there will be a full ban on food waste:

- Budget Proposal 5 – Food Waste Drop-offs – Increase to Base Budget, \$160,000 funded through Taxation.

Staff brought forward a report titled *Food Waste Drop-off Program – Update*, to the January 30, 2020 Infrastructure Services Committee meeting regarding implementing food waste drop-off program. This report is included as Attachment C.

At the January 30, 2020 Board meeting the following recommendation was adopted:

026/20 **Recommendation No. 7** *Food Waste Drop-offs*

AND THAT staff prepare a 2020 Round 2 Budget Proposal for one food waste drop-off site in Pender Harbour for residents and businesses funded from tipping fees with a volume restriction of 50L.

A 2020 Round 2 Budget Proposal was brought forward to the budget deliberations and is included as Attachment D.

Subsequently, at the July 30, 2020 Special Board meeting, as part of discussions related to the impacts of the COVID-19 Pandemic, the Board direction was to delay the program to 2021.

Staff brought forward a report titled *Pender Harbour Transfer Station Food Waste Drop-off Program Update*, to the February 11, 2021 Infrastructure Services Committee meeting. This report is included as Attachment E.

At the February 25, 2021 Board meeting the following recommendation was adopted:

052/21 **Recommendation No. 7** *Pender Harbour Food Waste Drop-off*

AND THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from taxation collected through [350] Solid Waste Operations.

Staff brought forward a staff report for consideration at the 2021 Round 2 budget deliberations and is included as Attachment F.

At the March 11, 2021 Board meeting the following recommendations were adopted:

068/21 **Recommendation No. 24** *Pender Harbour Transfer Station Food Waste Drop-off*

THAT the Pender Harbour Transfer Station Food Waste Drop-off Program be deferred to 2022;

AND THAT a staff report be brought forward in Q4 2021 regarding the feasibility of service delivery and the funding model for the food waste drop-off program;

AND FURTHER THAT the potential for community partnerships be explored and included in the staff report.

068/21 **Recommendation No. 25** *Pender Harbour Transfer Station Food Waste Drop-off*

THAT the Pender Harbour Transfer Station Food Waste Drop-off Program funded through User Fees (tipping) in the amount of \$54,000 be removed from the 2021-2025 Financial Plan.

Staff brought forward a report titled *Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps* to the December 9, 2021 Infrastructure Services Committee meeting. This report is included as Attachment G.

At the January 13, 2022 Board meeting the following recommendation is anticipated to be adopted:

Recommendation No. 4 *Pender Harbour Transfer Station Food Waste Drop-off*

THAT staff prepare a 2022 Round 2 Budget Proposal for a food waste drop-off program at the Pender Harbour Transfer Station.

STRATEGIC PLAN

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy. The SCRD's Solid Waste Management Plan includes targets of 65%-69% diversion, and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

As of July 1, 2022 the SCRD will implement a landfill disposal regulation for food waste. While curbside collection of these materials are in place in SCRD Electoral Areas B, D, E and F, the Town of Gibson, the District of Sechelt and Sechelt Indian Government District, no alternative disposal option is currently available for residents in the Pender Harbour Area. The 2022 Round 2 Budget Proposal [350] Solid waste - Pender Harbour Transfer Station Food Waste Drop-off is intended to allow this gap to be filled.

ATTACHMENTS

- Attachment A:** Food Waste Drop-off Program Considerations, September 19, 2019 Infrastructure Services Committee Staff Report
- Attachment B:** 2020 Round 1 Budget Proposal – Food Waste Drop-off Program, December 5-6, 2019 Special Corporate and Administrative Services Committee Staff Report
- Attachment C:** Pender Harbour Transfer Station Food Waste Drop-off Program – Update, January 30, 2020 Infrastructure Services Committee Staff Report
- Attachment D:** 2020 Round 2 Budget Proposal – Pender Harbour Food Waste Drop-off Program, February 10-11, 2020 Special Corporate and Administrative Services Committee Staff Report
- Attachment E:** Pender Harbour Transfer Station Food Waste Drop-off Program Update, February 11, 2021 Infrastructure Services Committee Staff Report
- Attachment F:** 2021 Round 2 Staff Report – Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees, March 4-5, 2021 Special Corporate and Administrative Services Committee Staff Report
- Attachment G:** Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps, December 9, 2021 Infrastructure Services Committee Staff Report

Reviewed by:			
Manager		Finance	X– T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **2022 ROUND 2 BUDGET PROPOSAL FOR SOLID WASTE SERVICES [350]**

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for Solid Waste Services [350] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal #1 – Pender Harbour Transfer Station Site Improvements – Phase 1 [350], \$96,000 – Incorporated in Round 1. Funding from Eco Fee Reserves.
- Budget Proposal #2 – Sechelt Landfill Closure/Post Closure Funding [350], \$100,000 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #3 – Manager, Special Solid Waste Projects [350], \$67,571 – Incorporated in Round 1. Funding from Taxation and internal recovery.
- Budget Proposal #4 – Waste Reduction Initiatives Program [350], \$7,500 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #5 – 2022 WildSafeBC Program Project Initiation [350], \$15,000 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #6 – Islands Clean Up Program Initiation [350], \$5,000 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #7 - Home Composter Rebate Program [350], \$7,500 - Incorporated in Round 1. Funding from Taxation.

DISCUSSION

Staff brought forward a report titled *Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps* to the December 9, 2021 Infrastructure Services Committee meeting and it was recommended that staff prepare a 2022 Round 2 Budget Proposal for a food waste drop-off program at the Pender Harbour Transfer Station. This information has been provided in a supplemental staff report.

2022 R2 Budget Proposals by Category

A- BOARD STRATEGIC AND CORPORATE GOALS

8	<i>Function Number – Project Name:</i>	***NEW - [350] – Pender Harbour Transfer Station Food Waste Drop-off
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2022 Funding Required:</i>	\$27,000 2023 Funding: up to \$54,000 2024 Funding: up to \$27,000
	<i>Funding Source(s):</i>	50% Eco Fee Reserves 50% User fees (tipping fee for Pender Harbour Transfer Station)
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	<p>Providing a food waste drop-off at the Pender Harbour Transfer Station is one of the initiatives of the SCRD’s Regional Organics Diversion Strategy. The food waste drop-off supports the pending landfill disposal regulations for food waste that are currently planned to take effect for July 1, 2022. As well, diverting food waste from landfill, saves valuable landfill space for those materials that do not currently have a diversion option.</p> <p>Staff are proposing to conduct a 2 year pilot. The proposed dates of the pilot are from Q3 2022 to June 30, 2024. This ensures one full year of the program and data collection prior to a decision on the continuation that needs to be made in Q3 2023. Such decision would need to be made in advance of the 2024 budget</p>

		<p>process to avoid a gap in service delivery after June 30, 2024.</p> <p>As the actual annual costs for this pilot will depend on the outcome of the procurement process for this service, Staff are proposing an annual budget of up to \$54,000 as that was the previously considered budget for this program with hauling to Sechelt for processing.</p> <p>In the other electoral areas the collection and processing of food waste is funded from user fees. Given the pilot nature of this project it's not proposed to fund 100% of the costs thru user fees. Instead it's proposed that 50% of the costs to be funded from the Eco-Fee reserves, and 50% is to be collected thru a yet to be established user fee (tipping fee).</p> <p>The pilot program parameters would align with prior Board direction of: residents and small businesses, with a container volume restriction of 50L (No. 284/20).</p> <p>Staff currently expects that a \$5 per container tipping fee would be sufficient to secure the above listed funding amount from tipping fees. The recommendation to establish this tipping fee and initiate the required amendment to Bylaw 405 will be brought forward at the time of contract award.</p>
	<p><i>Climate Action Impact:</i></p>	<p>Composting food waste emits lower GHGs than disposing as garbage in the Sechelt Landfill.</p>
	<p><i>Life Cycle Cost Breakdown:</i></p>	<p>2023 Funding: up to \$54,000 2024 Funding: up to \$27,000</p>
<p>9</p>	<p><i>Function Number – Project Name:</i></p>	<p>***NEW - [350] – Gypsum Testing and Abatement</p>
	<p><i>Rating:</i></p>	<p>Status Quo Service</p>

<i>Areas Affected (A-F, Regional, Islands):</i>	All
<i>2022 Funding Required:</i>	\$305,300
<i>Funding Source(s):</i>	Tipping Fees
<i>Asset Management Plan Implications:</i>	n/a
<i>Rationale / Service Impacts:</i>	<p>In August 2021, Bylaw 405 was amended to increase the tipping fee for the disposal of Gypsum to \$1,000 per tonne. This increase is in support of ongoing testing of gypsum loads and any required abatement of loads containing asbestos.</p> <p>This budget proposal is intended to have the operating budget for this service to reflect the current expenditures associated with testing and the abatement of two loads of gypsum containing asbestos. These costs are estimated at \$125,000.</p> <p>The remainder of the additional revenue received due to the tipping fee increase (\$180,300) is proposed to be transferred to [350] Landfill Operations Operating Reserves should there be more than two loads of gypsum that need to be abated within a given year.</p>
<i>Climate Action Impact:</i>	n/a
<i>Life Cycle Cost Breakdown:</i>	<p>Base budget increase:</p> <ul style="list-style-type: none"> - \$125,000 for Gypsum testing and abatement - \$180,300 Transfer to [350] Landfill Operations Operating Reserves

Financial Implications

Five-Year Operating Reserve Plan - Landfill Operating					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 5,306	\$ 185,606	\$ 365,906	\$ 546,206	\$ 726,506
Proposed contributions 2022	\$180,300	\$ 180,300	\$ 180,300	\$ 180,300	\$ 180,300
Closing Balance in Reserve	\$185,606	\$ 365,906	\$ 546,206	\$ 726,506	\$ 906,806

Five-Year Operating Reserve Plan - Eco Fees					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 97,385	\$ 42,885	\$ 70,885	\$ 112,385	\$ 167,385
Contributions	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
PHTS Site Improvements Phase 1	-\$ 96,000	\$ -	\$ -	\$ -	\$ -
PHTS Food Waste Drop-off	-\$ 13,500	-\$ 27,000	-\$ 13,500	\$ -	\$ -
Closing Balance in Reserve	\$ 42,885	\$ 70,885	\$ 112,385	\$ 167,385	\$ 222,385

The Eco-fee Operating Reserve is funded from the \$5 per tonne fee charged on municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station as per Bylaw 670.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole– April 25, 2024

AUTHOR: Bryan Shoji, Manager, Capital Projects

SUBJECT: LANDFILL ENGINEERING SERVICES – CONTRACT AMENDMENT

RECOMMENDATION(S)

- 1) **THAT the report titled Landfill Engineering Services – Contract Amendment be received for information;**
 - 2) **AND THAT the contract (2135003) with XCG Consulting Limited be increased by \$101,200 to \$487,000 (plus GST);**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute this contract.**
-

BACKGROUND

XCG Consulting Limited (XCG) is in the third year of a five-year contract with the Sunshine Coast Regional District (SCRD) for the provision of consulting engineering services to assist the operation and regulatory reporting for the SCRD landfills and transfer stations. The original contract was valued at \$211,880 plus taxes based on a five-year work program submitted through the proposal process. The contract has provisions for additional work on an as needed basis subject to an XCG proposal submission and subsequent approval by the SCRD.

The contract has been amended three times to date. The last amendment was authorized by the Board at the September 8, 2022, regular meeting to include the Sechelt Landfill Contact Water Pond Relocation options analysis and preliminary design, and the Pender Harbour Transfer Station Site Assessment immediate repairs and preliminary design work, raising the current contract value to \$385,800 plus taxes.

The Sechelt Landfill Contact Water Pond options analysis, preliminary design, and First Nation and community engagement are complete, and an application has been submitted to the Province for regulatory approvals. The Pender Harbour Transfer Station Upgrade preliminary design work is also complete. Class C construction cost estimates have also been prepared to ensure that the scope of work is within project budgetary limits.

The purpose of this report is to seek Board approval to amend the contract with XCG to include the detailed design, tendering and construction management services for the Pender Harbour Transfer Station Upgrades and Sechelt Landfill Contact Water Pond Relocation projects.

DISCUSSION

This contract amendment request is for the provision of engineering services to complete detailed design and specifications, tendering, and construction management/oversight for two separate

projects: 1) Construction of a new Sechelt Landfill surface water contact pond, and 2) Construction of the Pender Harbour Transfer Station Upgrades.

XCG submitted two separate proposals, one for each project. Staff have reviewed the proposals for completeness and value. XCG has demonstrated a strong understanding of the project requirements, has an extensive background with both the landfill and transfer station operations, and have provided a detailed schedule and cost breakdown. Their proposed level of effort is reasonable with a suitable mix of intermediate and senior staff.

The cost breakdown between the two projects is shown in Table 1 below.

Table 1: XCG Proposed Cost Breakdown by Project

Project	Value
Pender Harbour Transfer Station	\$ 50,000
Sechelt Landfill Contact Pond	\$ 38,000
Total	\$ 88,000

The total proposed upset cost is \$88,000 (plus GST). Staff recommend that an additional 15% contingency be added to the contract value to account for unforeseen conditions and minor scope adjustments, raising the upset cost to \$101,200 plus GST. This contract amendment No. 3 would increase XCG's total contract value to \$487,000 as noted in Table 2 below.

Table 2: Total Amended Contract Value

	Value
Current Contract	\$ 385,800
Proposed Amendment	\$ 101,200
Total	\$ 487,000

Financial Implications

The proposed contract amendment value is within the project budget limits adopted in the 2024 Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board's Service Delivery Focus Area of Solid Waste Solutions: Optimize use of Sechelt landfill site to bridge to future long-term waste disposal solutions.

CONCLUSION

This staff report recommends that the current contract with XCG be amended to complete the detailed design, and tender and construction engineering services for the Sechelt Landfill Contact Water Pond Relocation and Pender Harbour Transfer Station Upgrade projects, at an additional cost of \$101,200 plus GST, increasing the amended contract value to \$487,000 plus GST.

Reviewed by:			
Manager	X - M. Sole	Finance	X - T. Perreault
GM	X - R. Rosenboom	Legislative	X - S. Reid
CAO	X - D. McKinley	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Graeme Donn, Manager Recreation Services
Shelley Gagnon, General Manager, Community Services

SUBJECT: **PROPOSED RECREATION FEE INCREASES - COMMUNITY RECREATION FACILITIES FEES AND CHARGES BYLAW NO. 766 AND PENDER HARBOUR AQUATIC AND FITNESS CENTRE FEES AND CHARGES BYLAW NO. 767**

RECOMMENDATION(S)

- (1) **THAT** the report titled **Proposed Recreation Fee Increases - Community Recreation Facilities Fees and Charges Bylaw No. 766 and Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 767** be received for information;
 - (2) **AND THAT** *Bylaws No. 599 and 630* be repealed and replaced with *Bylaws No. 766 and 767*;
 - (3) **AND THAT** to align with current practice, *Bylaw No. 766* include a Senior Prime and Non-Prime Time ice rental rate at the same subsidy level as the Youth Prime and Non-Prime Time ice rental rates;
 - (4) **AND FURTHER THAT** *Bylaws No. 766 and 767* be brought forward for Board consideration of adoption to come into effect August 1, 2024.
-

BACKGROUND

There are two Bylaws related to recreation fees and other charges:

Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007 (Bylaw No. 599) – A Bylaw to impose fees and other charges for the use of the Gibsons and District Aquatic Centre, the Gibsons and Area Community Center, the Sechelt Aquatic Centre, and the Sunshine Coast Arena.

Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 630, 2010 (Bylaw No. 630) – A Bylaw to impose fees and other charges for the use of the Pender Harbour Aquatic and Fitness Centre.

The Sunshine Coast Regional District (SCRD) BRD-0340-50 - Financial Sustainability Policy states that:

4.2.3 Fees and charges should be reviewed annually and adjusted where appropriate. Reviews will include an analysis of the SCRD's costs of providing the service, as well as a comparison to other similar local governments.

4.2.4 An increase equal to inflation (Consumer Price Index) shall be applied as appropriate.

4.2.5 The users will be provided with no less than two months' notice of those changes, where possible.

The last substantial increase to the fees and charges schedules contained within the Bylaws related to recreation fees was in 2015.

Further, at the February 8, 2024 Committee of the Whole, correspondence was received requesting consideration of a senior non-prime ice rental rate. The following Board resolution was adopted on February 22, 2024,

053/24 **Recommendation No. 5** *Request for Amendment to Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007 to Include Ice Rental Rates for Seniors*

THAT the correspondence from Doug Young, President, Sunshine Coast Senior Hockey Club, dated January 17, 2024, regarding a request for an amendment to *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* to include ice rental rates for seniors be received for information;

AND THAT staff report back to the next possible Committee of the Whole meeting with the implications of amending the *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* to include ice rental rates for seniors.

The purpose of this report is to present new updated Bylaws.

DISCUSSION

The current Bylaws No. 599 and 630 and fee schedules have not been thoroughly reviewed for at least eight years. In addition to the inconsistencies that exist within the current framework, it is unknown when the last time fees were reviewed taking into consideration actual operating costs as well as reviewing subsidy levels and types of use. It is recommended that within the next few years staff bring forward a budget proposal to retain an independent consultant to conduct a rigorous review of the SCRD recreation fees and charges model. The review should result in a structured approach to setting fees and charges, ensure they are set upon a solid foundation, are logical and equitable, and can be justifiably explained.

In the meantime, it is reasonable to consider an increase in fees based on inflation.

The Bylaws also needed to provide greater clarity by updating definitions, reflecting long standing practices (e.g. administrative and advertising fees, free access for infants), inclusion of a general conditions section, applying fee increases and re-organizing the fee schedules to ensure all fees were captured and to implement fee increases out to 2026.

Analysis

The last fee increase approved was in 2015, and since that time, the SCRD has continued to experience increases in operating costs that often-exceeded annual inflation rates.

Staff are recommending that Bylaws No. 599 and 630 be repealed and replaced with Bylaws No. 766 and 767 in order to:

- Align and expand the definitions to include all relevant terminology;
- Include a general conditions section;
- Provide greater detail reflecting long standing practices (e.g. administrative and advertising fees, free access for infants under the age of 2);
- Apply fee increases;
- Re-organize the fees schedules to ensure all fees are captured and to implement fee increases out to 2026.

Staff have conducted a recent review of recreation fees charged by more than 30 different BC municipalities and regional districts (mainly on Vancouver Island and in close proximity to the Sunshine Coast). The review identified the following:

- The SCRD's fees for admission and passes are similar or slightly higher.
- The SCRD's fees for rentals are in the middle of the pack; smaller jurisdictions rates tended to be lower, but similarly sized or larger jurisdiction rates were higher.

For the purposes of this review, staff did not conduct a financial analysis of the SCRD's cost of providing the service but would suggest that this would be a fundamental consideration of the formal fees and charges review when completed. Based on current service plan priorities and projects, a full review is not contemplated for another 2-3 years, therefore a multi-year fee increase is recommended.

Regular fee increases help reduce rate shock and allow the community to plan accordingly.

Based on the market comparison and inflationary considerations, staff recommend the following changes to the fees and charges:

- Admission and Passes rates and Administrative fees
 - No change to rates in 2024
 - A 5% increase to rates in 2025
 - No change to rates in 2026
- Rental rates and some Advertising fees
 - A 5% increase annually to rates in 2024, 2025 and 2026

Reduced Non-Prime Ice rental rate for seniors

The existing Bylaw No. 599 provides for subsidized senior admission and pass rates less than the adult rate, but more than the youth rate. Unfortunately, the subsidy level is applied inconsistently, demonstrating yet another reason that a thorough fees and charges review is necessary.

Market research confirms that the SCRD Bylaw is consistent with the majority of other jurisdictions in providing senior rates for admission and passes, but not for rentals. Three of the jurisdictions reviewed offered a senior non-prime ice rental rate. No other rental rates provided a senior subsidy.

Current practice charges a Senior ice user group the same rate as youth, which is contrary to the Bylaw. To reduce the rate shock of charging the correct Bylaw rate (adult ice rental rate), until such time as a thorough fees and charges review is completed, staff suggest one of two options:

Option A: Staff recommended option

Approve a Senior Prime and Non-prime time ice rental rate at the same subsidy as the Youth Prime and Non-Prime Time ice rental rates. This would provide rate consistency for the Sunshine Coast Seniors Hockey Club until such time as a full fees and charges review is conducted.

This option has been captured in the new Bylaw 766.

Option B: Not recommended

Implement the fees as outlined in the current Bylaw. This would result in the Sunshine Coast Seniors Hockey Club paying the adult ice rental rates (a substantial increase to the Club).

Financial Implications

Participation rates are beginning to reach and, in some cases, surpass pre-COVID levels, however, user fee revenues have yet to recover. For example, 2023 actual user fee revenue was ~\$20,000 lower than budgeted for both the Community Recreation Facilities Service [615] and the same for the Pender Harbour Pool Service [625].

A sensitivity analysis was conducted on the potential additional revenues generated from expanded services, and for 2024 staff estimated an increase of just over \$10,000. Therefore, staff will monitor user fee revenue and participation statistics in 2024, and if a consistent revenue surplus is achieved over this period, would bring forward a budget proposal to adjust revenue and associated tax subsidies for the service.

Communications Strategy

Over the past several months, at user group meetings, staff have informed user groups of the potential for an increase in rates for 2024. The proposed changes have also been communicated to the Pender Harbour Aquatic Society group.

Public communication would be initiated following the Bylaws adoption. The communication strategy will be to inform the user groups and the public of upcoming changes. Information on the increases will be posted to the SCRD website, social media accounts and communicated at user group meetings.

STRATEGIC PLAN AND RELATED POLICIES

The recommendations of this report are aligned with SCRD's Financial Sustainability Policy (BRD-0340-50).

CONCLUSION

Sunshine Coast Regional District BRD-0340-50 - Financial Sustainability Policy suggests regular updates to fees and charges. Bylaw No. 599 and Bylaw No. 630 (Recreation Facility Fees and Charges) have not been reviewed or any fees increased for more than eight years.

Staff are recommending that Bylaw No. 599 and Bylaw No. 630 be repealed and replaced by Bylaws No. 766 and 767 as outlined in this report. The new Bylaws provide updated definitions, include a General Conditions section that provides additional clarity around various terms and conditions, reflect long standing practices and apply fee increases.

ATTACHMENTS

Attachment A – Community Recreation Facilities Fees and Charges Bylaw No.766, 2024

Attachment B – Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 767, 2024

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM	X - S. Gagnon	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 766**

A Bylaw to impose fees and other charges for use of Gibsons and District Aquatic Facility, Gibsons and Area Community Centre, Sechelt Aquatic Centre and the Sunshine Coast Arena.

WHEREAS the Sunshine Coast Regional District has established a service for the purpose of providing for the construction, capital improvements, operation and maintenance of a new Aquatic Centre in the District of Sechelt, a new ice-based Community Centre in the Town of Gibsons, the Sechelt (Sunshine Coast) Arena and the Gibsons Aquatic Centre in the Service Area as established by *Community Recreation Facilities Service Establishing Bylaw No. 1058, 2005*;

AND WHEREAS under the *Local Government Act* and in accordance with Bylaw No. 1058, the Board may recover the annual cost of providing the service, excluding those costs for debt servicing of SCRD debt by the imposition of fees and charges imposed under section 397 of the *Local Government Act*;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as *Community Recreation Facilities Fees and Charges Bylaw No.766, 2024*
2. In this bylaw the following definitions apply:

“Adult”	means an individual who is equal to or over the age 18 years and under the age of 60 years.
“Birthday Party Package”	means a pre-registered rental that includes a 90-minute room rental (includes set up and clean up time), tokens, as well as single admissions for up to 15 Children and two (2) supervising Adults to a public skate or public swim.
“Care Attendant”	means an individual who provides support of a physical, psychological, emotional, intellectual or sensory nature which is necessary to ensure that a person with a disability is able to fully participate.
“Child”	means an individual who is equal to or over the age of six (6) years and under the age of 13 years.
“Commercial”	means any individual, group or organization, incorporated or unincorporated, that is not registered as a not-for-profit organization or charity that is utilizing a Recreation Facility for the purpose of financial gain or profit.

“Corporate Group Rate”	means a rate available to businesses or organizations, either Non-Profit or Commercial , that receives a discount of 10% for the purchase of annual MYPASS Pass for 10 or more employees.
“Family”	means a group of more than one (1) and no more than six (6) individuals, comprised of no more than two (2) Adults , and up to four (4) Child or Youth combination who attend the Recreation Facility together.
“Infant”	means an individual who is two (2) years old or younger.
“Junior Hockey”	means the Sunshine Coast Junior Hockey team.
“MYPASS Pass”	means a 10-visit pass, monthly or annual pass, that is valid for the assigned passholder at any Recreation Facility including the Pender Harbour Aquatic and Fitness Centre that may be used for: <ul style="list-style-type: none">• drop-in activities (does not include SCRCD pre-registered programs)• locker tokens• skate rental, and• advance reservation bookings for racquet court time.
“Non-Prime Time”	means the time between the hours of 6:00 AM and 3:00 PM on school days and, between the hours of 6:00 AM and 8:00 AM on Non-School Days .
“Non-Profit”	means any legally constituted organization whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.
“Non-School Days”	means non-instructional days such as weekends, school district professional development days, school breaks, summer holidays and Statutory holidays. Does not include early dismissal days.
“Normal Maintenance Staff”	means regularly scheduled staff that are required to maintain the facility during regular facility operating hours.
“Prime Time”	means the time between the hours of 3:00 PM to 12:00 AM (midnight), on school days and, between 8:00 AM and 12:00 AM (midnight) on Non-School Days .
“Recreation Facility”	means any of the four major recreation facilities on the Sunshine Coast located at the following locations: <ul style="list-style-type: none">• Gibsons and District Aquatic Facility – 953 Gibsons Way, Gibsons, BC• Gibsons and Area Community Centre – 700 Park Avenue, Gibsons, BC• Sechelt Aquatic Centre – 5480 Shornecliffe Avenue, Sechelt, BC• Sunshine Coast Arena – 5982 Shoal Way, Sechelt, BC.

“Senior”	means an individual who is equal to or over the age of 60 years.
“Special Event”	means a one time, annual or infrequently occurring event within a Recreation Facility , such as trade shows, concerts, tournaments, corporate events, parties, festivals, or other similar events that is reserved for exclusive use and which meets the following criteria: <ul style="list-style-type: none"> a. Has a specific theme, and b. Has a pre-determined opening and closing day/time.
“Third Party Practitioner”	means an individual who instructs, trains or coaches within any Recreation Facility , excluding SCR D contracted instructors, or user groups who rent a Recreation Facility .
“Tot”	means an individual who is over the age of two (2) years and under the age of six (6) years.
“Youth”	means an individual who is equal to or over the age of 13 years and under the age of 18 years.

GENERAL CONDITIONS

3. **MYPASS Passes** must be scanned upon each entry at each facility.
4. **Third Party Practitioners** must be registered with the SCR D Recreation Division. Each admission includes up to two (2) clients per visit. **Third Party Practitioner** 10 Visit Passes must be scanned upon each visit/session with a client(s) and upon entry at each facility.
5. **Care Attendants** must remain with the person with a disability at all times while at the facility.
6. All rental rates include the standard facility, with **Normal Maintenance Staff**. Where rentals require additional resources, the cost of those additional resources will be borne by the user. Additional costs will be charged according to the actual cost incurred by the Regional District.
7. Users who do not vacate the facility in accordance with their rental permit will be subject to a prorated fee, for the period of time the facility was occupied beyond the time specified in the permit, in addition to any other rental fee associated with the rented facility at 1.5 times the regular rate.
8. **Special Event** bookings will be charged for the hours of the booking that align with facility operating hours or the agreed upon hours of the event.

SCHEDULES

9. The following schedules attached hereto and forming part of this bylaw, are hereby adopted as the Fees and Charges for the **Recreation Facilities**:
 - a. Schedule A – Admissions and Passes
 - b. Schedule B – Facility Rentals
 - c. Schedule C – Administrative Fees
 - d. Schedule D – Advertising Fees
10. The fees and charges set out in schedules A, B, C and D are inclusive of applicable taxes.

11. Late payment(s) will be subject to an interest penalty charge of 1.5% per month (19.56% annually) compounded monthly.

OTHER CONSIDERATIONS

12. Specific discounts and promotional pricing may be determined and approved by the General Manager, Community Services in an effort to promote participation in SCRD programs and services and encourage healthy lifestyles, in which case the fees set out herein shall be discounted accordingly for such purposes.

13. This bylaw and schedules attached hereto come into force and effect on August 1, 2024.

REPEAL

14. *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* and amendments thereto, are hereby repealed.

READ A FIRST TIME	this	DATE	day of	MONTH, YEAR
READ A SECOND TIME	this	DATE	day of	MONTH, YEAR
READ A THIRD TIME	this	DATE	day of	MONTH, YEAR
ADOPTED	this	DATE	day of	MONTH, YEAR

CORPORATE OFFICER

CHAIR

Schedule A – Admissions and Passes
INCLUSIVE OF ALL TAXES/RESERVE FUND CONTRIBUTION UNLESS OTHERWISE NOTED

MYPASS (valid for all Recreation Facilities and Pender Harbour Aquatic and Fitness Centre)				
MYPASS 10 Visit Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 63.00	\$ 63.00	\$ 66.15	\$ 66.15
Senior	\$ 54.00	\$ 54.00	\$ 56.70	\$ 56.70
Youth	\$ 47.25	\$ 47.25	\$ 49.60	\$ 49.60
Child	\$ 38.25	\$ 38.25	\$ 40.15	\$ 40.15
Family	\$ 126.00	\$ 126.00	\$ 132.30	\$ 132.30
Adult & Tot	\$ 81.00	\$ 81.00	\$ 85.05	\$ 85.05
MYPASS Monthly Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 51.25	\$ 51.25	\$ 53.80	\$ 53.80
Senior	\$ 43.75	\$ 43.75	\$ 45.95	\$ 45.95
MYPASS Annual Pass (12 month)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 615.00	\$ 615.00	\$ 645.75	\$ 645.75
Senior	\$ 525.00	\$ 525.00	\$ 551.25	\$ 551.25
Youth	\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95
Child	\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95

Third Party Practitioner	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
First visit of the day	\$ 12.00	\$ 12.00	\$ 12.60	\$ 12.60
Additional visits on the same day	\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
10 Visit Pass	\$ 80.00	\$ 80.00	\$ 84.00	\$ 84.00

***NOTE: Third Party Practitioner have access to the weight rooms and pools.**

Gibsons and Area Community Centre				
Single Admission (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 7.00	\$ 7.00	\$ 7.35	\$ 7.35
Senior	\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
Youth	\$ 5.25	\$ 5.25	\$ 5.50	\$ 5.50
Child	\$ 4.25	\$ 4.25	\$ 4.45	\$ 4.45
Infant	Free	Free	Free	Free
Care Attendant	Free	Free	Free	Free
Adult & Tot	\$ 9.00	\$ 9.00	\$ 9.45	\$ 9.45
Family	\$ 14.00	\$ 14.00	\$ 14.70	\$ 14.70
Family - no skate rentals	\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Family - with skate rentals	\$ 16.00	\$ 16.00	\$ 16.80	\$ 16.80
Adult & Tot	\$ 6.50	\$ 6.50	\$ 6.85	\$ 6.85
MYPASS 10 Visit Pass (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 63.00	\$ 63.00	\$ 66.15	\$ 66.15
Senior	\$ 54.00	\$ 54.00	\$ 56.70	\$ 56.70
Youth	\$ 47.25	\$ 47.25	\$ 49.60	\$ 49.60
Child	\$ 38.25	\$ 38.25	\$ 40.15	\$ 40.15
Family	\$ 126.00	\$ 126.00	\$ 132.30	\$ 132.30
Adult & Tot	\$ 81.00	\$ 81.00	\$ 85.05	\$ 85.05
MYPASS Monthly Pass (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 51.25	\$ 51.25	\$ 53.80	\$ 53.80
Senior	\$ 43.75	\$ 43.75	\$ 45.95	\$ 45.95
MYPASS Annual (12 month) Pass (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 615.00	\$ 615.00	\$ 645.75	\$ 645.75
Senior	\$ 525.00	\$ 525.00	\$ 551.25	\$ 551.25
Youth	\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95
Child	\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95
Drop In Skating or Dry Floor Only - Single Admissions	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Senior	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Youth	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Child	\$ 3.75	\$ 3.75	\$ 3.95	\$ 3.95
Infant	Free	Free	Free	Free
Family - no skate rentals	\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Family - with skate rentals	\$ 16.00	\$ 16.00	\$ 16.80	\$ 16.80
Adult & Tot	\$ 6.50	\$ 6.50	\$ 6.85	\$ 6.85
Drop In Skating or Dry Floor Only - 10 Visit Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 45.00	\$ 45.00	\$ 47.25	\$ 47.25
Senior	\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Youth	\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Child	\$ 33.75	\$ 33.75	\$ 35.45	\$ 35.45
Family - no skate rentals	\$ 90.00	\$ 90.00	\$ 94.50	\$ 94.50
Family - with skate rentals	\$ 144.00	\$ 144.00	\$ 151.20	\$ 151.20
Drop In Hockey Only - Single Admissions	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 8.50	\$ 8.50	\$ 8.95	\$ 8.95
Senior	\$ 7.50	\$ 7.50	\$ 7.90	\$ 7.90
Youth	\$ 8.50	\$ 8.50	\$ 8.95	\$ 8.95
Drop In Hockey Only - 10 Visit Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 76.50	\$ 76.50	\$ 80.35	\$ 80.35
Senior	\$ 67.50	\$ 67.50	\$ 70.90	\$ 70.90
Youth	\$ 76.50	\$ 76.50	\$ 80.35	\$ 80.35
Shower	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Locker Tokens	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50

Sunshine Coast Arena				
Single Admissions	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Senior	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Youth	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Child	\$ 3.75	\$ 3.75	\$ 3.95	\$ 3.95
Infant	Free	Free	Free	Free
Care Attendant	Free	Free	Free	Free
Family - no skate rentals	\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Family - with skate rentals	\$ 16.00	\$ 16.00	\$ 16.80	\$ 16.80
Adult & Tot	\$ 6.50	\$ 6.50	\$ 6.85	\$ 6.85
10 Visit Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 45.00	\$ 45.00	\$ 47.25	\$ 47.25
Senior	\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Youth	\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Child	\$ 33.75	\$ 33.75	\$ 35.45	\$ 35.45
Family - no skate rentals	\$ 90.00	\$ 90.00	\$ 94.50	\$ 94.50
Family - with skate rentals	\$ 144.00	\$ 144.00	\$ 151.20	\$ 151.20
Drop In Hockey Only - Single Admissions	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 8.50	\$ 8.50	\$ 8.95	\$ 8.95
Senior	\$ 7.50	\$ 7.50	\$ 7.90	\$ 7.90
Youth	\$ 8.50	\$ 8.50	\$ 8.95	\$ 8.95
Drop In Hockey Only - 10 Visit Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 76.50	\$ 76.50	\$ 80.35	\$ 80.35
Senior	\$ 67.50	\$ 67.50	\$ 70.90	\$ 70.90
Youth	\$ 76.50	\$ 76.50	\$ 80.35	\$ 80.35

Gibsons & District Aquatic Facility				
Single Admissions	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Senior	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Youth	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Child	\$ 3.75	\$ 3.75	\$ 3.95	\$ 3.95
Infant	Free	Free	Free	Free
Care Attendant	Free	Free	Free	Free
Family	\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Adult & Tot	\$ 6.50	\$ 6.50	\$ 6.85	\$ 6.85
10 Visit Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 45.00	\$ 45.00	\$ 47.25	\$ 47.25
Senior	\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Youth	\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Child	\$ 33.75	\$ 33.75	\$ 35.45	\$ 35.45
Infant	Free	Free	Free	Free
Family	\$ 90.00	\$ 90.00	\$ 94.50	\$ 94.50
Adult & Tot	\$ 58.50	\$ 58.50	\$ 61.45	\$ 61.45
Monthly Pass	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 37.50	\$ 37.50	\$ 39.40	\$ 39.40
Senior	\$ 33.25	\$ 33.25	\$ 34.90	\$ 34.90
Fitness Drop-In Admission	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 7.00	\$ 7.00	\$ 7.35	\$ 7.35
Senior	\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
Youth	\$ 5.25	\$ 5.25	\$ 5.50	\$ 5.50
Shower	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Locker Tokens	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50

Sechelt Aquatic Centre				
Single Admission (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 7.00	\$ 7.00	\$ 7.35	\$ 7.35
Senior	\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
Youth	\$ 5.25	\$ 5.25	\$ 5.50	\$ 5.50
Child	\$ 4.25	\$ 4.25	\$ 4.45	\$ 4.45
Infant	Free	Free	Free	Free
Care Attendant	Free	Free	Free	Free
Adult & Tot	\$ 9.00	\$ 9.00	\$ 9.45	\$ 9.45
Family	\$ 14.00	\$ 14.00	\$ 14.70	\$ 14.70
MYPASS 10 Visit Pass (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 63.00	\$ 63.00	\$ 66.15	\$ 66.15
Senior	\$ 54.00	\$ 54.00	\$ 56.70	\$ 56.70
Youth	\$ 47.25	\$ 47.25	\$ 49.60	\$ 49.60
Child	\$ 38.25	\$ 38.25	\$ 40.15	\$ 40.15
Family	\$ 126.00	\$ 126.00	\$ 132.30	\$ 132.30
Adult & Tot	\$ 81.00	\$ 81.00	\$ 85.05	\$ 85.05
MYPASS Monthly Pass (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 51.25	\$ 51.25	\$ 53.80	\$ 53.80
Senior	\$ 43.75	\$ 43.75	\$ 45.95	\$ 45.95
MYPASS Annual (12 month) Pass (includes Fitness Drop-In)	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult	\$ 615.00	\$ 615.00	\$ 645.75	\$ 645.75
Senior	\$ 525.00	\$ 525.00	\$ 551.25	\$ 551.25
Youth	\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95
Child	\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95
Shower	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Locker Tokens	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50

Schedule B – Facility Rentals

INCLUSIVE OF ALL TAXES/RESERVE FUND CONTRIBUTION UNLESS OTHERWISE NOTED

Gibsons and Area Community Centre - Hourly Room Rental Rates					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Multipurpose Room 219 ABC	Adult	\$ 50.00	\$ 52.50	\$ 55.15	\$ 57.90
	Commerical	\$ 75.00	\$ 78.75	\$ 82.70	\$ 86.85
Multipurpose Room 219 A	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 35.00	\$ 36.75	\$ 38.60	\$ 40.55
Multipurpose Room 219 B	Adult	\$ 15.00	\$ 15.75	\$ 16.55	\$ 17.40
	Commerical	\$ 25.00	\$ 26.25	\$ 27.55	\$ 28.95
Multipurpose Room 219 C	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 30.00	\$ 31.50	\$ 33.10	\$ 34.75
Kitchen - Room 223	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 30.00	\$ 31.50	\$ 33.10	\$ 34.75
Room 217	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 35.00	\$ 36.75	\$ 38.60	\$ 40.55
Room 209	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 35.00	\$ 36.75	\$ 38.60	\$ 40.55
Room 204	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 35.00	\$ 36.75	\$ 38.60	\$ 40.55
Room 230 (Small Meeting Rm)	Adult	\$ 10.00	\$ 10.50	\$ 11.05	\$ 11.60
	Commerical	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
Wellness Studio	Adult	\$ 15.00	\$ 15.75	\$ 16.55	\$ 17.40
	Commerical	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
Sechelt Aquatic Centre - Hourly Room Rental Rates					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Community Room	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 25.00	\$ 26.25	\$ 27.55	\$ 28.95
Fitness Studio	Adult	\$ 30.00	\$ 31.50	\$ 33.10	\$ 34.75
	Commerical	\$ 55.00	\$ 57.75	\$ 60.65	\$ 63.70
Sunshine Coast Arena - Hourly Room Rental Rates					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Community Room - Hourly	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Commerical	\$ 40.00	\$ 42.00	\$ 44.10	\$ 46.30
Community Room - Daily	Adult	\$ 90.00	\$ 94.50	\$ 99.25	\$ 104.20

Arena - Hourly Rentals					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Arena					
Ice Season	Adult - Prime	\$ 205.00	\$ 215.25	\$ 226.00	\$ 237.30
	Adult - Non Prime	\$ 150.00	\$ 157.50	\$ 165.40	\$ 173.65
	Adult - Special Event	\$ 180.00	\$ 189.00	\$ 198.45	\$ 208.35
	Child - Prime	\$ 94.00	\$ 98.70	\$ 103.65	\$ 108.85
	Child - Non Prime	\$ 70.00	\$ 73.50	\$ 77.15	\$ 81.00
	Child - Special Event	\$ 80.00	\$ 84.00	\$ 88.20	\$ 92.60
	Youth - Prime	\$ 94.00	\$ 98.70	\$ 103.65	\$ 108.85
	Youth - Non Prime	\$ 70.00	\$ 73.50	\$ 77.15	\$ 81.00
	Youth - Special Event	\$ 80.00	\$ 84.00	\$ 88.20	\$ 92.60
	Jr Hockey - Prime	\$ 120.00	\$ 126.00	\$ 132.00	\$ 138.30
	Jr Hockey - Non Prime	\$ 90.00	\$ 90.00	\$ 94.50	\$ 99.25
	Senior - Prime	\$ 94.00	\$ 98.70	\$ 103.65	\$ 108.85
	Senior - Non-Prime	\$ 70.00	\$ 73.50	\$ 77.15	\$ 81.00
	Commercial - Prime	\$ 300.00	\$ 315.00	\$ 330.75	\$ 347.30
	Commercial - Non Prime	\$ 225.00	\$ 236.25	\$ 248.05	\$ 260.45
	Commercial - Special Event	\$ 250.00	\$ 262.50	\$ 275.65	\$ 289.45
Ice Cleans Included in Rental Rates		Yes	Yes	Yes	Yes
Dry Floor	Adult	\$ 55.00	\$ 57.75	\$ 60.65	\$ 63.70
	Child	\$ 55.00	\$ 57.75	\$ 60.65	\$ 63.70
	Youth	\$ 55.00	\$ 57.75	\$ 60.65	\$ 63.70
	Commercial	\$ 125.00	\$ 131.25	\$ 137.80	\$ 144.70
Arena Parking Lot	Hourly	\$ 30.00	\$ 31.50	\$ 33.10	\$ 34.75

Pool Rentals - Hourly Rentals					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Gibsons & District Aquatic Facility					
Pool Rental - per lane	Adult	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15
	Youth	\$ 17.00	\$ 17.85	\$ 18.75	\$ 19.70
Pool Rental - entire pool	Commerical	\$ 25.00	\$ 26.25	\$ 27.55	\$ 28.95
	Adult	\$ 75.00	\$ 78.75	\$ 82.70	\$ 86.85
	Youth	\$ 75.00	\$ 78.75	\$ 82.70	\$ 86.85
	Commerical	\$ 90.00	\$ 94.50	\$ 99.25	\$ 104.20
Sechelt Aquatic Centre					
Competition and or Leisure Tank (lane)	Adult	\$ 19.00	\$ 19.95	\$ 20.95	\$ 22.00
	Youth	\$ 17.00	\$ 17.85	\$ 18.75	\$ 19.70
	Commerical	\$ 25.00	\$ 26.25	\$ 27.55	\$ 28.95
	Adult	\$ 145.00	\$ 152.25	\$ 159.85	\$ 167.85
Competition and or Leisure Tank (hour)	Youth	\$ 125.00	\$ 131.25	\$ 137.80	\$ 144.70
	Commerical	\$ 275.00	\$ 288.75	\$ 303.20	\$ 318.35

Courts - Hourly Rental Rate (Per Court)					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Racquet/Squash	Adult	\$ 15.00	\$ 15.75	\$ 16.55	\$ 17.40

Birthday Party Package					
	Category	Current fee	01-Aug-24	01-Aug-25	01-Aug-26
Per Booked Party	Child/Youth	\$ 70.00	\$ 73.50	\$ 77.15	\$ 81.00

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Schedule C – Administrative Fees

INCLUSIVE OF ALL TAXES/RESERVE FUND CONTRIBUTION UNLESS OTHERWISE NOTED

Item	Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Easel Rental	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Projector Rental	\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Screen Rental	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
TV and DVD Rental	\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Pool Table (30 minutes)	\$ 2.00	\$ 2.00	\$ 2.10	\$ 2.10
Table Tennis Paddle and 2 Balls Rental	\$ 1.00	\$ 1.00	\$ 1.05	\$ 1.05
Foosball Rental	\$ 1.00	\$ 1.00	\$ 1.05	\$ 1.05
Squash Goggles Rental	Free	Free	Free	Free
Court Racquet and Ball Rental	\$ 2.00	\$ 2.00	\$ 2.10	\$ 2.10
Skate Rental - Adult/Senior/Youth	\$ 2.75	\$ 2.75	\$ 2.90	\$ 2.90
Skate Rental -Tot/ Child	\$ 1.50	\$ 1.50	\$ 1.60	\$ 1.60
Ice Cleats Rental	\$ 1.00	\$ 1.00	\$ 1.05	\$ 1.05
Pickleball Racquet Rental	\$ 1.00	\$ 1.00	\$ 1.05	\$ 1.05
Video Streaming Internet Connection (per event)	\$ 50.00	\$ 50.00	\$ 52.50	\$ 52.50
Photocopies - single sided, black and white				
8.5"x11' or 8.5"x14"	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25
11'x17"	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30
Photocopies - single sided, color				
8.5"x11' or 8.5"x14"	\$ 2.50	\$ 2.50	\$ 2.65	\$ 2.65
11'x17"	\$ 2.75	\$ 2.75	\$ 2.90	\$ 2.90
Skate Sharpening	\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
Replacement Pass Card	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Interest Rates: Late payments will be subject to an interest penalty charge of 1.5% per month, compounded annually				

Schedule D – Advertising Fees

INCLUSIVE OF ALL TAXES/RESERVE FUND CONTRIBUTION UNLESS OTHERWISE NOTED

			01-Aug-24					
Arena	Item	Dimensions	One Year Term	2 Year Term	3 Year Term			
GACC	Arena Board	96" x 32"	\$ 825.00	\$ 1,400.00	\$ 1,870.00			
SCA	Arena Board	96" x 32"	\$ 825.00	\$ 1,400.00	\$ 1,870.00			
Both GACC & SCA	Arena Board	96" x 32"	\$ 1,430.00	\$ 2,426.67	\$ 3,241.33			
GACC & SCA	Item					01-Aug-24	01-Aug-25	01-Aug-26
	Installation - New Advertisement (Includes lexan cover sheet)					\$ 275.00	\$ 288.75	\$ 303.20
	Installation - Replacement Lexan Cover Sheet (Re-use existing styrene panel)					\$ 225.00	\$ 236.25	\$ 248.05
	Installation - Replacement Styrene Panel (Re-use existing lexan cover sheet)					\$ 100.00	\$ 105.00	\$ 110.25
	Installation - Freeze In textile	up to 50 ft ²				\$ 125.00	\$ 131.25	\$ 137.80
	Installation - Freeze In textile	over 50 ft ² and up to 315 ft ²				\$ 300.00	\$ 315.00	\$ 330.75

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 767

A bylaw to impose fees and other charges for
the use of Pender Harbour Aquatic and Fitness Centre

WHEREAS the *Local Government Act* provides that the Board may, by bylaw impose a fee or charge payable in respect of a service;

AND WHEREAS the Board wishes to establish certain fees and charges associated with the cost of providing services at the Pender Harbour Aquatic and Fitness Centre;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as *Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 767, 2024*
2. In this bylaw the following definitions apply:

“Adult” means an individual(s) who is equal to or over the age 18 years and under the age of 60 years.

“Care Attendant” means an individual who provides support of a physical, psychological, emotional, intellectual or sensory nature which is necessary to ensure that a person with a disability is able to fully participate.

“Infant” means an individual who is two (2) years old or younger.

“MYPASS Pass” means a 10-visit pass, monthly or annual pass, that is valid for the assigned passholder at any **Recreation Facility** including the Pender Harbour Aquatic and Fitness Centre that may be used for:

- drop-in activities (does not include SCR D pre-registered programs)
- locker tokens
- skate rental, and
- advance reservation bookings for racquet court time.

“Normal Maintenance Staff” means regularly scheduled staff that are required to maintain the facility during regular facility operating hours.

- “Recreation Facility”** means any of the four major recreation facilities on the Sunshine Coast located at the following locations:
- Gibsons and District Aquatic Facility – 953 Gibsons Way, Gibsons, BC
 - Gibsons and Area Community Centre – 700 Park Avenue, Gibsons, BC
 - Sechelt Aquatic Centre – 5480 Shornecliffe Avenue, Sechelt, BC
 - Sunshine Coast Arena – 5982 Shoal Way, Sechelt, BC
- “Senior”** means an individual who is equal to or over the age of 60 years.
- “Third Party Practitioner”** means an individual who instructs, trains or coaches within any **Recreation Facility**, excluding SCRDC contracted instructors, or user groups who rent a **Recreation Facility**.
- “Tot”** means an individual who is over the age of two (2) years and under the age of six (6) years.
- “Youth”** means an individual/participant(s) who is equal to or over the age of 13 years and under the age of 18 years.

GENERAL CONDITIONS

3. **MYPASS Passes** must be scanned upon each entry at each facility.
4. **Third Party Practitioners** must be registered with the SCRDC Recreation Division. Each admission includes up to two (2) clients per visit. **Third Party Practitioner** 10 Visit Passes must be scanned upon each visit/session with a client(s) and upon entry at each facility.
5. **Care Attendants** must remain with the person with a disability at all times while at the facility.
6. All rental rates include the standard facility, with **Normal Maintenance Staff**. Where rentals require additional resources, the cost of those additional resources will be borne by the user. Additional costs will be charged according to the actual cost incurred by the Regional District.
7. Users who do not vacate the facility in accordance with their rental permit will be subject to a prorated fee, for the period of time the facility was occupied beyond the time specified in the permit, in addition to any other rental fee associated with the rented facility at 1.5 times the regular rate.

SCHEDULES

8. Schedule A attached hereto and forming part of this bylaw, is hereby adopted as the Fees and Charges for Pender Harbour Aquatic and Fitness Centre.
9. The fees and charges set out in schedule A are inclusive of applicable taxes.

10. Late payment(s) will be subject to an interest penalty charge of 1.5% per month (19.56% annually) compounded monthly.

OTHER CONSIDERATIONS

11. Specific discounts and promotional pricing may be determined and approved by the General Manager, Community Services, in an effort to promote participation in Sunshine Coast Regional District programs and services and encourage healthy lifestyles, in which case the fees set out herein shall be discounted accordingly for such purposes.

12. This bylaw and schedule attached hereto come into force and effect on August 1, 2024.

REPEAL

13. *Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 630, 2010* and amendments thereto, are hereby repealed.

READ A FIRST TIME this DATE day of MONTH, YEAR

READ A SECOND TIME this DATE day of MONTH, YEAR

READ A THIRD TIME this DATE day of MONTH, YEAR

ADOPTED this DATE day of MONTH, YEAR

CORPORATE OFFICER

CHAIR

Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 767

Pender Harbour Aquatic and Fitness Centre

Single Admissions		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 5.50	\$ 5.50	\$ 5.25	\$ 5.25
Senior		\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Youth		\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Child		\$ 3.75	\$ 3.75	\$ 3.95	\$ 3.95
Infant		Free	Free	Free	Free
Care Attendant		Free	Free	Free	Free
Family		\$ 10.00	\$ 10.00	\$ 10.50	\$ 10.50
Adult & Tot		\$ 6.50	\$ 6.50	\$ 6.85	\$ 6.85
10 Visit Pass		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 49.50	\$ 49.50	\$ 52.00	\$ 52.00
Senior		\$ 45.00	\$ 45.00	\$ 47.25	\$ 47.25
Youth		\$ 40.50	\$ 40.50	\$ 42.50	\$ 42.50
Child		\$ 33.75	\$ 33.75	\$ 35.45	\$ 35.45
Family		\$ 90.00	\$ 90.00	\$ 94.50	\$ 94.50
Adult & Tot		\$ 58.50	\$ 58.50	\$ 61.45	\$ 61.45
Monthly Pass		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 41.70	\$ 41.70	\$ 43.80	\$ 43.80
Senior		\$ 37.90	\$ 37.90	\$ 39.80	\$ 39.80
Fitness Drop-In Admission		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 7.00	\$ 7.00	\$ 7.35	\$ 7.35
Senior		\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
Youth		\$ 5.25	\$ 5.25	\$ 5.50	\$ 5.50
Facility Pool Rentals		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Pool - Hourly		\$ 85.00	\$ 89.25	\$ 93.70	\$ 98.40
School District #46 - Hourly		\$ 70.00	\$ 73.50	\$ 77.15	\$ 81.00
Shower		\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00

MYPASS (valid for Pender Harbour Aquatic and Fitness Centre and all Recreation Facilities)

MYPASS 10 Visit Pass		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 63.00	\$ 63.00	\$ 66.15	\$ 66.15
Senior		\$ 54.00	\$ 54.00	\$ 56.70	\$ 56.70
Youth		\$ 47.25	\$ 47.25	\$ 49.60	\$ 49.60
Child		\$ 38.25	\$ 38.25	\$ 40.15	\$ 40.15
Family		\$ 126.00	\$ 126.00	\$ 132.30	\$ 132.30
Adult & Tot		\$ 81.00	\$ 81.00	\$ 85.05	\$ 85.05
MYPASS Monthly Pass		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 51.25	\$ 51.25	\$ 53.80	\$ 53.80
Senior		\$ 43.75	\$ 43.75	\$ 45.95	\$ 45.95
MYPASS Annual Pass (12 month)		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
Adult		\$ 615.00	\$ 615.00	\$ 645.75	\$ 645.75
Senior		\$ 525.00	\$ 525.00	\$ 551.25	\$ 551.25
Youth		\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95
Child		\$ 39.00	\$ 39.00	\$ 40.95	\$ 40.95

Third Party Practitioner		Current Fee	01-Aug-24	01-Aug-25	01-Aug-26
First visit of the day		\$ 12.00	\$ 12.00	\$ 12.60	\$ 12.60
Additional visits on the same day		\$ 6.00	\$ 6.00	\$ 6.30	\$ 6.30
10 Visit Pass		\$ 80.00	\$ 80.00	\$ 84.00	\$ 84.00
*NOTE: Third Party Practitioner have access to the weight rooms and pools.					

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: GIBSONS AREA COMMUNITY CENTRE ENHANCEMENTS – SEATING PROJECT

RECOMMENDATION(S)

- (1) **THAT the report titled Gibsons Area Community Center (GACC) Enhancements – Seating Project be received for information;**
 - (2) **AND THAT the delegated authorities be authorized to enter into a Construction Agreement with the Sunshine Coast Junior Hockey Society (the “Society”) for the GACC enhancement project for new bucket and drink rail seating, at a maximum project value of \$90,000, subject to all costs for the enhancements being the sole responsibility of the Society, and contingent upon the Society providing evidence of having the financial and resource capacity to complete the projects through a letter of credit;**
 - (3) **AND THAT the delegated authorities be authorized to enter into an agreement with the issuer of the letter of credit and the Society, outlining the terms and conditions, and when the letter of credit would be discharged;**
 - (4) **AND FURTHER THAT the delegated authorities be authorized to enter into agreement(s) with individual donors for up to a total maximum value of the project (\$90,000) for the purposes of issuing tax receipts upon acceptance of the completed project and assets.**
-

BACKGROUND

The last staff report updating the Sunshine Coast Regional District (SCRD) Board on the Sunshine Coast Junior Hockey initiative was provided at the November 23, 2023 Committee of the Whole. Previous reports on the Junior Hockey initiative are provided as attachments. Updates since the last staff report include:

- Deferral of the construction of the proposed Training Centre adjacent to the GACC (timing unknown).
- Confirmation by the Sunshine Coast Junior Hockey Society (the Society) for a proposed enhancement to the GACC outlined in this report.
- Continued conversation regarding other proposed enhancements, potentially for construction this year, and others for future years.
- Request by the Society for the SCRDC to issue tax receipts for donation of goods and services related to the proposed enhancements.

The Society is ready to move forward with a project that would replace of a portion of the existing bench seating with new bucket seating as well as the construction of a drink rail/standing area along the viewing mezzanine level.

The purpose of this report is to seek the Committee's endorsement of the seating project. This includes supporting the proposed enhanced seating, the acceptance of the assets upon project completion, as well as entering into agreement(s) related to the project as outlined in the body of this report.

DISCUSSION

The Society is considering a number of enhancements to the GACC, however, at this time, have only provided the necessary information for staff to bring forward the following project:

Spectator Bucket Seating and Drink Rail Area

The Society is proposing to replace part of the spectator bench seating (4 sections) with fold up bucket seating as well as install a drink rail along the upper concourse viewing area. Of note, the long-term plan is to replace all the bench seating with bucket seats, but that that will come forward for a decision at a later date, most likely in 2025.

The estimated total value of the project is \$90,000 including material and supplies, project management and some in-kind services. All expenses related to the planning and execution of the project would be the responsibility of the Society and ownership of the assets would be transferred to the SCRDC upon completion.

The new seating represents an increased service level and has ongoing operating and long-term capital replacement implications. With the acceptance of the asset, these costs would become the responsibility of the SCRDC.

Donations /Tax Receipts

The Society will rely heavily on donations in order to raise the funds necessary to complete the project. Unfortunately, the Society is unable to provide tax receipts for donations which has become a barrier to their fundraising efforts.

The SCRDC can issue tax receipts for cash donations or the donation of goods and services. The complication in this situation is that the Society wishes to retain control of the planning and execution of the project and then donate the assets to the SCRDC once complete. Therefore, the SCRDC cannot accept cash donations for the project, as the financial transactions for the project will not be the responsibility of the SCRDC.

The SCRDC can provide tax receipts for the donation of goods and services upon project completion (and acceptance of the asset). In this circumstance, the donor would need to purchase the goods or services, entrust the Society with those goods and services, and rely on the Society to complete the project to the satisfaction of the SCRDC. The donor would not be issued a tax receipt until such time as the project is completed, and the SCRDC has accepted the contributed asset.

Analysis

The seating project will create an enhanced viewing experience as well as better enable assigned seat ticket sales. This enhanced seating will also provide a benefit to other user groups and potentially attract other events.

By approving the project, the Board is approving the acceptance of the assets once complete as well as the resulting increased service levels.

Although SCRD staff will provide leadership to monitor the project and ensure quality control, the Society is the project manager and ultimately responsible for all aspects of the project, ensuring it is completed in a timely manner and to the satisfaction of the SCRD.

Steps required to move the project forward:

1. SCRD Board approval of the seating project and acceptance of the contributed asset.
2. Receipt by the SCRD of financial assurance (letter of credit) for the total project value.

Once the Board has approved the project, the Society needs to demonstrate the financial assurance to complete the project (i.e. letter of credit or bond). Since the Society does not have a mechanism to provide this themselves, they will be seeking an individual/business willing to provide a letter of credit to the SCRD for the total value of the project (\$90,000).

3. Tri-party agreement (terms and conditions of the letter of credit).

The SCRD will then need to enter into an agreement with the issuer of the letter of credit and the Society, that acknowledges the Society is responsible for all aspects of the project and then transfer ownership of the assets to the SCRD once the project is complete. When the asset is accepted by the SCRD, the letter of credit will be discharged.

Construction Agreement

Once financial assurance has been received, the SCRD can then enter into a Construction Agreement with the Society for the project, which would provide the terms and conditions, insurance and other obligations of the Society to execute the project.

4. Donor Agreement(s)

At the same time, an agreement with donor(s), up to the maximum value of the project of \$90,000), could be entered into that would provide the terms and conditions under which a tax receipt would be issued for donation of a good or service.

Associated Risks:

- The project incurs challenges (i.e. overruns, project deficiencies) and the Society may not have sufficient funds or expertise to finish the project.
- The in-kind portion of the project does not materialize.
- If the Board chooses not to support the project, it may result in criticism by the community.

Financial Implications

There is a risk that the project may experience unforeseen challenges that the Society is unable to rectify. This may result in staff coming back to the Board for direction. It is hoped that the letter of credit will help mitigate this risk.

The SCRDR will assume the financial responsibility for the assets once accepted, which includes the ongoing operating and capital renewal costs for the contributed asset. Ongoing operating costs are associated with additional cleaning time as well as repair and maintenance. At this point, these costs are unknown, but staff will monitor them over the next year, and if costs are material, will bring forward a 2026 budget proposal. The consideration of the proposed seating reconfiguration in the Capital Renewal funding envelope would require increasing the annual contribution by approximately \$5,000 to fund replacement in 2054. The Capital Renewal plan will be adjusted accordingly.

Other Proposed Projects and Updates:

At this time, the Society has been focusing their energies on the project listed in the previous section of this report, however, staff anticipate receiving additional requests by the Society for additional enhancements that may include:

- The acceptance of a new score clock for the GACC, which will possibly involve structural and electrical upgrades
- Construction of a media platform on the viewing concourse
- Players Boxes and Dasher Board Modification
- Enhancements to one change room

At this point, staff do not have the necessary information regarding these projects and are therefore unable to identify the impacts to the SCRDR, including resourcing and financial implications. Once this information has been received, staff will return to the Board seeking approval.

Organization and Intergovernmental Implications

In anticipation of GACC enhancement projects, the Board approved a 2024 budget proposal for SCRDR project oversight and leadership. This budget included consideration of costs that the SCRDR would experience related to the proposed enhancements (i.e. project oversight and quality control, development and review of appropriate agreements, legal expenses). However, the budget proposal did not anticipate the staff time involved in the request by the Society related to issuance of tax receipts.

Staff continue to spend a significant amount of time supporting the Junior Hockey initiative. The Recreation Facilities 2024 Service Plan includes supporting these projects, however, the recent request related to issuance of tax receipts, which impacts other departments, was not considered in the workplan and may have an effect (delay) on other priorities.

Timeline for next steps or estimated completion date

It is proposed that the project will be completed when the ice is out, during the GACC's annual maintenance period (mid-May through to mid-July). In an effort to minimize risks to the project timing as well as maximize public safety and project efficiency, staff moved the majority of programming and rentals to the Sunshine Coast Arena (SCA) during the GACC's annual

maintenance period. It is hoped that this will not have an impact on the anticipated spring dryland program and rental revenues.

As planning for other proposed enhancements progresses, subsequent reports will be brought back to the Board for decision points and updates.

STRATEGIC PLAN AND RELATED POLICIES

Opportunities that increase participation and use of a community recreation facility is aligned with the Parks and Recreation Master Plan.

CONCLUSION

In keeping with Board direction, staff continue to invest time and resources into supporting the Junior Hockey initiative.

The Society is proposing new seating at the GACC to enhance the spectator experience and better enable ticket sales. The Society is proposing to manage the entire project including raising the necessary funds related to the project costs, and then contributing the assets to the SCRCD upon completion. Staff are recommending that the appropriate agreements be executed to support the project as outlined above in the report. Further, to support the fundraising efforts of the Society for this project, it is recommended that the SCRCD enter into agreement(s) with individual donors for the purpose of providing tax receipts upon completion of the project and acceptance of the assets.

Attachments

Attachment A – Previous Board Resolutions and Considerations Update

Attachment B – 2023-NOV-23 Committee of the Whole Staff Report– Sunshine Coast Junior Hockey Update

Attachment C – 2023-MAY-11 Committee of the Whole Staff Report – Sunshine Coast Junior Hockey Franchise Update

Attachment D - 2022-JUN-23 Committee of the Whole Staff Report – Junior B Hockey Proposal

Reviewed by:			
Manager	X – G. Donn X - A. van Velzen	CFO	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

Previous Board Resolutions and Consideration Updates

174/22 **Recommendation No. 11** *Junior B Hockey Proposal: AND THAT the Sunshine Coast Regional District (SCRD) Board provide support-in-principle for the following considerations:*

Consideration	Action	Future Board Decision Point(s)	November 2023 Progress Update	April 2024 Progress Update
<p><i>Enter into negotiations with the Sunshine Coast Junior Hockey Society (the Society) regarding the design, financing and construction of additions and upgrades to the Gibsons and Area Community Centre (GACC);</i></p>	<p>ToG to present amended agreement to the SCR D (related to GACC land footprint).</p> <p>SCR D and ToG representatives will continue to participate in planning of the new building.</p> <p>SCR D and Society will continue planning and enter into appropriate agreements related to the proposed enhancements to the GACC arena. SCR D to draft agreement(s).</p>	<p>Approval of amended agreement between SCR D and ToG.</p> <p>Approval of agreement(s) between the SCR D and Society related to GACC arena enhancements.</p>	<p>Support to enter into an Amended GACC Agreement with the Town of Gibsons, requested at the November 23, 2023 SCR D Committee of the Whole.</p> <p>No update on the proposed enhancements to the GACC.</p>	<p>Amended Agreement between SCR D and ToG for revised building footprint complete.</p> <p>Society no longer proposing an addition to the GACC arena. A conceptual design for the new Training Centre, to be owned and operated by the Society, has been completed (separate building abutting GACC). This project is on hold.</p> <p>GACC Arena enhancements still proposed. The Society responsible for all associated costs related to the enhancements.</p> <p>Seating enhancements presented April 25th, 2024 to SCR D.</p> <p>Other proposed enhancements still under discussion.</p>

Consideration	Action	Future Board Decision Point(s)	November 2023 Progress Update	April 2024 Progress Update
<i>Require that a conceptual design be completed prior to approval of the addition that demonstrates how the addition would be compatible with a future expansion of the facility;</i>	Society to present the conceptual design once complete.	For information only.	Delegation presentation on November 23, 2023 SCR D Committee of the Whole.	New Training Centre conceptual design complete and demonstrates compatibility with the GACC (i.e., architectural features, exterior building materials that match, etc.).
<i>Support-in-principle the SCR D assuming ongoing operating and capital renewal costs for the addition and upgrades;</i>	SCR D and Society continue planning and enter into appropriate agreements related to the proposed enhancements to the arena. SCR D to draft agreement(s).	Approval of agreement(s) between SCR D and Society related to GACC arena enhancements. Approval of Recreation Capital Plan, once new assets have been integrated.	No update	Society will own and operate the new Training Centre. Seating enhancements presented April 25 th , 2024 to SCR D. As proposed enhancements are planned, reports will come forward to the Board for approval.
<i>Contingent on receiving and approving an inventory of proposed advertising spaces, enter into negotiations for a long-term agreement that provides the Society the rights to sell advertising at the SCR D's recreational facilities and bus shelters that includes a revenue return for the SCR D;</i>	SCR D will review proposal once received.	Approval of inventory, proposed fees and % revenue return to the SCR D. Approval of agreement between SCR D and Society for advertising sales.	No update.	Discussions regarding advertising has recently resumed. A report will come forward to the Board for approval.

Consideration	Action	Future Board Decision Point(s)	November 2023 Progress Update	April 2024 Progress Update
<i>Support priority ice allocations to the Company for Junior B league competitions;</i>	Request by Company to enter into a 5- year agreement that supports priority ice allocations for the Junior team practices, league games and playoff games. If supported by Board, SCR D to draft agreement.	Approval of agreement.	Approval to enter into an agreement with the CSEG received by Board on May 25, 2023.	Agreement being reviewed by the Company (Coastal Sport Entertainment Group).
<i>The Society and the Company submit a robust Business Plan outlining their financial sustainability, as well as risk consideration and contingencies;</i>	SCR D will review the plans once received.	Unknown at this time, will depend on the sustainability of the business plans.	CSEG Business Plan received.	No update.
<i>The Society actively involve ‘owners representatives’ appointed by the SCR D and Town of Gibsons in the addition design and on the construction project planning and oversight team;</i>	SCR D representative will continue to participate on planning team.	No	Manager, Facility Services and General Manager have been consulted by the Society during the design phase for the Training Centre.	SCR D representatives included in project planning team for new building.
<i>The Society, through a legally binding agreement and posting of security, put in place guarantees that ensure the completion of</i>	SCR D and Society will continue planning and enter into appropriate agreements related to the	Approval of agreement(s) between SCR D and Society related to GACC arena enhancements and a	Support to enter into a Construction Agreement, supporting the proposed renovations to the GACC related to the construction	New Training Centre on hold.

Consideration	Action	Future Board Decision Point(s)	November 2023 Progress Update	April 2024 Progress Update
<p><i>the addition and upgrades to the SCRD's satisfaction and at no cost or liability to the SCRD;</i></p>	<p>proposed enhancements to the GACC arena.</p> <p>SCRD and Society will continue to consider an access from the new building to the GACC, that meets all code and safety requirements, at no cost to the SCRD.</p> <p>SCRD to draft agreement(s).</p>	<p>proposed 'access' from the new building to the GACC.</p>	<p>of the Training Centre (access between buildings), requested at the November 23, 2023 SCRD Committee of the Whole.</p> <p>Proposed enhancements to GACC – no update.</p>	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 23, 2023

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: SUNSHINE COAST JUNIOR HOCKEY UPDATE

RECOMMENDATION(S)

- (1) **THAT the report titled Sunshine Coast Junior Hockey Update be received for information;**
 - (2) **AND THAT the delegated authorities be authorized to enter into a Construction Agreement with the Sunshine Coast Junior Hockey Society (the “Society”) for the proposed renovation (exits/adjoining doors), subject to all costs for the renovations being the responsibility of the Society;**
 - (3) **AND THAT the delegated authorities be authorized to enter into an Amended Agreement with the Town of Gibsons that identifies a reduced land footprint / area for the Gibsons and Area Community Centre (GACC);**
 - (4) **AND THAT the Board approve a Junior non-prime ice rental rate of \$90 per hour for the first season (effective August 1), with an annual increase of up to 5% in each subsequent season;**
 - (5) **AND THAT the *SCRD Recreation Fees and Charges Bylaw No. 599* be amended accordingly;**
 - (6) **AND FURTHER THAT Budget Proposals for Ice Operations Budget Alignment and GACC Facility Upgrade Project Leadership be submitted as part of the 2024-2028 Financial Planning Process.**
-

BACKGROUND

The last staff report updating the Sunshine Coast Regional District (SCRD) Board on the Sunshine Coast Junior Hockey initiative was provided at the May 11, 2023 Committee of the Whole. Since that time there has been several new developments including:

- Submission of a Business Plan from the Coastal Sports and Entertainment Group (CSEG);
- The application for a Junior Hockey franchise on the Sunshine Coast was approved (announcement celebration was held on August 1st, 2023);
- The CSEG was officially incorporated and is the Junior Hockey franchise owner;
- The CSEG secured a Director of Operations, and just recently a Coach / General Manager for the team;

- The Sunshine Coast Junior Hockey Society (the “Society”) initiated planning for a new training facility adjacent to the GACC which would provide administrative space for the franchise operations, change rooms for both home and visitor teams, and a fitness/training area.

Conversations between the SCR D, the Society and CSEG Director of Operations have been ongoing since that time to progress the action items identified in the June 23, 2022 Board Resolution.

The purpose of this report is to provide an update on this initiative and to seek direction on action items.

DISCUSSION

Training Centre - New Building Adjacent to the GACC

Since July, the Society has been actively planning for the new Training Centre. A detailed design for the building has been approved by their Board, and an application for a building permit has been submitted to the Town of Gibsons. The Training Centre will be built alongside the GACC and proposes minor renovations to the GACC including the relocation of two emergency exits and the construction of two new doors between the buildings to accommodate player access. Other than the two doors adjoining the two buildings (to which the SCR D will control access), the Training Centre will be constructed to operate as an independent building. Staff have reviewed the proposed renovations and although there will be some minor operational changes required, have no concerns.

The Society will assume all costs associated with the construction of the Training Centre including the proposed renovation to the GACC. Coordination and timing of the renovation will be mutually agreed upon to minimize any disruption to programming. Some staff time will be required for quality control and protecting the interests of the SCR D.

Staff recommend entering into a Construction Agreement with the Society for the proposed renovation (exits/adjoining doors).

Amended GACC Agreement with Town of Gibsons

Now that the Training Center is moving forward, due to its proposed location, an amendment to the SCR D Agreement with the Town of Gibsons is required. The amendment is minor with a new schedule attached to reflect a reduced footprint/land area for the GACC.

Staff are recommending Board authorization to enter into an Amended Agreement.

Junior Hockey Ice Rate – Non-Prime Time

On May 25, 2023, the Board approved a Junior Ice Rate of \$120.00 per hour in year one (effective August 1), increasing annually by 5%. This rate would apply to all prime-time ice (defined in Bylaw 599 as school days from 3pm-Midnight and non-school days from 8am-midnight).

Other user groups are offered a non-prime time ice rate (included in the current Bylaw) which is provided at a reduced rate (~25%). Therefore, it is recommended that a non-prime rate be offered to Junior hockey at an ice rate of \$90.00 per hour which would be in effect in year one (August 1, 2024), increasing annually by 5%.

Impact to Service Levels for the provision of ice at the GACC

Historically, the provision of ice at the GACC has been from the middle of August until mid-March or approximately 32 weeks per year. Congruent with the Business Plan submitted by the CSEG, the addition of a Junior team requires an extension of the ice season to accommodate their identification camps, training, and competition season including playoffs. In addition, the CSEG is proposing spring development camps and programs for players ages 11-18 years beginning in 2024, and future partnerships that could offer daytime skills-based hockey programs. These programs are a key contributor to the overall sustainability of the franchise.

An extended ice season aligns with the current user group's needs. For several years now user groups have advocated for this to accommodate their training and competition schedules.

This past spring, staff piloted an extended ice season to better understand the operating impacts. This was within the existing budget allocation. The pilot was successful and the uptake on ice use was greater than anticipated.

The business needs of the CSEG will require that the ice season at GACC be extended to 42 weeks (beginning of August through to the middle of May) and it is recommended that an "Ice Operations Budget Alignment" budget proposal be included as part of the 2024-2028 Financial Planning process for the Board's consideration.

Other Updates:

At this time, the Society has been focused on the new Training Center. At this point, staff do not have an update on these items, however, can confirm that once the new building is underway, the Society is committed to moving forward the discussions on:

- Enhancements to the GACC
- Donation of a Score Clock
- Advertising Proposal

At this point, staff are unable to assess the feasibility or sustainability of what is being proposed. Without this information, staff are unable to identify the impacts to the SCR, including resourcing and financial implications. Despite this, staff will bring forward a "GACC Facility Upgrade Project Leadership" budget proposal as part of the 2024-2028 financial planning process for the Board's consideration. This proposal anticipates the resources that will most likely be needed to support further planning and oversight of the proposed enhancements.

Analysis

Communications with the Society and CSEG are ongoing and an update on actions and progress related to the June 2022 Board resolutions/conditions that were supported in principle can be found in Attachment A, Previous Board Resolutions and Considerations Update.

As discussions regarding the GACC enhancements, score clock and advertising proposals progress, staff will continue to request a robust business plan and pro-forma as well as milestones/timelines to assist with appropriate planning. Staff continue to emphasize the need for a phased approach with identified milestone dates and required decision-making points agreed upon by all parties.

Organization and Intergovernmental Implications

SCRD, Town of Gibsons and Society representatives continue to keep each other informed. Roles and responsibilities of each party are the center of all conversations, and each representative will seek approvals as required from their respective Board or Council.

Staff continue to spend a significant amount of time supporting this initiative. Time spent on this project continues to have an effect (delay) on other priorities in annual service plans.

Financial Implications

As per the May 11, 2023 Committee of the Whole report, unless directed differently by the Board, it is assumed that the SCRD will cover the costs (resources, legal expense, etc.) it is incurring for the development and review of the agreements (Society/CSEG will cover their own related costs).

Staff will be presenting budget proposals, reflective of the anticipated resources and time required to continue to progress this initiative, for Board consideration during the 2024-2028 financial planning process, and Service Plan priorities will also align.

Known financial implications to the SCRD related to the above-mentioned considerations are as follows:

- Potential service interruption to the building and user groups during construction for enhancements which may reduce rental revenue during that time frame.
- Ongoing operating and capital renewal expenses for the proposed enhancements.
- May realize a net revenue increase from the % paid to the SCRD by the Society for advertising sales.

The anticipated value of the financial impact is unknown at this point. As the planning continues, staff will explore what order of magnitude of cost these items may be for the SCRD. This information would be provided at a subsequent meeting(s).

Timeline for next steps or estimated completion date

The timelines related to this initiative have not changed since May, with the exception of the proposed spring camps and programs:

- July 2023 – September 2024: Preparation for franchise including new building and GACC enhancements.
- March – May 2024: Proposed spring development camps and programs offered by CSEG.
- August 2024: Junior Team training camp.
- August 2024: Completion of the Training Centre.
- September 2024: League begins.

As planning progresses, subsequent reports will be brought back to the Board for decision points and updates.

STRATEGIC PLAN AND RELATED POLICIES

Opportunities that increase participation and use of a community recreation facility is aligned with the Parks and Recreation Master Plan.

CONCLUSION

In keeping with previous Board direction, staff continue to invest time and resources into supporting the Junior Hockey initiative. The franchise was awarded over the summer, and both the Society and the CSEG have been extremely busy working towards the successful launch of the Junior Hockey team in the 2024/25 season. Work has progressed to plan for a Training Centre alongside the GACC to house team administration, training and change rooms. The CSEG has hired key staff to support the planning for the 2024/25 season as well as offering skill development camps and programs this spring. Board support for the proposed renovations to the GACC to accommodate the Training Centre construction, an Amended GACC Agreement with the Town of Gibsons, and Junior non-prime time ice rental rate is requested in this report.

Attachments

Attachment 1 - Previous Board Resolutions and Considerations Update

Reviewed by:			
Manager	X – G. Donn X - A. van Velzen	Finance	X-T. Perreault
GM		Legislative	X - S. Reid
A/CAO	X – I. Hall	Other	

Attachment 1 - Previous Board Resolutions and Consideration Updates

174/22 **Recommendation No. 11** *Junior B Hockey Proposal: AND THAT the Sunshine Coast Regional District (SCRD) Board provide support-in-principle for the following **considerations**:*

Consideration	Update	Action	Future Board Decision Point(s)	November 2023 Progress Update
<i>Enter into negotiations with the Sunshine Coast Junior Hockey Society (the Society) regarding the design, financing and construction of additions and upgrades to the Gibsons and Area Community Centre (GACC);</i>	<p>No longer proposing an addition to the GACC arena. New proposal identifies a separate building to be owned and operated by the Society.</p> <p>GACC Arena enhancements still proposed. The Society responsible for all associated costs related to the enhancements. Proposed enhancements still under discussion.</p>	<p>ToG to present amended agreement to the SCR D (related to GACC land footprint).</p> <p>SCR D and ToG representatives will continue to participate in planning of the new building.</p> <p>SCR D and Society will continue planning and enter into appropriate agreements related to the proposed enhancements to the GACC arena. SCR D to draft agreement(s).</p>	<p>Approval of amended agreement between SCR D and ToG.</p> <p>Approval of agreement(s) between the SCR D and Society related to GACC arena enhancements.</p>	<p>Support to enter into an Amended GACC Agreement with the Town of Gibsons, requested at the November 23, 2023 SCR D Committee of the Whole.</p> <p>No update on the proposed enhancements to the GACC.</p>

Consideration	Update	Action	Future Board Decision Point(s)	November 2023 Progress Update
<p><i>Require that a conceptual design be completed prior to approval of the addition that demonstrates how the addition would be compatible with a future expansion of the facility;</i></p>	<p>No longer proposing an addition to GACC.</p> <p>New proposal identifies a separate building to be owned and operated by the Society.</p> <p>Commitment by Society that the design for the new building will demonstrate compatibility with the GACC (i.e., architectural features, exterior building materials that match, etc.).</p>	<p>Society to present the conceptual design once complete.</p>	<p>For information only.</p>	<p>Delegation presentation on November 23, 2023 SCR D Committee of the Whole.</p>
<p><i>Support-in-principle the SCR D assuming ongoing operating and capital renewal costs for the addition and upgrades;</i></p>	<p>No longer proposing an addition to GACC, so SCR D is only considering the commitment related to the ongoing operating and capital renewal costs related to the GACC arena enhancements.</p> <p>The ongoing costs of the enhancements are unknown at this time. Ongoing operating costs are not presumed to be significant, however, capital renewal costs will be greater and will need to be integrated into the Recreation Capital Plan.</p>	<p>SCR D and Society continue planning and enter into appropriate agreements related to the proposed enhancements to the arena.</p> <p>SCR D to draft agreement(s).</p>	<p>Approval of agreement(s) between SCR D and Society related to GACC arena enhancements.</p> <p>Approval of Recreation Capital Plan, once new assets have been integrated.</p>	<p>No update</p>

Consideration	Update	Action	Future Board Decision Point(s)	November 2023 Progress Update
<p><i>Contingent on receiving and approving an inventory of proposed advertising spaces, enter into negotiations for a long-term agreement that provides the Society the rights to sell advertising at the SCRD's recreational facilities and bus shelters that includes a revenue return for the SCRD;</i></p>	<p>Society to submit proposed inventory of advertising spaces, proposed fees, and proposed revenue share to the SCRD.</p>	<p>SCRD will review proposal once received.</p>	<p>Approval of inventory, proposed fees and % revenue return to the SCRD.</p> <p>Approval of agreement between SCRD and Society for advertising sales.</p>	<p>No update.</p>
<p><i>Support priority ice allocations to the Company for Junior B league competitions;</i></p>	<p>Will build this into an agreement between the Company and SCRD.</p>	<p>Request by Company to enter into a 5- year agreement that supports priority ice allocations for the Junior team practices, league games and playoff games.</p> <p>If supported by Board, SCRD to draft agreement.</p>	<p>Approval of agreement.</p>	<p>Approval to enter into an agreement with the CSEG received by Board on May 25, 2023.</p>
<p><i>The Society and the Company submit a robust Business Plan outlining their financial sustainability, as well as risk consideration and contingencies;</i></p>	<p>Nothing received to date.</p>	<p>SCRD will review the plans once received.</p>	<p>Unknown at this time, will depend on the sustainability of the business plans.</p>	<p>CSEG Business Plan received.</p>

Consideration	Update	Action	Future Board Decision Point(s)	November 2023 Progress Update
<p><i>The Society actively involve 'owners representatives' appointed by the SCRD and Town of Gibsons in the addition design and on the construction project planning and oversight team;</i></p>	<p>Society has committed to this.</p> <p>SCRD and ToG representatives included in project planning team for new building.</p>	<p>SCRD representative will continue to participate on planning team.</p>	<p>No</p>	<p>Manager, Facility Services and General Manager have been consulted by the Society during the design phase for the Training Centre.</p>
<p><i>The Society, through a legally binding agreement and posting of security, put in place guarantees that ensure the completion of the addition and upgrades to the SCRD's satisfaction and at no cost or liability to the SCRD;</i></p>	<p>No longer proposing an addition to GACC. Proposed 'access' to GACC from the new building.</p> <p>GACC arena enhancements still proposed. The Society responsible for all associated costs related to the enhancements. Proposed enhancements still under discussion.</p>	<p>SCRD and Society will continue planning and enter into appropriate agreements related to the proposed enhancements to the GACC arena.</p> <p>SCRD and Society will continue to consider an access from the new building to the GACC, that meets all code and safety requirements, at no cost to the SCRD.</p> <p>SCRD to draft agreement(s).</p>	<p>Approval of agreement(s) between SCRD and Society related to GACC arena enhancements and a proposed 'access' from the new building to the GACC.</p>	<p>Support to enter into a Construction Agreement, supporting the proposed renovations to the GACC related to the construction of the Training Centre (access between buildings), requested at the November 23, 2023 SCRD Committee of the Whole.</p> <p>Proposed enhancements to GACC – no update.</p>

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 11, 2023

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: Sunshine Coast Junior Hockey Franchise Update

RECOMMENDATION(S)

- (1) **THAT** the report titled Sunshine Coast Junior Hockey Franchise Update be received for information;
 - (2) **AND THAT** the SCRD Board confirm that staff are to continue working with the Sunshine Coast Junior Hockey Society and the Coastal Sports and Entertainment Group to further the development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations adopted by resolution 174/22, Recommendation No. 11 at the June 23, 2022 Board meeting and further outlined in Attachment A of this report;
 - (3) **AND THAT** the Board approve entering into a 5-year agreement with the Coastal Sports and Entertainment Group that includes priority ice allocations and confirmation of Junior ice rentals at a newly established rental rate of \$120 per hour for the first season, with an annual increase of up to 5% in each subsequent season;
 - (4) **AND THAT** subject to entering into a 5-year agreement with the Coastal Sports and Entertainment Group, SCRD Recreation Fees and Charges Bylaw No. 599 be amended to incorporate a new Junior Ice Rental Rate of \$120.00 per hour in year one, increasing annually by 5% every August 1;
 - (5) **AND FURTHER THAT** a letter of support be provided to the Sunshine Coast Junior Hockey Society that confirms the SCRD's support for their proposal for a Junior Hockey franchise.
-

BACKGROUND

On June 23, 2022, the SCRD Board of Directors considered a staff report titled "[Junior B Hockey Proposal](#)" and provided support-in-principle to the Sunshine Coast Junior Hockey Society for their proposal for a Junior Hockey franchise to be based out of the Gibsons and Area Community Centre (GACC), contingent upon a number of considerations. Attachment A outlines the resolutions adopted by the Board, which were to form the basis for further discussions and negotiations.

The proposal for a Pacific Junior Hockey League (PJHL) franchise, submitted by the Sunshine Coast Junior Hockey Society (the Society) and the Coastal Sport and Entertainment Group (the Company) in June 2022, was not accepted at that time. The Society then turned its efforts to

hosting two “Showcase” events (October 2022 and January 2023), in which two PJHL games were held at GACC. The Society used these events to demonstrate the facility’s capacity, their ability to engage the community through sponsorship, and the community’s excitement and support for a junior hockey team through attendance and participation in hosting the events. Throughout the four-game series, attendance was close to 500 people per game, and just under 40 businesses supported through sponsorship. PJHL executives attended the showcase events and afterwards expressed an interest in once again, entertaining a proposal for a franchise on the Sunshine Coast.

Between the summer of 2022 and late February 2023, there were no further discussions between the SCRD and the Society or Company regarding the franchise proposal as energies were directed to hosting the showcase events.

The information in this report has been compiled from conversations with members of the Society’s Board of Directors based on discussions since late February 2023. Based on these recent discussions, this report provides an update on actions and progress made related to the resolutions/conditions outlined in the June 2022 SCRD Board motion, identifies the changes to the original proposal, and outlines next steps.

DISCUSSION

There continues to be two different parties involved in the campaign to bring a Junior Hockey franchise to the Sunshine Coast: The Sunshine Coast Junior Hockey Society (the *Society*) and the Coastal Sport and Entertainment Group (the *Company*). These two separate entities each have a role in the Junior Hockey franchise proposal. The Company will be the ‘owners of the franchise” and the Society will support the establishment and sustainability of the junior hockey program. Although separate entities, they are interconnected, the details of which are still under development and have not been shared with staff.

At the PJHL’s Annual General Meeting on June 4, 2023, it is the Society and Company’s intent to once again, present a proposal for a Sunshine Coast Junior Hockey franchise, whose home base is the GACC arena. The benefits of a Junior Hockey franchise on the Sunshine Coast were outlined in the June 2022 staff report.

The timelines related to the franchise proposal are as follows:

- June 4, 2023: Proposal presented at the PJHL Annual General Meeting. A decision is anticipated to be made at this meeting.
- July 2023 – September 2024: Preparation for franchise including new building and GACC enhancements.
- August 2024: New franchise training camp
- September 2024: League begins

There have been some changes to the initial proposal from June 2022. The following section outlines these proposed changes.

New Building adjacent to GACC

The Society has abandoned the request to expand the GACC arena and is now planning to construct a separate 6,000 ft² building on the south side of GACC (Dempster Field side) that would include two changerooms, coaching and training offices, storage, laundry and a dryland

training area. The Society is currently in discussions with the Town of Gibsons to lease land for the construction of the building. The Society would own and operate the new building.

A land agreement between the Town of Gibsons and the Society will also require a subsequent amendment to the agreement the Town holds with the SCRD (identified land footprint).

The Society is requesting that the new building have some form of 'access' to the GACC arena (temporary or permanent, of which would need to meet all building code and safety requirements, including the safety requirements related to the ammonia plant). This will be considered further as the plans for the building are developed, and agreements drafted as appropriate.

All costs associated with the new building, including any structure developed to provide access to the GACC, are the responsibility of the Society.

Enhancements to GACC Arena

The Society continues to propose several enhancements to the GACC arena. Through conversations with the Society, staff now have a list of proposed enhancements. It is staff's understanding that these enhancements are all integral to the success of the proposal for the franchise. Proposed enhancements include:

- Replacement of the bench seating to individual bucket seats, and addition of permanent bleacher seating at the ice level
- Construction of a media box over the time-keepers box (this will require that the current score clock be moved)
- Enhancement of the arena lighting to meet filming/streaming requirements
- Installation of a dedicated internet connection for streaming
- Upgrade of the sound system

Staff acknowledge that although some of the proposed enhancements may benefit all arena user groups, they are a service level enhancement as they are not required for current operations.

The Society is also proposing upgrades to the kitchen to better enable concession sales during home games (food sales is an important fundraising component for the Society, although not required for the franchise proposal). This proposed enhancement is still under discussion.

The Society has committed to taking full responsibility for all costs associated with the proposed enhancements. At this point in time, staff are unable to provide any details on the projected costs of the enhancements. Based on conversations with the Society, staff understand that it is their intent to fundraise and pursue grants to fund the associated costs.

Staff would recommend that the construction or installation of any of the proposed enhancement not commence until the Society can demonstrate the enhancement meet the SCRD's expectations, can be fully funded by the Society including a contingency, and can be completed within the agreed upon timelines. A formal agreement between the Society and SCRD will be required related to the enhancements.

Once completed, the ownership and ongoing operating responsibilities of the enhancements will be transferred to the SCRD (cost unknown at this time).

Change to 'Game Day'

In the June 2022 report, it was proposed that the Company would be responsible for Game Day events. Based on the success of the showcase events, the Society is proposing it will now organize 'Game Day' events including:

- Special Event Permit(s) with the SCRD for game days (not including ice rental)
- Rental of ancillary spaces to support the event (i.e., concession, meeting rooms)
- Acquiring necessary permits for liquor and concession sales
- Acquiring the necessary insurance to support the Game Day event
- Providing the required volunteers for game day set up/clean up, ticket sales, security and safety, etc.
- Game Day Schedule with script(s)
- Live Streaming
- Parking management

A Special Event permit(s) with the SCRD will be required for game day events, and the standard fees and charges would apply.

Agreement with the Company

Although not materially different than what was presented in the June 23, 2022 report, the Company is proposing the following:

- Entering into a 5-year agreement (with renewal options) with the SCRD that provides:
 - Priority ice allocations for team practices, games and playoff games
 - An ice rental rate of \$120.00/hr (include taxes)

The Company is proposing an ice rental rate specific to the Junior team of \$120.00 per hour. The Company suggests that due to the high travel costs for the team, this rate would provide the potential for the team to break even.

The SCRD does not have an ice rental rate for a Junior Team. Bylaw No. 599 includes the following ice rates:

Adult Prime: \$205.00/hr
Adult Non-Prime: \$150.00/hr
Youth Prime: \$94.00/hr
Youth Non-Prime: \$70.00/hr
Commercial Prime: \$300.00/hr
Commercial Non-Prime: \$225.00hr

Recreation fees and charges (Bylaw No. 599.9) was last updated to reflect a fee increase on January 1, 2015. Staff acknowledge the need for a fees and charges review but have not pursued this review based on other more pressing priorities. Staff are exploring the completion of a fees and charges review in 2024.

Players on the Junior team will range in age from 16-20 years old. In the research conducted by staff, it is common practice for a junior team to have a special ice rate, often a blend of the adult and youth rate. Approval of a Junior ice rental rate is a Board decision and would require a Bylaw amendment.

Staff would support a 5-year agreement with the Company, as well as a Junior ice rental rate, however, would recommend an annual increase to the hourly rate be built into the agreement.

Analysis

The change from an addition to the GACC arena to a separate building is the most significant deviation from the original ideas presented in 2022. A separate building, owned and operated by the Society in conjunction with a land lease agreement between the Town of Gibsons and the Society, removes the SCR D from any involvement or liability.

The other changes identified above are still in keeping with the June 2022 report and can be captured through agreement(s) between the respective parties.

An update on actions and progress related to the June 2022 Board resolutions/conditions that were supported in principle can be found in Attachment A.

The Society will continue to move forward with their planning while they await the decision from the PJHL. Discussion between all four parties (SCR D, Town of Gibsons, the Society and the Company) will continue in an effort to lay the groundwork should the proposal be successful.

The Society has requested a formal letter of support from the SCR D that they can present to the PJHL at their upcoming AGM.

As per the June 2022 resolutions, the Society and Company are yet to submit robust business plans (pro-forma's). In absence of these, staff are unable to assess the feasibility or sustainability of what is being proposed. Further, without this information, staff are unable to identify the impacts to the SCR D, including resourcing and financial implications. Staff have requested that the Society provide more detailed milestone dates and timelines. The timelines outlined by staff in this report are aggressive and may not be achievable. The proposed agreements will require due diligence in their development and staff continue to emphasize the need for a phased approach with identified milestone dates and required decision-making points agreed upon by all parties.

Organizational and Intergovernmental Implications

SCR D, Town of Gibsons and Society representatives have met and continue to keep each other informed. Roles and responsibilities of each party are the center of all conversations, and each representative will seek approvals as required from their respective Board or Council.

The Society provided an update to the Town of Gibsons Council on March 7, 2023 and the Town confirmed its support-in-principle for their proposed new building as well as agreed that a letter of support be provided to the SCJHS in support of their new project, such letter to be used to indicate support to the Pacific Junior Hockey League, the community, other local governments and to potential grant funders.

Financial Implications

SCR D resources will be required to draft related agreements that reflect the considerations that the Board supports in principle. Unless directed differently by the Board, it is assumed that the SCR D will cover the costs (resources, legal expense, etc.) it incurs for the development and review of the agreements related to:

- An access between the Society's new building and the GACC
- The planning and construction of any approved enhancement to the GACC arena as well as the transfer of the asset once complete

- The Company's priority ice allocation and ice rate
- Special event permits related to Game Day events

This is a new priority and expense that was not anticipated in 2023 Service Plans or the annual operating budget and may require a future financial plan amendment.

It is assumed that all parties will cover their own related costs (e.g., legal) as they work through the development of any agreements required.

Other financial implications to the SCRD related to the above-mentioned considerations are as follows:

- Potential service interruption to the building and user groups during construction for enhancements which may reduce rental revenue during that time frame
- Ongoing operating and capital renewal expenses for the proposed enhancements
- Staff time dedicated to the project (Community Services, Recreation, Facilities, Finance, Legislative Services, Risk Management & Procurement, Information Services)
- Some increased expenses related to the additional ice, facility use and game day events that will be partially recovered through the rental fees
- New rental revenue realized for the sale of additional ice time (Junior teams practice and games) and facility room rentals for Game Day events
- May realize a net revenue increase from the % paid to the SCRD by the Society for advertising sales

The anticipated value of the financial impacts is unknown at this point. As the planning continues, staff will explore what an order of magnitude of cost these items may be for the SCRD. This information would be provided at a subsequent meeting(s).

Timeline for next steps

If the Board continues to direct staff to keep working with the Society and Company, and meet the timelines outlined above, it is anticipated that a significant amount of time over the next 12 months will be required to further the planning and development of the legal documentation required to outline the roles and responsibilities of each party. Time spent on this project will delay other priorities identified in annual service plans.

Next steps would include coming back to the Board for agreement(s) execution.

STRATEGIC PLAN AND RELATED POLICIES

Opportunities that increase participation and use of a community recreation facility is aligned with the Parks and Recreation Master Plan.

CONCLUSION

Last June, SCRD Board provided their support-in-principle, along with several considerations, for the Sunshine Coast Junior Hockey Society and Coastal Sports and Entertainment Group to present a proposal for a Junior Hockey franchise to be based out of the Gibsons and Area Community Centre arena. Over the past few months, discussions regarding a Junior Hockey franchise possibility have been reinitiated. This report provides an update on the proposed

initiatives that would be required in support of the proposal for the franchise along with a few changes to the original plan. Staff are looking to the Board to confirm their support for staff to continue to work with Society and Company, to further the planning and development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations outlined in Attachment A.

ATTACHMENTS

Attachment A – June 23, 2022 Board Resolutions and Considerations Updates

Reviewed by:			
Manager	X – G. Donn X – A. van Velzen	CFO/Finance	X - T. Perreault
GM		Legislative	X - S. Reid
CAO	X – D. McKinley	Risk Management	X- V. Cropp

Attachment C

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – June 23, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: JUNIOR B HOCKEY PROPOSAL

RECOMMENDATION(S)

THAT the report titled Junior B Hockey Proposal be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) Board provide direction on what they would be prepared to support-in-principle at this time;

AND THAT the SCRD Board confirm if staff is to continue working with the Sunshine Coast Junior Hockey Society and the Sunshine Coast Hockey Group to further the development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations that are supported-in-principle.

AND FURTHER THAT any recommendations be forwarded to the June 23, 2022 Regular Board Meeting.

BACKGROUND

On June 9, 2022, representatives of the newly formed Sunshine Coast Junior Hockey Society appeared as a delegation to the Sunshine Coast Regional District (SCRD) Committee of the Whole and requested the Board to consider their idea to apply to the Pacific Junior Hockey League (PJHL) to bring a Junior Hockey League franchise to the Sunshine Coast that would be based out of the Gibsons and Area Community Centre (GACC). The following resolution was adopted by the Board:

156/22 **Recommendation No. 2** *Business Proposal for Junior Hockey Team Based on the Sunshine Coast*

THAT the Sunshine Coast Junior Hockey Society's business proposal for a Junior Hockey team based on the Sunshine Coast be referred to staff to explore the opportunity further and work with the group on a timeline that will facilitate the direction the group is moving;

AND THAT a report be presented to the Committee of the Whole on June 23, 2022.

The PJHL has expressed an interest in expanding the league in September 2023 and is currently entertaining proposals by interested parties. The PJHL currently has 13 teams, mainly from the Vancouver and lower mainland area. Junior hockey is generally played by individuals 16-20 years old.

Over the past week, staff met with representatives from two separate (yet connected) groups: Sunshine Coast Junior Hockey Society (the *Society*) and the Sunshine Coast Hockey group (the *Company*). Although there is no formal application process for the Junior B Hockey franchise, the Society and Company will be presenting their proposal at the PJHL's Annual General Meeting this Saturday, June 25, 2022. The Society and Company have both indicated a strong desire to be able to confirm the SCR D Board's support in principle to the PJHL at that meeting.

The timelines related to the approval of the franchise proposal by the PJHL are as follows:

- June 25: Proposal presented at the PJHL Annual General Meeting
- July: Follow up questions issued by the PJHL regarding the proposal
- Mid-July: PJHL to participate in an on-site visit (GACC)
- End of August 2022: PJHL to make a final decision regarding proposal
- August 2023: New franchise training camp
- September 2023: League begins

The purpose of this report is to provide the SCR D Board information on the various elements of the Junior B Hockey franchise proposal and to outline the potential implications to the SCR D, so that the Board can consider whether there is Board support, and if there is, whether the Board is prepared to support-in-principle until such time as formal agreements and financial implications can be developed and brought back to the Board prior to execution.

DISCUSSION

As a result of the successful passing of a referendum on June 25, 2005, the SCR D funded and built the GACC for the purpose of community recreational use on land owned by the Town of Gibsons (ToG). The ToG and the SCR D entered into a long-term lease and license agreement for the use of the land and to operate the GACC. The term of the agreement expires in 2036 with two options for ten-year term renewals. Throughout the term of the agreement the SCR D is responsible for all the operational and capital costs of the building, and upon the expiration of the term, the building becomes the property of the ToG.

The GACC has a single sheet of ice (standard NHL size), four change rooms, a flex room, a coaches and referee room, and ancillary spaces supporting arena operations.

The application for the Junior B Hockey franchise is based on the Gibsons and Area Community Centre being the 'home arena' for the team and the various considerations that will be outlined further in this report.

The addition of a Junior B Hockey franchise on the Sunshine Coast would have many benefits, including:

Increased Ice Use: The Junior B team would practice during the day (typically low use time) and host games 12 weekends per season (Saturday night and Sunday afternoon). This is 'new' ice time being booked. The more ice time that is booked, the greater the user fee recovery rate is.

Economic Benefit: Game events will result in additional hotel night stays by both visiting team as well as spectators, increased spending at restaurants and shopping, tickets and merchandising.

Community Benefit: Sunshine Coast residents will have a new opportunity to continue to participate in their chosen sport, become spectators and be entertained by a higher level of hockey during competitions, and also get involved by volunteering on game day. Participation in recreation events provides opportunities for families, friends and community to gather and interact, which can enhance civic pride, increase a sense of belonging and result in healthier communities.

There are two different parties involved in the campaign to bring a Junior B Hockey franchise to the Sunshine Coast. The Sunshine Coast Junior Hockey Society (the *Society*) and the Sunshine Coast Hockey Group (the *Company*). These two separate entities each have a role in the Junior B Hockey franchise proposal. Although separate, they are interconnected as the following section will outline. The Society was formed to secure private investments for a capital upgrade to the GACC (which is part of the proposal for the franchise) and the Company was formed to secure the right to operate the franchise.

Roles and Responsibilities of the Various Parties:

The Society

As part of the proposal for the Sunshine Coast Junior B Hockey franchise, a capital investment is proposed for the GACC. The Society will attract the private investors to raise the capital required to construct a 10,000 ft² addition to the GACC on the south side of the arena (towards Dempster Field) that would include the following:

- Dedicated space for the team including:
 - 2 change rooms large enough to accommodate Jr. B teams (23+ players)
 - coaching and trainers offices
 - storage, laundry and dryland training area
- A second floor viewing area and broadcast platform (above new change rooms space).

At this time, the Society is suggesting that this addition can be accommodated on the south side of the arena, without any impact to Dempster Field, however, no geotechnical testing or designs have been completed.

The GACC may also require upgrades to accommodate livestreaming services and a media press box.

These addition/upgrades are estimated to cost \$3M. Construction is proposed to take place between October 2022 and August 2023. The construction project will interrupt service at the GACC arena (ice or dryland), however, the timing of the service interruption is unknown at this time. Both the SCR D and ToG would need to approve of the proposed addition and improvements and once completed, would become the property of the building owner (ultimately the ToG).

In order to fund this capital investment, the Society is proposing an agreement with the SCR D. This long-term contractual agreement between the Society and the SCR D would include the following considerations:

- **Construction of addition and upgrades:** The Society would be responsible to design, finance, and construct the building addition and upgrades, as well as assume all risks during construction.

- **Revenue generation opportunity:** In order to pay back their private investors, the Society is proposing that the SCRD permit them to sell all advertising in the four SCRD recreation buildings as well as transit bus shelters. The Society would provide a portion of the revenues from sales (20%) back to the SCRD with all other profits used to pay back the private investors.
- **Length of Agreement:** The Society is requesting a 20-year agreement.
- **Ownership and Ongoing Operations of the addition and upgrades:** As mentioned previously, once constructed, ownership of the addition and upgrades would be transferred to the SCRD, for the short term (with ultimate ownership transferring to the ToG pursuant to the existing agreement with the ToG). The Society is proposing that the SCRD be responsible for the ongoing operation and capital renewal of the additional space.
- **Other considerations:** The Society is proposing that in return for constructing the addition, that the Company (or Jr B Team) be provided the following through a separate agreement between the SCRD and the Company:
 - exclusive and free use of the constructed changerooms and other ancillary spaces (not including the viewing area or press box) for 20 years;
 - guaranteed priority ice allocations for games/competitions;
 - be classified as either Adult or Youth (and not Commercial) for the purposes of fees and charges rates.

Of Note:

The Society is developing a Business Plan to submit to the SCRD by the end of June. They have yet to submit a contingency plan in the event that the construction of the addition to the GACC is not completed in time for the 2023/24 season. Finally, the Society has not yet engaged the professional services of an architect.

The Company

The Sunshine Coast Hockey Group (the Company) is a for profit company established to secure the rights for the Junior B Hockey franchise and the ongoing operations of the team. The Society is a share-holder in the Company. The Company and SCRD would enter into separate agreements with each other that would provide the following:

- Annual ice allocation permits for practices and competition ice times
- Annual Special Event permits for game day considerations including, but not limited to:
 - The Company manages all ticket sales (no commission paid to the SCRD)
 - Rental of ancillary spaces to support concessions and liquor sales
- Include a provision to be classified as either an Adult or Youth (and not Commercial) for the purposes of fees and charges rates
- Be guaranteed priority ice allocations
- Long-term Agreement (20 years) for exclusive use of the change rooms and ancillary spaces constructed by the Society (proposed by the Society to be free of charge in return for constructing the space)

The Company has also requested that the SCRD explore the required licensing to permit the sale of liquor throughout the arena during competitions.

The Town of Gibsons

The Town of Gibsons and SCRD Lease and License Agreement requires the following approvals by the ToG in order for this Junior B Hockey franchise proposal to be possible:

- Approve the use of Town land for the addition to the building, which may have implications to Dempster Field
- Approve any addition or upgrades to the building
- Enter into an Amended Agreement with the SCRD which includes the additional land and building addition/upgrades, and an extension to the term in order to enable the SCRD to enter into a 20 year agreements with the Society and Company

It is anticipated that the ToG will have processes that need to be followed for the provision of land for the addition to the building. As well, the ToG is the body responsible for issuing the appropriate permits and permissions to the Society for the construction project.

The Sunshine Coast Regional District

The SCRD is being asked to consider the following:

- Enter into an Agreement with the Society
- Enter into an Agreement as well as annual Facility Use Permits (ice allocations) with the Company
- Approve the addition and upgrades as designed by the Society
- Permit the Society to control the construction project
- Assume operating and financial responsibility for the addition and upgrades once completed
- Relinquish the sale of advertising in SCRD recreation facilities and transit bus shelters to the Society

Staff Comments

Although a Junior B Hockey franchise on the Sunshine Coast does have some benefits (as noted at the beginning of the report), staff note that the proposed addition to the GACC has little benefit to the community or taxpayers. This addition is not required for the operations of the current arena and further, is being proposed primarily for exclusive use by the Company. Staff acknowledge that some of the upgrades (e.g. viewing area, lighting) may benefit all user groups, although again, they are not required for current operations.

Staff also note that a 20-year agreement with the Society and Company would extend beyond the current term of the agreement between the SCRD and ToG for the GACC. Staff note that the existing Agreement would need to be amended to align with any agreements required as a result of this proposal.

Further, the timelines being presented by the Society and Company are extremely aggressive and may not be achievable. The proposed agreements will require due diligence in their development and staff suggest a phased approach with milestone dates & required decision points be developed and agreed upon by all parties.

Finally, staff recommend that the following conditions be attached to support in principle the proposal of the Society and Company:

- Submission of a robust Business Plan outlining the financial sustainability of the Society as well as risk consideration and contingencies
- The Society engage the services of an architect with demonstrated experience in designing arenas and/or recreational facilities
- So as not to prejudice any future expansion of the GACC, prior to approval of the design for the addition, a conceptual design be completed by the Society's architect (and approved by the SCR D) that demonstrates how the proposed addition would fit into a future expansion of the facility, which may include the twinning of the arena and/or addition of a pool
- Actively involve 'owners representatives' appointed by the SCR D in the addition design and on the construction project planning and oversight team
- Through a legally binding agreement and posting of security, put in place guarantees that ensure the completion of the addition and upgrades to the SCR D's satisfaction and at no cost or liability to the SCR D
- The agreements between the SCR D and Society and the SCR D and Company will stipulate that the SCR D will not be liable for any financial commitment made by the Society and/or Company

Analysis

At today's meeting, the Society and Company are asking that the Board provide support-in-principle for their proposal for a Junior B Hockey franchise, including the various considerations outlined in the above sections of this report. To help guide the discussions, staff have provided a breakdown of these considerations in Attachment A so that the Board can consider each item separately.

Organizational and Intergovernmental Implications

Staff have confirmed that the Society presented to the ToG in an in-camera meeting last week. The ToG has confirmed a willingness to enter into discussions with the SCR D regarding any implications that they might need to consider including the provision of land and approval of the building addition and upgrades. Support of the Junior B Hockey franchise proposal will require an amendment to the current agreement between the ToG and the SCR D. Other implications to the ToG and SCR D are noted in previous sections of this report.

Financial Implications

Unless directed differently by the Board, it is assumed that the SCR D will cover the costs it incurs related to the review of the agreements. This is a new expense that was not anticipated in the annual operating budget and may require a future financial plan amendment.

Staff is also assuming that the Society and Company will present draft agreements for review by the SCRD and ToG, and that such agreements will reflect the considerations that the Board supports in principle. It is further assumed that all parties will cover their own related costs (e.g. legal) as they work through the development of any agreements required.

Other financial implications to the SCRD related to the above-mentioned considerations are as follows:

- Service interruption to the building and user groups during construction which will reduce rental revenue during that time frame
- Ongoing operating and capital renewal expenses for the addition and upgrades
- Additional revenue for the sale of additional ice time and facility room rentals to the Company will be realized
- Some increased expenses related to the additional ice and facility use that will be partially recovered through the rental fees
- Possibly realize a net revenue increase from the % paid to the SCRD by the Society for advertising sales
- Staff time dedicated to the project (Community Services, Recreation, Facilities, Finance, Risk Management)
- Per prior Board direction, the Community Recreation Facilities Capital Plan update will be provided to a subsequent Committee of the Whole meeting in July 28, 2022, outlining the current state of funding shortfalls and possible financing strategies for the Boards consideration. There are considerable investments required for capital renewal to maintain existing infrastructure for the GACC.

The anticipated value of the financial impacts is unknown at this point. Staff will explore what an order of magnitude of cost these items may be for the SCRD. This information would be provided at a subsequent meeting.

Timeline for next steps

The Society and Company are requesting that the SCRD Board provide support-in-principle for their proposal for a Junior B Hockey franchise to be based out of the GACC, and that staff be directed to continue to engage in conversations that may ultimately lead to the development of various agreements between the various parties as outlined in previous sections of this report.

This support in principle is requested today, as a resolution from this report, so that the Society and Company may share this commitment as part of their proposal to the PJHL on June 25, 2022.

If the Board directs staff to continue working with the Society and Company, and meet the timelines outlined above, it is anticipated that a significant amount of time over the next 6-8 weeks will be required to further the development of the legal documentation required to outline the roles and responsibilities of each party. Time spent on this project will delay other priorities identified in annual service plans.

Next steps would include coming back to the Board with draft agreements.

If the Board delays their support beyond the proposed timelines, the Society and Company have suggested that other groups may 'catch up' and submit franchise proposals to the PJHL that would then compete with their proposal.

STRATEGIC PLAN AND RELATED POLICIES

Opportunities that increase participation and use of a community recreation facility is aligned with the Parks and Recreation Master Plan.

CONCLUSION

Staff have met with representatives from both the Society and Company over the past week in an effort to provide enough information in this report to help the Board make an informed decision. Considerations for the Boards ‘support-in-principle’ are provided in Attachment A to guide the discussions by the Board for further direction on how staff should proceed.

Attachment 1: Considerations for Direction

Reviewed by:			
Manager		CFO/Finance	X -T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Risk Management	

Attachment A

Attachment 1: Junior B Hockey Franchise Proposal Considerations

The following are excerpts from the information contained in the report outlining the considerations that have implications to the SCRD. The Board is being asked to provide their support-in-principle for these considerations.

Proposed Consideration	Benefits	Challenges	Board Support (Y/N)
Enter into negotiations with the Society regarding the design, financing and construction of the addition and upgrades to the GACC	<ul style="list-style-type: none"> • increased value of community recreational asset • addition and upgrades to building have no capital cost to the SCRD 	<ul style="list-style-type: none"> • space not required for operation of the facility • additional operating and capital renewal expense to the SCRD • considerations that are being requested by the Society have financial implications to the SCRD • requires approval by ToG 	
Require that the Society engage an architect with demonstrated experience in designing arenas and recreational facilities	<ul style="list-style-type: none"> • ensures addition design incorporates public recreational facility considerations 	<ul style="list-style-type: none"> • may have financial implications to Society 	
Require that a conceptual design be completed prior to approval of the addition, that demonstrates how the addition would be compatible with a future expansion of the facility	<ul style="list-style-type: none"> • protects future expansion opportunities 	<ul style="list-style-type: none"> • extra expense for the Society 	
Support the SCRD assuming ongoing operating and capital renewal costs for the addition and upgrades	<ul style="list-style-type: none"> • SCRD maintains operations in alignment with the rest of the facility 	<ul style="list-style-type: none"> • Additional ongoing expense 	
Enter into negotiations that would support the Company's exclusive use of building addition (changes rooms and other ancillary spaces)	<ul style="list-style-type: none"> • Supports the franchise proposal and is consistent with common model for Jr B teams elsewhere 	<ul style="list-style-type: none"> • community is unable to use the space (or at the discretion of the Company) • expense incurred by SCRD associated with facilities that are not available to the public 	

Support the Company's exclusive use of the addition at no cost	<ul style="list-style-type: none"> contributes to the sustainability of the Club 	<ul style="list-style-type: none"> no revenue to offset ongoing expenses 	
Enter into negotiations for a long-term agreement to provide the Society the rights to sell advertising at the SCRD's recreational facilities and bus shelters	<ul style="list-style-type: none"> if Society needs to remit to the SCRD a % of revenues realized, this revenue could be used to offset the additional expenses being incurred by the SCRD Provides a revenue stream for the Society to pay back their investors 	<ul style="list-style-type: none"> 20 years extends beyond the current SCRD/ToG Agreement The value of the revenue that can be generated is speculative 	
Support priority ice allocations to the Company for Jr. B team practice and competitions.	<ul style="list-style-type: none"> Additional revenue realized through ice rentals can be used to offset extra expenses being incurred 	<ul style="list-style-type: none"> may displace some ice groups (move to Sechelt Community Arena, different ice time) 	
SCRD explore permitting requirements for Liquor Sales during competitions	<ul style="list-style-type: none"> Sale of alcohol will provide a revenue stream for the Company 	<ul style="list-style-type: none"> may subject the SCRD to additional requirements and expenses 	
Enter into discussions with the ToG regarding the implications to the current Agreement with the SCRD	<ul style="list-style-type: none"> full disclosure to ToG involve from the onset 	<ul style="list-style-type: none"> n/a 	

Attachment D

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Allen van Velzen, Manager, Facility Services
Jessica Huntington, Manager, Parks Services

SUBJECT: **2337004 WATER SUPPLY PLAN FEASIBILITY STUDY LONG-TERM GROUND WATER SUPPLY SOURCES (GROUNDWATER INVESTIGATION PHASE 5) – CONTRACT VALUE AMENDMENT**

RECOMMENDATION(S).

- (1) THAT the report titled **2337004 Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) – Contract Value Amendment** be received for information;
 - (2) AND THAT the contract awarded to Kalwij Water Dynamics Inc. be amended to include additional services for Cliff Gilker Park and Sunshine Coast Arena for a value not to exceed \$797,355 (excluding GST);
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.
-

BACKGROUND

At the February 8, 2024 Regular Board Meeting of the Sunshine Coast Regional District (SCRD) the following resolutions were adopted.

039/24 **Recommendation No. 14** *Water Supply Plan Feasibility Study Long-Term Groundwater Supply Sources (Groundwater Investigation Phase 5)*
(in part)

AND THAT the contract awarded to Kalwij Water Dynamics Inc. (KWD) be amended for a value not to exceed \$548,355;

039/24 **Recommendation No. 33** *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*
(in part)

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Sunshine Coast Arena (SCA) Water Well Investigation, \$63,000 funded from the Growing Communities Fund.

039/24 **Recommendation No. 37** *Community Parks [650] – 2024 R2 Budget Proposal*
(in part)

THAT the Budget Proposal 2 – Cliff Gilker Sports Field Irrigation System (0.04 FTE), \$195,000 approved and incorporated at 2024 Round 1 Budget to be funded through the Canada Community - Building Funds – Community Works funds be apportioned as follows....

General Service Contract 2337004 with Kalwij Water Dynamics Inc. to complete (5) test wells allows for the provision of optional additional hydrogeological services at Cliff Gilker Park and Sunshine Coast Arena. The purpose of this report is to request Board approval to amend the contract value to allow for the inclusion of the optional contract services at Cliff Gilker Park and Sunshine Coast Arena.

DISCUSSION

It is recommended that the previously awarded contract to complete (5) test wells be amended to include additional hydrogeological services including but not limited to drawdown testing and water quality sampling at the Sunshine Coast Arena (SCA) and Cliff Gilker Park, as well as additional services required at Cliff Gilker Park to develop and connect a well to the existing irrigation system, and that the contract value be increased to a total value not to exceed \$797,355 which provides an approximate 13% contingency on the total costs.

Summary of Contract Value Amendment

	Value of Contract (before GST)
Current Contract Value	\$ 504,888.38
Current Contract Contingency	\$43,466.62
Proposed Cliff Gilker Park Amendment	\$ 151,200
Propose Cliff Gilker Park Contingency Amendment	\$ 37,800
Proposed SCA Amendment	\$ 40,000
Proposed SCA Contingency Amendment	\$ 20,000
Total	\$797,355

Financial Implications

Funding for the above-mentioned additional services was approved as part of the 2024 budget and is within the 2024 – 2028 Financial Plan.

Timeline for next steps or estimated completion date

Following Board decision, the contract amendment will be made. The original project is with the shíshálh Nation for consultation and review. Once their review is complete, we anticipate that the projects will take an additional 6 to 8 months to complete.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Area of Water Stewardship: Continue to secure reliable and diverse water sources across the Sunshine Coast and support efficient water use while fostering responsible stewardship of this critical resource.

CONCLUSION

Staff recommend that the contract for the feasibility study with Kalwij Water Dynamics Inc. be amended to include the optional additional services for Cliff Gilker Park and Sunshine Coast Arena for a total contract value not to exceed \$797,355.

Reviewed by:			
Manager	X - J. Waldorf	Finance	X-T.Perreault
GM	X - S. Gagnon X - R. Rosenboom	Legislative	
CAO	X- D. McKinley	Procurement and Risk Management	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Christine Armitage, Executive Coordinator

SUBJECT: 2024 UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) RESOLUTIONS

RECOMMENDATION(S)

- (1) **THAT the report titled 2024 Union of British Columbia Municipalities (UBCM) Resolutions be received for information;**
 - (2) **AND THAT the Committee identify resolutions to be prepared for the 2024 UBCM Convention.**
-

BACKGROUND

The UBCM Convention is scheduled to be held from September 16-20, 2024, in Vancouver, BC. The annual convention provides members with the opportunity to bring forward issues and concerns from their communities through resolutions and debate. UBCM urges members to submit resolutions through their Area Associations (e.g. AVICC) for consideration. Resolutions endorsed at the AVICC annual general meeting will automatically be forwarded to UBCM for consideration at the 2024 UBCM Convention.

DISCUSSION

The Sunshine Coast Regional District (SCRD) submitted six resolutions through the Association of Vancouver Island and Coastal Communities (AVICC) as below. While UBCM prefers that resolutions be endorsed by Area Associations prior to coming forward at the Convention, issues that arise after the AVICC annual meeting may be submitted directly to UBCM. Staff request that the Committee identify any additional resolutions that should be prepared.

1. Improved Road Design for Vulnerable Road Users

WHEREAS the Ministry of Transportation and Infrastructure road design standards prioritize the efficient movement of motor vehicles over the safety of vulnerable road users, including pedestrians, transit users, and cyclists;

AND WHEREAS narrow road rights-of-way and topographic challenges in rural areas often make it impossible for active transportation infrastructure to be built to the Ministry of Transportation and Infrastructure's Active Transportation Design Guide of separated paths along road corridors;

AND WHEREAS the Ministry of Transportation and Infrastructure will not approve, fund, or maintain any road improvements that don't meet their Active Transportation Design Guide:

THEREFORE BE IT RESOLVED that the province instruct the Ministry of Transportation and Infrastructure to prioritize the safety of vulnerable road users in their road design standards. AND BE IT FURTHER RESOLVED that the Ministry of Transportation and Infrastructure recognize the practical challenges of active transportation in rural areas and approve, fund and maintain minor road improvements that increase safety for vulnerable road users, such as paved shoulders and crosswalks.

2. Engagement with Local Governments with Respect to Road Network Planning

WHEREAS the Ministry of Transportation and Infrastructure lacks the funding, staffing and mandate to plan overall road networks in unincorporated areas and to proactively deal with transportation and development planning issues in the "fringe" interface areas of municipalities and regional districts;

AND WHEREAS problems with runoff from roads and development are increasingly severe across the province, and are significantly impacted by the Ministry of Transportation and Infrastructure decisions around subdivision approvals and road infrastructure;

AND WHEREAS the Ministry of Transportation and Infrastructure does not proactively engage with local governments on future planning and maintenance of numbered routes that run through municipalities and often through downtown cores:

THEREFORE BE IT RESOLVED that the province direct and fund the Ministry of Transportation and Infrastructure to engage with local governments on overall road network planning and subdivision planning in order to improve decision-making to reduce cumulative negative impacts on communities.

3. Funding for Rural Road Maintenance

WHEREAS secondary roads in unincorporated areas of BC are typically maintained on a break/fix basis despite deteriorating conditions and increasing traffic;

AND WHEREAS there is no publicly available plan for the upgrade and replacement of rural roads, culverts, and bridges;

THEREFORE BE IT RESOLVED that the province direct and fund the Ministry of Transportation and Infrastructure to establish a capital asset management plan for secondary road networks across the province.

4. Free Transit for Students

WHEREAS the BC Government's fare-free transit program for youth aged 12 and under grade 6 saves families money while offering youth low-carbon transportation that helps the province and municipalities reach carbon neutrality targets;

AND WHEREAS expanding eligibility to those in grade 12 and under would promote equitable access to transit despite economic disparity amongst youth and families in BC:

THEREFORE BE IT RESOLVED that UBCM request the province to expand the fare-free transit program for youth in grade 12 and under.

5. Ports Prioritization and Maintenance (1 of 2)

WHEREAS public wharves and docks are critical transportation links for people, supplies, and emergency services in coastal communities, and there is a lack of coordinated provincial and federal priority setting and funding to support and maintain critical connectivity along BC's 25,000 kilometres of coastline;

AND WHEREAS the federal government divested government wharves, and the responsibility for maintenance and management of public ports has fallen entirely on local taxpayers and nonprofit groups, and the provincial government does not have a ministry responsible for dealing with for the complex issues involving public ports, especially in unincorporated areas:

THEREFORE be it resolved that the provincial and federal governments, review BC's marine network as a whole and identify ports that are vulnerable to long-term funding concerns as well as extreme weather events for more sustained public support to maintain critical connectivity along BC's 25,000 kilometres of coastline to meet the long term economic, social, and emergency needs of coastal residents.

6. Ports Prioritization and Maintenance (2 of 2)

WHEREAS public wharves and docks are critical transportation links for people, supplies, and emergency services in coastal communities, and there is a lack of coordinated provincial and federal priority setting and funding to support and maintain critical connectivity along BC's 25,000 kilometres of coastline;

AND WHEREAS the Ministry of Transportation and Infrastructure is responsible for maintaining the roads leading to public ports and continues to approve subdivision applications for water-only access residential developments;

AND WHEREAS evolving transportation technology and climate change requires a complete reconsideration of the design of small ports to meet future needs:

THEREFORE, be it resolved that the provincial government fund the creation of engineering best practices for building ports to meet future transportation needs and climate resilience and provide financial support for the primary access ports.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend that the Committee identify any additional resolutions that should be presented for consideration at the 2024 UBCM Convention. New resolutions forwarded to UBCM must be endorsed by Board resolution. Resolutions must be submitted to UBCM by June 15, 2024, and therefore must come forward in their final form for adoption no later than the May 23, 2024, Board meeting.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of Whole – April 25, 2024
AUTHOR: Valerie Cropp – Manager, Purchasing and Risk Management
SUBJECT: **CONTRACTS BETWEEN \$50,000 AND \$100,000 FROM JANUARY 1 TO MARCH 31, 2024**

RECOMMENDATION

(1) THAT the report titled Contracts between \$50,000 and \$100,000 from January 1 to March 31, 2024, be received for information.

BACKGROUND

The Sunshine Coast Regional District’s (SCRD) Delegation Bylaw No. 710 directs staff to provide the Committee with a quarterly report of all new contracts entered into that fall between \$50,000 and \$100,000.

This report includes vendor, purpose, function, amount and the authoritative budget.

DISCUSSION

A total of 155 contracts/purchase orders were issued during the time period January 1, 2024, to March 31, 2024, with 3 valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	Alumichem Canada Inc	370 – Regional Water	\$62,000.00	Operating
	ISOPAC			
2.	E-Comm	220 – Emergency Telephone - 911	\$59,607.00	Operating
	911 Call Service			
3.	CDW Canada Inc.	117 – Information Technology	\$69,054.73	Operating
	Roadrunner and Coyote software support and maintenance			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Awards aligns with the Board’s Procurement Policy and Delegation Bylaw.

CONCLUSION

SCRD Delegation Bylaw No. 710 requires that a report be provided quarterly to Committee on contracts between \$50,000 and \$100,000.

Reviewed by:			
Manager		Finance/CFO	X-T.Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – April 25, 2024

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: **DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING MARCH 31, 2024**

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending March 31, 2024 be received for information.

BACKGROUND

The 2024 Financial Plan for line items Legislative Services and UBCM/AVICC Constituency Expenses provide a combined budget of \$20,300. The applicable policy provides a maximum \$2,500 allowance per Director from Legislative Services [110] and an additional \$1,000 for Electoral Area Directors from UBCM/AVICC [130] for the expense of running an elected official office.

Travel expenses budgeted within Legislative Services and UBCM/AVICC – Electoral Area Services total \$34,544 for mileage, meals, hotel and other various charges associated with travelling or attending conferences on Sunshine Coast Regional District (SCRD) business, as outlined under the applicable Board policy.

A reconciliation of previously reported values for 2023 expenses (Committee of the Whole, January 25, 2024) and the annual Statement of Financial Information is also included. Reconciling adjustments are for timing differences with respect to year end cutoffs and the inclusion of expenses not previously identified due to reporting inconsistencies.

DISCUSSION

The total amount posted to Constituency Expenses for the three-month period ending March 31, 2024 is \$3,316 leaving a remaining budget of \$16,984 (84%).

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$8,534 leaving a remaining budget of \$26,010 (75%).

Staff Report to Committee of the Whole – April 25, 2024
Director Constituency and Travel Expenses For Period Ending March 31, 2024 Pg. 2 of 3

Figures are based on expense reports and invoices submitted to Accounts Payable up to March 31, 2024 for the three-month period ended March 31, 2024 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Area A – Leonard Lee	\$763	\$3,683
Area B – Justine Gabias	573	840
Area D – Kelly Backs	1,064	1,303
Area E – Donna McMahon	43	1,077
Area F – Kate-Louise Stamford	249	1,188
DOS – Darren Inkster	200	127
DOS – Alton Toth	424	142
TOG – Silas White	-	174
sNGD – Philip Paul	-	-
YTD Totals	\$3,316	\$ 8,534

Reconciliation of Previously Reported 2023 Expenses

A reconciliation of 2023 expenses previously reported at the January 25, 2024 Committee of the Whole meeting to the final reported expenses on the Statement of Financial Information (SOFI) is presented below. Reconciling adjustments are the result of timing differences with respect to year-end cutoff and expense recognition criteria and a detailed review of reporting criteria which identified expenses that were not previously captured.

Electoral Area	Previously Reported 2023 Constituency and Travel Expenses (Jan 25/24 COW)	Reconciling Adjustments	Revised 2023 Constituency and Travel Expenses (per SOFI)
Area A – Leonard Lee	\$21,296	\$(1,068)	\$20,228
Area B – Justine Gabias	6,562	795	7,357
Area D – Kelly Backs	9,719	884	10,603
Area E – Donna McMahon	6,470	390	6,860
Area F – Kate-Louise Stamford	6,372	(225)	6,147
DOS – Darren Inkster	1,057		1,057
DOS – Alton Toth	1,759		1,759
TOG – Silas White	6,313		6,313
sNGD – Philip Paul	66		66
YTD Totals	\$59,614	\$776	\$ 60,390

STRATEGIC PLAN AND RELATED POLICIES

Applicable Board policies:

- 5-1800-1 - Reimbursement of Travel and Other Expenses
- 5-1800-2 - Constituency Expenses

An amended *Reimbursement of Travel and Other Expenses* policy was approved by the Board on October 14, 2021.

An amended *Constituency Expenses* policy was approved by the Board on February 9, 2023.

CONCLUSION

The 2024 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$54,844. For the period ending March 31, 2024, the total amount posted to Constituency and Electoral Expenses is \$11,850 resulting in a remaining budget of \$42,994.

Reviewed by:			
Manager		CFO	X – T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

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

Wednesday, March 6, 2024

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
Members

J. Sutherland
D. Reeve
J. Walton
N. Brenchley
P. Robson
S. Van Poppelen
M. Ernst
S. White

Director, Town of Gibsons

ALSO PRESENT:

(Non-Voting)

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

M. Sole
A. Patrao
R. Newland
D. McMahon
K. Backs

REGRETS:

Members

A. Joe
E. Machado
S. Selzer

CALL TO ORDER

3:31 p.m.

AGENDA

The agenda was adopted as presented.

MINUTES

The minutes of the November 21, 2023, Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting were accepted as circulated.

COMMUNICATIONS

Potential Strategies to Consider for Management of Residual Waste

Veronica Bartlett, Senior Environmental Planner, Morrison Hershfield, provided a presentation on the Potential Strategies to Consider for Management of Residual Waste, which included the following:

- Review of feedback from November 21, 2023, PTAC meeting (Strategies 7-12)
 - Some comments in the feedback survey were not entirely clear, please send comments or questions with specific details to Veronica Barlett.
 - Strategy 10A: Establish an Illegal Dumping Task Force and develop an Illegal Dumping Strategy aimed to improve tracking and reduce the number of illegal dumping incidents, and 10B: Develop an education and awareness campaign around illegal dumping:
 - More signage on common backroad dump sites with information on disposal options.
 - More partnerships/collaboration.
 - PTAC members expressed interest in programs that work to deconstruct and move old homes in an effort to reduce construction waste.
 - Sunshine Coast Tourism Update from Michael Ernst:
 - They have a sustainable tourism initiative with some disposal information.
 - PTAC supports sharing educational materials with visitors.
- Strategy 13: Assess potential for recovery of energy from residual (non-recyclable) waste:
 - Chair Sutherland discussed waste to energy options, and Salish Soils work to collect more construction waste.
 - Small scale recovery options for materials currently being landfilled.
 - Large scale waste to energy was deemed cost-prohibitive in 2021 study.
- Strategy 14: Improve invasive species disposal:
 - Work to develop regional program for education and disposal of invasive plants.
 - Example of qathet Regional District Invasive Plant Management Strategy shown.
- Strategy 15: Improve debris waste management:
 - Develop a debris waste management plan and emergency response plans for Sunshine Coast Regional District (SCRD) facilities to manage unpredictable surges in waste materials from natural disasters.
 - Discussion regarding supporting residents through covering tipping fees and available provincial funding supports during a natural disaster.

PTAC Open Discussion

- PTAC was lead in a small group discussion and then in a full group interactive exercise to evaluate the presented strategies.
 - Ideas discussed:
 - Concerns regarding Dock Management Plan discussed as a potential issue for landfill space.
 - Creosote wood not accepted at Salish Soils.
 - Landfill Options Report by Sperling Hansen Discussed as PTAC felt more options are still needed.
 - Construction waste tracking.
 - More repurposing of waste items.
 - Education materials in hotels, B&B's, etc.
 - Encouraging pet waste alternatives like cat litter pellets.
- Top Strategies prioritized by PTAC:
 - 4A - Encourage and support local businesses to reduce food waste.
 - 9B - Encourage organizations, such as BC Ferries, to avoid sending waste for landfilling to the Sunshine Coast, when other disposal locations are available.
 - 1B - Harmonize waste collection bylaws to effectively encourage waste diversion

across the Region.

- 2A - Re-assess curbside recycling costs and provide better access to curbside recycling collection, if deemed desirable by residents.
- 6C - increase enforcement capacity beyond current 2023 levels.
- 7D - Investigate feasibility of recycling additional construction and demolition materials, such as carpets, and implement pilot when deemed feasible.
- 10A - Establish an illegal dumping task force and develop an illegal dumping strategy aimed to improve tracking and reduce the number of illegal dumping incidents.

NEXT MEETING April 17, 2024

ADJOURNMENT 5:34 p.m.