



**SUNSHINE COAST REGIONAL DISTRICT
REGULAR BOARD MEETING
AGENDA**

Thursday, February 27, 2025, 1:00 p.m.

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

		Pages
1. CALL TO ORDER		
2. AGENDA		
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4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS		
5. PRESENTATIONS AND DELEGATIONS		
5.1 Chris Hergesheimer and Mary Caros, Sunshine Coast Resource Centre <i>Regarding: "Get Moving: Seniors' Transportation Insights"</i>		12
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Voting: All Directors - weighted vote		
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Voting: All Directors - weighted vote		
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Voting: All Directors - weighted vote		

6.7	RFP 2561302 Janitorial Services at Aquatic Facilities Award Report - Manager, Facility Services	43
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	Voting: Participants - weighted vote (B-2; D-2; E-2; F-2; Sechelt-6; Gibsons-3; sNGD-1)	
7.	COMMUNICATIONS	
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	Voting: Electoral Area Directors	
10.	DIRECTORS' REPORTS	
11.	NEW BUSINESS	
12.	IN CAMERA THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the <i>Community Charter</i> : "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality".	
13.	RELEASE OF ITEMS FROM IN CAMERA	
14.	ADJOURNMENT	



SUNSHINE COAST REGIONAL DISTRICT
MINUTES OF THE MEETING OF THE REGULAR BOARD

February 13, 2025
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.

PRESENT: Chair: A. Toth, District of Sechelt
J. Gabias, Electoral Area B
L. Lee, Electoral Area A
K. Backs, Electoral Area D
D. McMahon, Electoral Area E
K. Stamford, Electoral Area F
D. Inkster, District of Sechelt
P. Paul, shíshálh Nation Government District

ALSO PRESENT: T. Perreault, Chief Administrative Officer / Chief Financial Officer
S. Reid, Corporate Officer
S. Gagnon, GM Community Services
I. Hall, GM Planning and Development
R. Rosenboom, GM Infrastructure Services
M. Sole, Manager, Solid Waste Services
K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS: Public: 0
Media: 1

CALL TO ORDER

The meeting was called to order at 1:03 p.m.

AGENDA

Adoption of Agenda

035/25 It was moved and seconded

THAT the agenda for the meeting be adopted as amended, by adding an items under New Business.

CARRIED

MINUTES

Regular Board meeting minutes of January 23, 2025

036/25 It was moved and seconded

THAT the Regular Board meeting minutes of January 23, 2025 be adopted as presented.

CARRIED

Director McMahon requested confirmation of the amount of uncommitted Community Works Funds available for Area E.

The Board recessed at 1:07 p.m. and reconvened at 1:13 p.m.

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Motion to Amend Item Previously Adopted

037/25 It was moved and seconded

THAT Resolution No. 320/24 of the Regular Board meeting of November 28, 2024, as adopted from the Finance Committee (Round 1 Budget) meeting recommendations of November 25, 2024, be amended as follows to accurately reflect both the additional funding required and the authorized up-to amount to be borrowed from the Municipal Finance Authority (*italicized*):

Recommendation No. 34 *Sechelt Landfill BC Hydro Connection*

THAT the following budget proposal be approved and included into the 2025 Round 2 Budget:

Budget Proposal 7 – Sechelt Landfill BC Hydro Connection – Additional Funding Required, \$71,666 funded through Municipal Finance Authority Short-Term Loan (Capital Costs) and in 2026 and ongoing a \$4,000 Base Budget Increase through Taxation (Electricity Costs).

AND THAT the Sunshine Coast Regional District authorize up to \$370,666 to be borrowed, under Section 403 of the *Local Government Act*, from Municipal Finance Authority, for the purpose of the Sechelt Landfill BC Hydro Connection project;

AND FURTHER THAT the loan be repaid within five years with no rights of renewal.

CARRIED

REPORTS

Committee of the Whole meeting recommendation Nos. 2 and 4 - 8 of January 23, 2025

(Recommendation Nos. 1 and 3 previously adopted)

038/25 It was moved and seconded

THAT Committee of the Whole meeting recommendation Nos. 2 and 4 - 8 of January 23, 2025 be received, adopted, and acted upon as follows:

Recommendation No. 2 *Hopkins Landing Waterworks District Conversion Options*

THAT staff establish an emergency supply agreement with Hopkins Landing Waterworks District (HLWD) through to the conclusion of the HLWD Conversion Feasibility Study.

Recommendation No. 4 *2024 Preliminary Surpluses and Deficits*

THAT the report titled 2024 Preliminary Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2024 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND THAT the following deficits be funded from Operating Reserves;

- [110] General Government - \$1,238;
- [204] Halfmoon Bay Smoke Control - \$2,557;
- [313] Building Maintenance Services - \$7,942;
- [389] Canoe Road Wastewater Plant - \$30;
- [506] Geographic Information Services - \$4,051;

AND THAT the [155] Feasibility Studies Area F deficit of \$5,625 be funded from 2025 Taxation as previously committed through Board Resolution 235/24;

AND THAT the [210] Gibsons and District Fire Protection Service deficit of \$110,808 be funded from remaining uncommitted operating reserves (\$58,000 estimated) with the remainder funded from 2025 Taxation (\$52,808 estimated);

AND THAT the [212] Roberts Creek Fire Protection Service deficit of \$36,325 be funded from remaining uncommitted operating reserves (\$2,000 estimated) with the remainder funded from 2025 Taxation (\$34,325 estimated);

AND THAT the [312] Fleet Maintenance deficit of \$77,739 be funded from remaining uncommitted operating reserves (\$31,000 estimated) with the remainder funded from 2025 internal recoveries (\$46,739 estimated);

AND FURTHER THAT the [340] Burns Road Street Lighting Service base budget for electricity be increased by \$284 from \$241 to \$525.

Recommendation No. 5 *Constituency Expenses and Reimbursement of Directors' Travel and Other Expenses Policies*

THAT the report titled Constituency Expenses and Reimbursement of Directors' Travel and Other Expenses Policies be received for information;

AND THAT the Constituency Expenses and Reimbursement of Directors' Travel and Other Expenses policies be adopted as presented.

Recommendation No. 6 *Contracts Between \$50,000 and \$100,00 (October to December)*

THAT the staff report titled Contracts Between \$50,000 and \$100,000 from October 1, 2024 to December 31, 2024 be received for information.

Recommendation No. 7 *Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of December 9, 2024*

THAT the Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of December 9, 2024 be received for information.

Recommendation No. 8 *Ports Monitoring Committee Meeting Minutes of December 10, 2024*

THAT the Ports Monitoring Committee Meeting Minutes of December 10, 2024 be received for information.

CARRIED

P. Paul, shíshálh Nation Government District left the meeting at 1:17 p.m.

Final 2024 Project Carry-Forwards

039/25 It was moved and seconded

THAT the report titled Final 2024 Project Carry-Forwards be received for information;

AND THAT the Square Bay Infiltration Reduction project be abandoned and the funds be returned to the Square Bay [387] operating reserves;

AND THAT the Square Bay Infiltration Reduction Repairs project be cancelled and that the funds be returned to the Square Bay [387] operating reserves;

AND FURTHER THAT any remaining ongoing 2024 projects and associated funding be included in the 2025-2029 Financial Plan as presented.

CARRIED

RFP 2435002 Contract Award for Island Clean Up Services

040/25 It was moved and seconded

THAT the report titled Request for Proposal 2435002 Contract Award for Islands Clean Up Services be received for information;

AND THAT a contract be awarded to Freedom Diving Systems Ltd. in the amount of up to \$890,000 (excluding GST) for a contract term of up to five years;

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

CARRIED

Request for Exemption from SCR D Noise Control Bylaw No. 597 for British Columbia Ferry Services Inc. (BC Ferries)

041/25 It was moved and seconded

THAT the report titled Request for Exemption from SCR D Noise Control Bylaw No. 597 for British Columbia Ferry Services Inc. (BC Ferries) be received for information;

AND THAT enforcement against British Columbia Ferry Services Inc. (BC Ferries) be waived according to the following schedule for British Columbia Ferry Services Inc. (BC Ferries) to perform maintenance at the Langdale Ferry Terminal (Electoral Area F):

- From 7:00 a.m. on February 20, 2025 to 4:00 a.m. on May 16, 2025 at the Langdale Ferry Terminal

AND FURTHER THAT British Columbia Ferry Services Inc. (BC Ferries) be requested to attempt to minimize disturbances and that appropriate notice be provided to area residents.

CARRIED

MOTIONS

Motion Regarding Sunshine Coast Regional Accessibility Advisory Committee

The Corporate Officer addressed the Board regarding a revised total amount of up to \$15,000 as requested by the District of Sechelt.

042/25 It was moved and seconded

THAT the Sunshine Coast Regional District supports the District of Sechelt in applying for and administering the Disability Alliance BC municipal funding disbursement in the amount of up to \$15,000 to support the Sunshine Coast Regional Accessibility Advisory Committee’s work towards meeting the requirements of Part 3 of the *Accessible BC Act* on behalf of the District of Sechelt, Town of Gibsons and, Sunshine Coast Regional District.

CARRIED

BYLAWS

Sunshine Coast Regional District Financial Plan Bylaw No. 772, 2025

043/25 It was moved and seconded

THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 772, 2025* be read a first time.

CARRIED

044/25 It was moved and seconded

THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 772, 2025* be read a second time.

CARRIED

045/25 It was moved and seconded

THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 772, 2025* be read a third time.

CARRIED

046/25 It was moved and seconded

THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 772, 2025* be adopted.

CARRIED

DIRECTORS' REPORTS

The Directors provided an update of their activities in the community.

NEW BUSINESS

High Ground Conference

047/25 It was moved and seconded

THAT Director McMahon and Director Gabias be authorized to attend the High Ground Conference on March 7 and 8, 2025, in Vancouver, BC;

AND THAT travel expenses and registration fees be paid for the directors' attendance at the High Ground Conference.

CARRIED

IN CAMERA

048/25 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c), (e), (g), and (k) of the *Community Charter*, "labour relations or other employee relations"; "the acquisition, disposition or expropriation of land or improvements..."; "litigation or potential litigation..."; "negotiations and related discussions respecting the proposed provision of a municipal service..."

CARRIED

The Board moved In Camera at 1:51.

The Board moved out of In Camera at 2:40 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Emergency Support Services Grant

049/25 It was moved and seconded

THAT the Sunshine Coast Regional District (SCRD) accepts the Community Emergency Preparedness grant for Emergency Support Services Equipment and Training valued at \$30,000;

AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;

AND THAT the approved funding be incorporated into the 2024-2028 Financial plan for the Sunshine Coast Emergency Preparedness service.

CARRIED

Water Supply Advisory Committee - Options for Next Steps

050/25 It was moved and seconded

THAT a decision on the future of the WASAC committee be deferred until after finalization of the SCRD Water Strategy.

CARRIED

SCRD Water Strategy

051/25 It was moved and seconded

THAT the Sunshine Coast Regional District (SCRD) Water Strategy, Water Stewardship goal 'B', be amended to indicate that residential demand targets be developed as part of the Water Efficiency Plan.

CARRIED

SCRD Water Strategy

052/25 It was moved and seconded

THAT the draft version of Attachment 'C' of the Sunshine Coast Regional District Water Strategy be referred back to the shíshálh and Squamish Nations for input before the end of 2024, if possible.

CARRIED

Draft Archaeological and Cultural / Heritage Protection Policy for Ground Disturbing Works

053/25 It was moved and seconded

THAT staff refer the draft policy titled Archaeological and Cultural/Heritage Protection Policy for Ground Disturbing Works to the shíshálh Nation and the Słwxw wú7mesh Úxwumixw for review;

AND THAT staff bring back a final policy to a future Committee of the Whole meeting.

CARRIED

Sunshine Coast Regional District (SCRD) Volunteer Fire Departments [210, 212, 216, 218] - Firefighter Compensation Action Plan - 2025 Budget Direction

054/25 It was moved and seconded

THAT a budget proposal to evolve the compensation model for SCRD firefighters be brought to the Finance Committee January 13 / 14, 2025 (2025 Round 2 Budget) meeting that considers:

- Move toward implementation of a paid on call model;
- Employment of a matrix that does not expose firefighters to reduction in compensation and that at least meets minimum wage;
- Implementation of a new paid-on-call compensation system for volunteer firefighters in Gibsons and District Volunteer Fire Department (GDVFD), Roberts Creek Volunteer Fire Department (RCVFD) and Halfmoon Bay Volunteer Fire Department (HBVFD) as of October 1, 2025;
- Reporting to a future Committee on Egmont and District Volunteer Fire Department (EDVFD) service levels, including the interface between Fire Department, Ministry of Transportation and Infrastructure and BC Hydro responsibilities;
- A proposal for implementation of paid on call firefighter compensation for as part of the 2026 annual budget process for EDVFD;
- A strategy that provides adequate compensation to firefighters while providing cost certainty to SCRD be incorporated into the new compensation model;
- Pursuit, collaboratively with firefighters, of improved approaches to communication with firefighters and to evolving the working relationship with firefighter associations, with progress reported to the SCRD Board.

CARRIED

shíshálh Nation and SCR D MOU – Lower Crown Reservoir

055/25 It was moved and seconded

THAT the shíshálh Nation and SCR D MOU – Lower Crown Reservoir be extended to July 14, 2026;

AND THAT the delegated authorities be authorized to execute the extension addendum.

CARRIED

Reservoir Project - SCRD Action Items

056/25 It was moved and seconded

THAT water treatment plant upgrades of \$24.6 million be included in the year “2029” for the Regional Water Service [370], funded through \$9.6 in government transfers and up to \$15 million through long term debt;

AND THAT the SCRD’s 2025-2029 Financial Plan Bylaw be amended accordingly;

AND FURTHER THAT a certified resolution be forwarded to the shíshálh Nation to share with the Union of BC Municipalities as proof of funding by the SCRD, pending public approval.

CARRIED

ADJOURNMENT

The Regular Board meeting adjourned at 2:40 p.m.

057/25 It was moved and seconded

THAT the Regular Board meeting of February 13, 2025 be adjourned.

CARRIED

Certified Correct by the Corporate Officer

Date Confirmed

Chair



GET MOVING

The critical need for
improving seniors
transportation

on the Sunshine Coast

Sunshine Coast Resource Centre

Chris Hergesheimer, Manager, Poverty Reduction and Community Development Program

Mary Caros, Executive Director

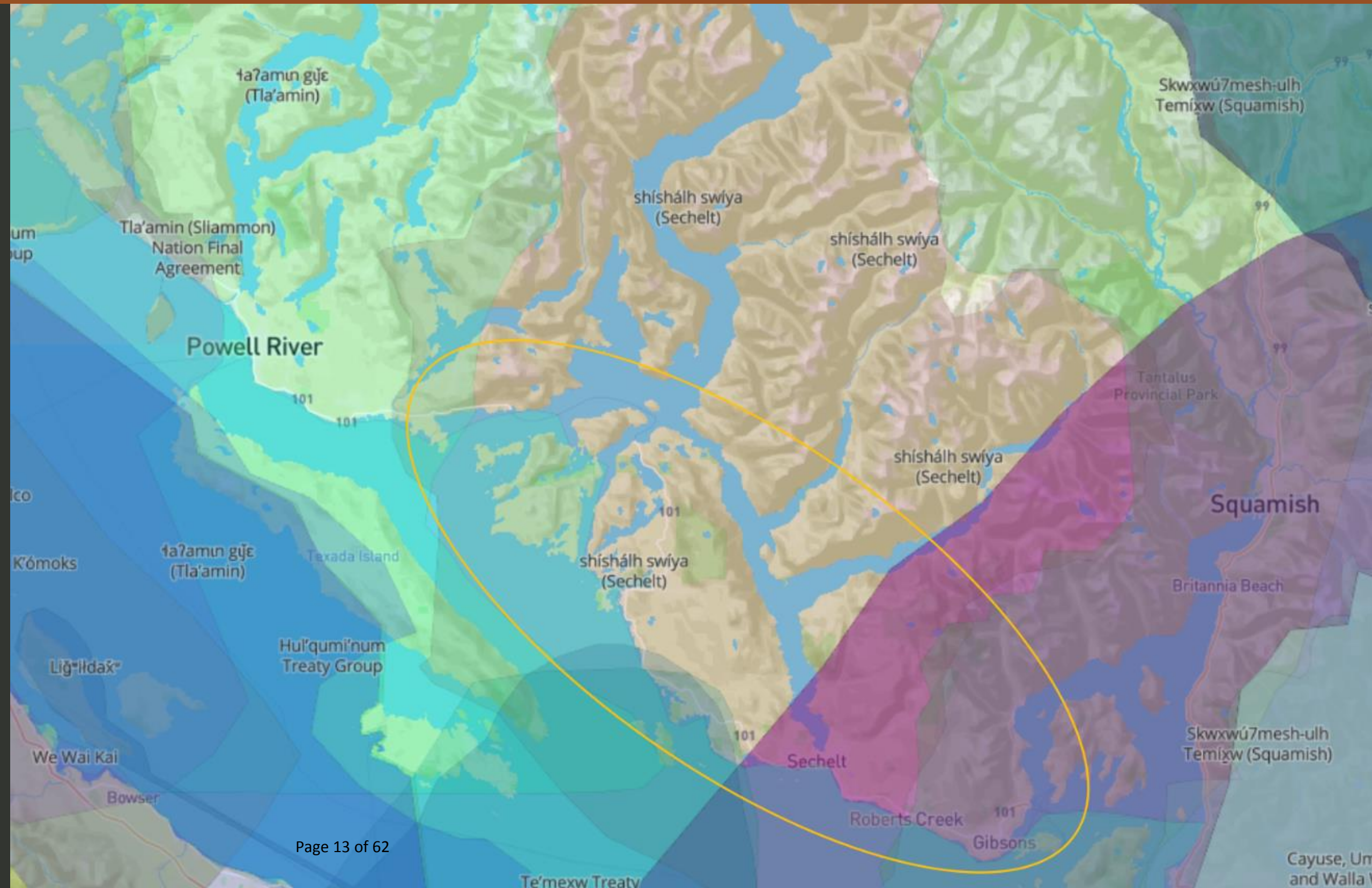
Vancouver Coastal Health

Sally McBride, Senior Policy Lead

Where We Are

shíshálh swiya

Skwxwú7mesh Úxwumixw
traditional territory





What We Know

- The Sunshine Coast has one of the highest seniors populations in BC, expected to grow to 56% of all residents by 2026
- Approximately 12.5% of the population live in a transportation desert, an area not served by public transit. Another 7.8% in the Halfmoon Bay area receive limited transit hours and frequency.
- The Sunshine Coast is largely a car-centric region with the vast majority of daily trips (84%) being made by personal vehicles followed by walking or bicycle (12%) and then transit (4%).

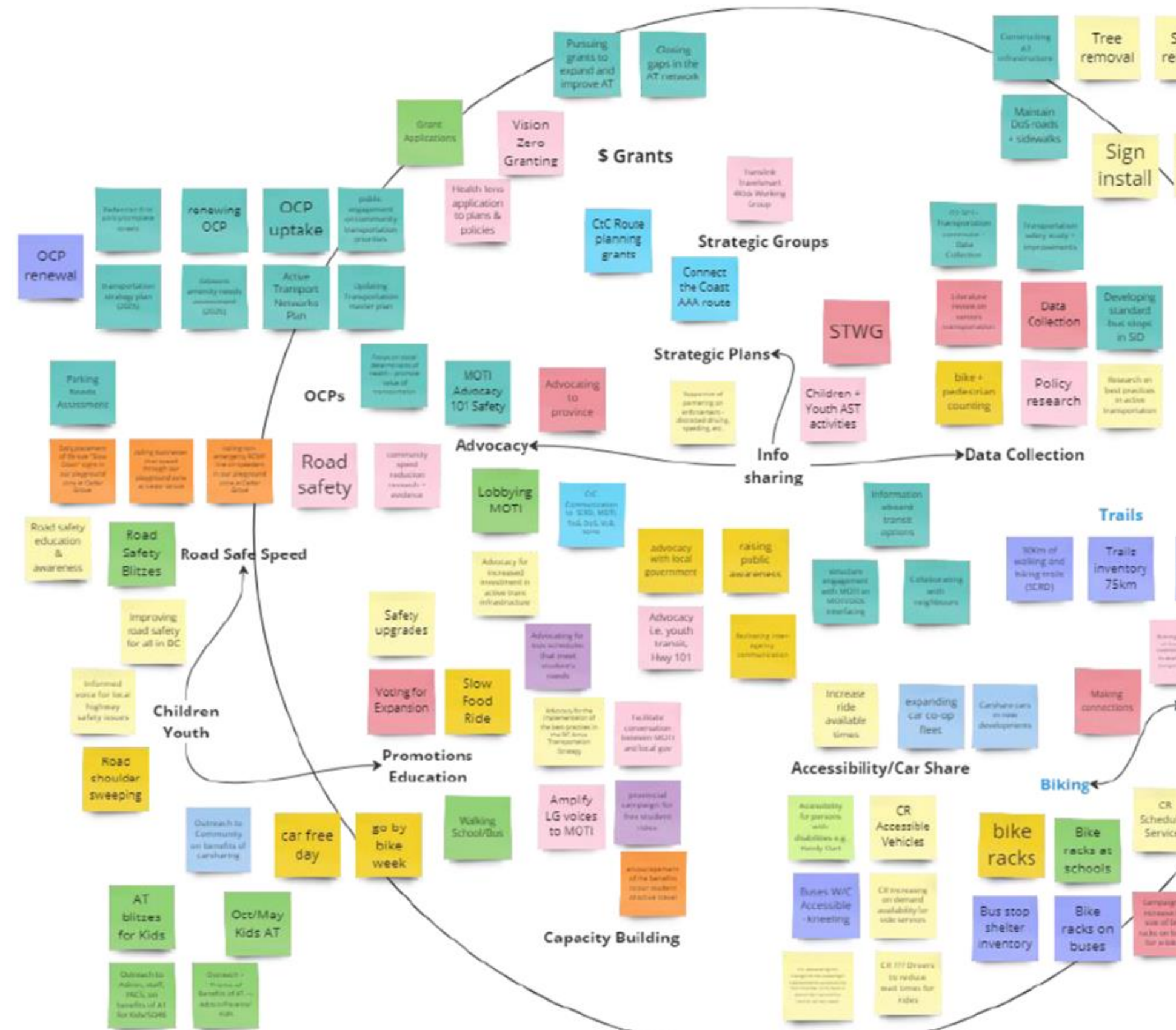
Mixed Transportation Does Exist

- Private vehicle
- Conventional transit (127,120 rides across all routes in 2023; up 34% from 2022)
- Custom Transit: HandyDART Service (245 active users representing 7264 rides in 2023)
- Coastal Rides (on demand ride sharing)
- Sunshine Coast Taxi Service
- Sunshine Coast Connector (seasonal, private inter-regional transit service)
- Care For a Lift (private car service for seniors appointments and routines)
- Volunteer driver services through social service programs, i.e., Better At Home
- Occasional local bus service through social service programs, i.e., Pender Harbour Health Centre (AIM grant)
- Active transportation (cycling, walking)

Adequate, affordable, accessible and safe transportation options are critical to seniors' social participation and health and are essential to building resilient communities.

Sense Making

"How can we enhance existing efforts by various groups to create a transportation system that meets the needs of diverse residents and communities on the Sunshine Coast more effectively, equitably and sustainably?"



Collaboration for seniors transportation

- Creation of **Seniors Transportation Working Group (TWG)** (2023) by SCRC with key partners including PHHC, SCRD, VCH, and others. Goal to create an action plan for local governments for 2024 OCP planning
- **Seniors Transportation Assessment & Action Plan** project implemented in Jan 2024 with funding from Island Community Economic Trust (ICE-T) to deliver on TWG goal in collaboration with the Who Cares? project.
- Pender Harbour Health Centre confirmed **AIM funding** to expand the capacity and services of its community bus to broaden the geographical service of its 8-passenger bus to bring Pender Harbour and area seniors to health services in and around Sechelt.
- Transportation Convening undertook needs assessment and collaborative discussions, leading to identification of priorities, including addressing transportation deserts and the need for a pan-transportation (not just seniors) working group.
- 'Advancing Transportation for Seniors in Rural and Small Town BC: The Aging-In-Motion Grant, Community Engagement and Advocacy'- presentation at Provincial Summit On Aging, Nov 2024

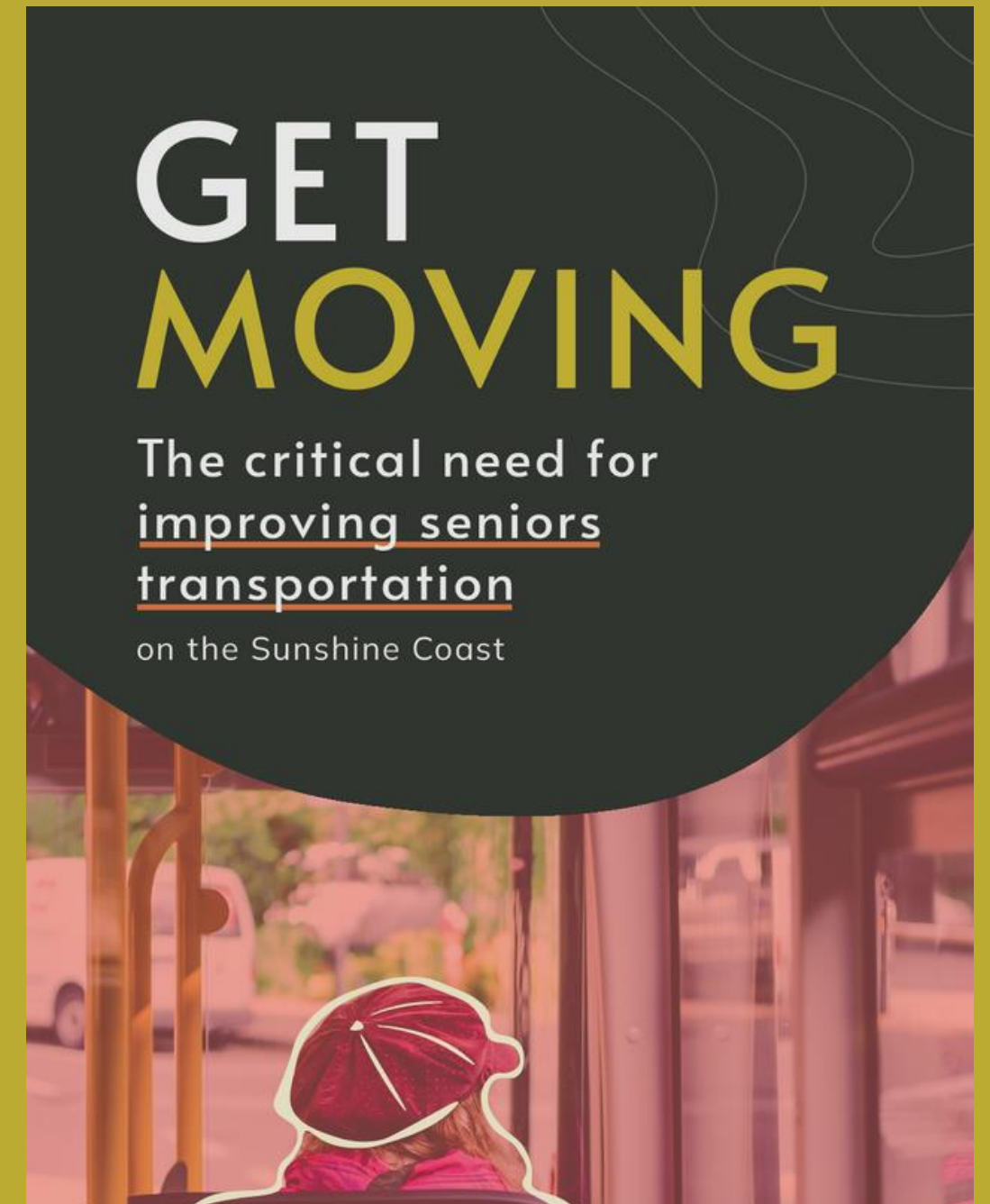
Situating Seniors in a Transportation System

Seniors Transportation Working Group

- Brought in new collaborators, VCH policy team, local government, etc.
- Identified alignment in challenges resulting from the system – e.g. youth who don't drive also experience barriers to accessing services and resources > parallel goals and aligned initiatives.
- Convened actors across sectors with a responsibility for parts of the system (examples of participant organizations) to illuminate connections and opportunities to collaborate; elicit input on what will compel them to collaborate process/structure, what they bring/what they need.
- Aligned input with evidence from the literature on what works well in governance structures for rural transportation. Created representation of the system and modeled a possible collaborative structure + aligned with evidence.

Levers for Change

- Created the Get Moving report - an advocacy report highlighting seniors' transportation needs on the Coast.
- Now working on building the case and model for funding a regional transportation role to support a structure and process that will increase collaboration, communication and in future, coordination.



Interventions & Outcomes

- Get Moving - the Sunshine Coast Seniors Assessment & Action Plan, October 2024
- Lower Sunshine Coast Transportation Guide, May 2024
- Pender Harbour Health Centre's Seniors Bus expansion of service
- Community Engagement:
 - Be The Change Access to Transportation Month
- Public Relations
 - <https://www.coastreporter.net/local-news/from-egmont-to-redrooffs-coaster-treks-50-km-to-highlight-transit-desert-8789158>
- Sunshine Coast Transportation System Convening—A report from the Sunshine Coast Transportation and Collaboration Convening, May 2024

Moving Forward

- No single organization can lead all the work
- Continue to share information and build formal and informal collaborations and initiatives
- Identify opportunities for moving actions forward
- Build case and model for funding a regional transportation role





SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING

February 13, 2025
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: D. McMahon, Electoral Area E
L. Lee, Electoral Area A
J. Gabias, Electoral Area B
K. Backs, Electoral Area D
K. Stamford, Electoral Area F
A. Toth, District of Sechelt
D. Inkster, District of Sechelt
P. Paul, shíshálh Nation Government District

ALSO PRESENT: T. Perreault, Chief Administrative Officer
S. Reid, Corporate Officer
I. Hall, GM Planning and Development
S. Gagnon, GM Community Services
R. Rosenboom, GM Infrastructure Services
A. Taylor, Manager, Budgeting and Grants (part)
D. Nelson, Manager, Information Technology (part)
B. Wing, Manager, Financial Services (part)
R. Shay, Manager, Sustainable Development (part)
P. Higgins, Fire Chief, RCVFD (part)
R. Michael, Fire Chief, GDVFD (part)
L. Mosimann, Administrative Assistant/Recorder

OTHERS: Media – 1
Public – 0

1. CALL TO ORDER

The meeting was called to order at 9:37 a.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda was adopted as presented.

4. REPORTS**4.1 Correspondence Policy****Recommendation No. 1**

The Committee of the Whole recommended that the report titled Correspondence Policy be received for information;

AND THAT the adoption of the Correspondence Policy be deferred to a future meeting pending receipt of the Correspondence Procedure for discussion.

4.2 Corporate Greenhouse Gas Emissions Target Policy**Recommendation No. 2**

The Committee of the Whole recommended that the report titled Corporate Greenhouse Gas Emissions Target Policy be received for information;

AND THAT the Corporate Greenhouse Gas Emissions Target Policy be adopted as presented.

4.3 Microsoft 365 Licensing Renewal 2025**Recommendation No. 3**

The Committee of the Whole recommended that the report titled Microsoft 365 Licensing Renewal 2025 be received for information;

AND THAT a contract be initiated with Online Business Systems for one year's provisioning of Microsoft 365 licensing up to a value of \$208,000 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

4.4 Intercontinental Truck Body Contract 2421001 Amendment - Command Vehicles for Gibsons and District and Roberts Creek Fire Departments**Recommendation No. 4**

The Committee of the Whole recommended that the report titled Intercontinental Truck Body Contract 2421001 Amendment - Command Vehicles for Gibsons and District and Roberts Creek Fire Departments be received;

AND THAT Intercontinental Truck Body (BC) Ltd Contract 2421001 for the Command Vehicles for Gibsons and District and Roberts Creek Fire Departments be amended and increased from \$280,768 to a maximum value of \$293,983 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract amendment.

4.5 Intercontinental Truck Body (BC) Ltd Contract 2421601 Amendment – Halfmoon Bay Fire Department Heavy Rescue Truck

Recommendation No. 5

The Committee of the Whole recommended that the report titled Intercontinental Truck Body (BC) Ltd Contract 2421601 Amendment – Halfmoon Bay Fire Department Heavy Rescue Truck be received for information;

AND THAT Intercontinental Truck Body (BC) Ltd Contract 2421601 for the Heavy Rescue Truck for Halfmoon Bay Fire Department be amended and increased from \$587,718 to a maximum value of \$613,378 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

4.6 Supervisory Control and Data Acquisition (SCADA) System Upgrades Contract Amendment (2437016)

Recommendation No. 6

The Committee of the Whole recommended that the report titled Supervisory Control and Data Acquisition (SCADA) System Upgrades Contract Amendment be received for information;

AND THAT the SCADA System Upgrades Project Contract 2437016 awarded to MPE, a division of Englobe (MPE), be amended to an amount up to \$502,185 (plus GST);

AND FURTHER THAT the delegated authorities be authorized to execute the amended contract.

4.7 Director Constituency and Travel Expenses for Period Ending December 31, 2024

Recommendation No. 7

The Committee of the Whole recommended that the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2024 be received for information.

4.8 Sunshine Coast Regional District Debt as at December 31, 2024**Recommendation No. 8**

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Debt as at December 31, 2024 be received for information.

4.9 2025 Preliminary Property Assessment Impacts**Recommendation No. 9**

The Committee of the Whole recommended that the report titled 2025 Preliminary Property Assessment Impacts be received for information.

The Committee recessed at 10:35 a.m. and reconvened at 10:44 a.m.

4.10 Corporate and Administrative Services - Semi Annual Report for July to December 2024**Recommendation No. 10**

The Committee of the Whole recommended that the report titled Corporate and Administrative Services – Semi Annual Report for July to December 2024 be received for information.

4.11 Infrastructure Services Department – 2024 Q4 Report**Recommendation No. 11**

The Committee of the Whole recommended that the report titled Infrastructure Services Department – 2024 Q4 Report be received for information.

4.12 Planning and Development Department 2024 Q4 and Year-End Report**Recommendation No. 12**

The Committee of the Whole recommended that the report titled Planning and Development Department 2024 Q4 and Year-End Report be received for information.

4.13 Community Services Department 2024 Q4 Report**Recommendation No. 13**

The Committee of the Whole recommended that the report titled Community Services Department 2024 Q4 Report be received for information.

4.14 Emergency and Protective Services Department 2024 Q4 Year-End Report

Recommendation No. 14

The Committee of the Whole recommended that the report titled Emergency and Protective Services Department 2024 Q4 Year-End Report be received for information.

7. IN CAMERA

The Committee moved In Camera at 11:53 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* - "personal information about an identifiable individual who holds or is being considered for a position...", and "negotiations and related discussions respecting the proposed provision of a municipal service...".

The Committee moved out of In Camera at 11:56 a.m.

8. ADJOURNMENT

The meeting adjourned at 11:56 a.m.

Chair



SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS FROM THE ELECTORAL AREA SERVICES COMMITTEE
MEETING

February 20, 2025
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

- PRESENT:** Chair: K. Stamford, Electoral Area F
D. McMahon, Electoral Area E
L. Lee, Electoral Area A
J. Gabias, Electoral Area B
K. Backs, Electoral Area D
- ALSO PRESENT:** T. Perreault, Chief Administrative Officer
S. Reid, Corporate Officer
I. Hall, GM Planning and Development
J. Jackson, Manager, Planning and Development
K. Jones, Assistant Manager, Planning and Development
D. Rajala, Planning Technician III
A. O'Brien, Administrative Assistant/Recorder
- OTHERS:** A. Toth, District of Sechelt
Public - 6
Media - 1
-

1. CALL TO ORDER

The Electoral Area Services Committee meeting was called to order at 9:31 a.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda was adopted as presented.

4. REPORTS

4.1 Official Community Plan (OCP) Renewal Project Scope and Timeline Update

Jonathan Jackson, Manager, Planning and Development provided a presentation summarizing the Official Community Plan (OCP) Renewal Project Scope and Timeline Update.

The Chair invited members of the public to provide comment on the Official Community Plan (OCP) Renewal Project Scope and Timeline Update.

A member of the public spoke on behalf of the Community Development Forum in Halfmoon Bay. She addressed the Committee regarding the timeline of the OCP process and impact on the project during the next election.

The Committee discussed the timeline as it relates to the 2026 Local Election.

Recommendation No. 1

The Electoral Area Services Committee recommended that the report titled Official Community Plan (OCP) Renewal Project Scope and Timeline Update be received for information;

AND THAT updated OCP Renewal project goals focus on:

- a. A policy framework of one OCP and one Zoning Bylaw that integrates Development Approval Process Review (DAPR) objectives
- b. Two pillars of Housing and Environment & Climate
- c. Meeting legislative requirements
- d. Integration of the Regional Growth Baseline Study with supporting Growth Management Principles;

AND THAT a project timeline be confirmed that:

- a. Provides high-level bylaw frameworks including maps and policies by Q3 2026
- b. Includes three longer-duration rounds of public engagement
- c. Enables adoption of new Official Community Plan and Zoning bylaws in 2027;

AND THAT a budget proposal be brought to the 2026 annual budget process to support project sustainment into 2027;

AND THAT SCR D request the Province extend the deadline for Small-Scale Multi-Unit Housing zoning compliance until December 31, 2027 in alignment with the OCP Renewal Project timeline;

AND THAT staff provide an updated Background Report and Engagement and Communication Strategy to support the confirmed scope to a future Committee;

AND THAT the report titled Official Community Plan (OCP) Renewal Project Scope and Timeline Update be referred to Advisory Planning Commissions for information;

AND FURTHER THAT an Advisory Planning Commission workshop be convened in spring 2025 on OCP Renewal to build project capacity and support future APC workshops and referrals.

The Committee recessed at 10:32 a.m. and reconvened at 10:38 a.m.

Electoral Area A (Pender Harbour - Egmont) Zoning Bylaw No. 337**Recommendation No. 2**

The Electoral Area Services Committee recommended that staff investigate the possibility of an early update to Electoral Area A (Pender Harbour - Egmont) Zoning Bylaw No. 337 to enable Auxiliary Dwelling Units (ADU) and secondary suites, as envisioned by Bill 44, and report back to the April 17, 2025 Electoral Area Services Committee on the practicality of doing so.

4.2 Development Approvals Process Review (DAPR) Implementation Update**Recommendation No. 3**

The Electoral Area Services Committee recommended that the report titled Development Approvals Process Review (DAPR) Implementation Update be received for information.

4.3 Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Adoption**Recommendation No. 4**

The Electoral Area Services Committee recommended that the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Adoption be received for information;

AND THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for Adoption.

4.4 Development Variance Permit DVP00090 (1504 Tideview Rd.) - Electoral Area F**Recommendation No. 5**

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00090 (1504 Tideview Road) - Electoral Area F be received;

AND THAT Development Variance Permit DVP00090 (1504 Tideview Road) be issued to vary Zoning Bylaw No. 722 as follows:

- (a) Section 5.14.1 (a) to reduce the setback for a structure adjacent to a highway or an internal private road from 5 m to 0 m for the construction of single-unit dwelling.

4.5 Frontage Waiver FRW00024 (Wood Bay Ridge Road) - Electoral Area B**Recommendation No. 6**

The Electoral Area Services Committee recommended that the report titled Frontage Waiver FRW00024 (Wood Bay Ridge Road) - Electoral Area B be received for information;

AND THAT proposed Lots 43, 44 and 45 be exempt from the 10% minimum parcel frontage on a highway required by Section 512 of the Local Government Act to facilitate the proposed six-lot subdivision of DL 1485 and DL 6322.

8. ADJOURNMENT

The meeting adjourned at 11:14 a.m.

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – February 27, 2025

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: ESTABLISHMENT OF BUDGET STANDING COMMITTEE

RECOMMENDATIONS

- (1) THAT the report titled Establishment of a Budget Standing Committee be received for information;**
 - (2) AND THAT the Board Chair’s appointments to the newly established Budget Committee be affirmed;**
 - (3) AND THAT the Terms of Reference for the Budget Committee be approved as presented;**
 - (4) AND THAT the Committee of the Whole Terms of Reference be amended to add “Audit and Financial Reporting” and “Financial Management and Policy” to its mandate;**
 - (5) AND THAT the Finance Standing Committee be dissolved;**
 - (6) AND FURTHER THAT the following Committee meetings as adopted on the Board’s 2025 annual meeting schedule be cancelled:**
 - Finance Committee meeting of April 17 at 1:00 p.m.**
 - Finance Committee meeting of July 17 at 1:00 p.m.**
 - Finance Committee meeting of October 16 at 1:00 p.m.**
-

BACKGROUND

Section 218(2) of the *Local Government Act* provides that the Board Chair may establish standing committees and appoint persons to those committees. As such, the SCRD Board Chair has recommended a change to the Sunshine Coast Regional District (SCRD) standing committee structure that would replace the existing Finance Standing Committee with a newly established Budget Standing Committee.

DISCUSSION

The purpose of this report is to:

- bring forward terms of reference to establish a Budget Standing Committee that would replace the existing Finance Standing Committee;
- bring forward revised terms of reference for the Committee of the Whole to assume the finance-related topics that are not specific to the Budget Committee, and,
- to affirm the Chair’s appointments to the newly established Budget Committee.

The proposed Terms of Reference identifying the purpose, mandate, membership and operation of a new Budget Standing Committee as well as the revised Terms of Reference for the Committee of the Whole have been provided for the Board’s review and approval in Attachment A and Attachment B. Proposed changes to the Committee of the Whole Terms of Reference have been highlighted in yellow. The current Terms of Reference for the Finance Committee have also been provided for reference in Attachment C.

The Board Chair has recommended appointment of the following members to the Budget Committee:

Budget Committee

Chair Alton Toth
 Vice Chair Justine Gabias
 Members All SCRD Directors

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Terms of Reference and member appointments to a newly established Budget Standing Committee have been outlined above. Staff recommend that the Board receive and affirm the Chair’s appointments, adopt the new and revised terms of reference, and support the changes to the meeting schedule as outlined in the staff recommendation of this report.

Attachment A: Proposed Budget Committee Terms of Reference

Attachment B: Revised Committee of the Whole Terms of Reference

Attachment C: Finance Committee Terms of Reference (currently in effect)

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

ATTACHMENT A

TERMS OF REFERENCE

Budget Committee

1. Purpose

- 1.1 The purpose of the Budget Committee is to consider matters related to the Sunshine Coast Regional District (SCRD) annual budget process, including the annual utility rate review and long-term capital plan reviews, and to make recommendations to the SCRD Board on these matters.

2. Duties/Mandate

- 2.1 The Budget Committee is a Standing committee of the Board that will consider and make recommendations to the Board on matters that include:

- Five-Year Financial Planning
- Long-term Capital Plan Reviews/Update
- Pre-Budget Planning
- Budget Proposals
- Annual Utility Rate Review
- Post-Budget Debrief

This list may be amended as the need arises. Matters outside of the mandate of the Committee may be considered as necessary to meet operational requirements.

3. Membership

- 3.1 The Budget Committee is comprised of all directors of the SCRD Board.
3.2 The SCRD Board Chair and Vice Chair will serve as the Budget Committee Chair and Vice Chair unless otherwise appointed by the Chair of the Sunshine Coast Regional District.

4. Operations

- 4.1 The Budget Committee will meet from time to time, and as required by the SCRD Board or the Chair of the Committee.

Approval Date		Resolution No.	
Approval Date		Resolution No.	
Approval Date		Resolution No.	

ATTACHMENT B

TERMS OF REFERENCE

Committee of the Whole

1. Purpose

- 1.1 The purpose of the Committee of the Whole is to consider general matters related to Sunshine Coast Regional District (SCRD) services of a regional or sub-regional nature and to make recommendations to the SCRD Board on these matters.

2. Duties/Mandate

- 2.1 The Committee of the Whole is a standing committee of the Board that will consider and make recommendations to the Board on matters that include:

- Administrative Bylaws
- Corporate Strategic Planning
- Local Government Structure
- *Audit and Financial Reporting*
- *Financial Management and Policy*
- Information Technology
- GIS and Civic Addressing
- Gibsons Library
- Roberts Creek Library Service
- Halfmoon Bay Library Service
- Egmont / Pender Harbour Library
- Legislative Services
- Corporate Communications
- Local Government Elections
- Regional Sustainability Services
- Regional Planning
- Building Inspection Services
- Hillside Development
- School Facilities – Joint Use
- Human Resources
- Administration Building
- Asset Management
- Purchasing and Risk Management
- Bylaw Enforcement/Compliance
- Animal Control
- Gibsons and District Fire Protection
- Egmont, Halfmoon Bay and Roberts Creek Fire Protection
- Sunshine Coast Emergency Planning
- Regional Solid Waste
- Refuse Collection
- North and South Pender Water
- Regional Water
- Public Transit
- Regional Recreation Programs
- Community Recreation Facilities
- Museum Service
- Cemetery
- Dakota Ridge Recreation

This list may be amended as the need arises. Matters outside of the mandate of the Committee may be considered as necessary to meet operational requirements.

3. Membership

- 3.1 The Committee of the Whole is comprised of all Directors of the SCRD Board.
- 3.2 Co-Chairs and Co-Vice Chairs of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District.

4. Operations

- 4.1 The Committee of the Whole will meet on the 2nd and 4th Thursday of each month commencing at 9:30 a.m. unless otherwise scheduled by the SCRD Board or the Chair of the Committee.

Approval Date	April 28, 2022	Resolution No.	107/22 rec. No. 2
Approval Date		Resolution No.	
Approval Date		Resolution No.	

ATTACHMENT C

TERMS OF REFERENCE

Finance Committee

1. Purpose

- 1.1 The purpose of the Finance Committee is to consider matters related to the Sunshine Coast Regional District (SCRD) annual budget process, financial policy, administration, and financial reporting and to make recommendations to the SCRD Board on these matters.

2. Duties/Mandate

- 2.1 The Finance Committee is a Standing committee of the Board that will consider and make recommendations to the Board on matters that include:

- Corporate Financial Management, including financial policies
- Corporate Budget and Financial Planning process
- Financial Monitoring and Reporting
- Audit Compliance

This list may be amended as the need arises. Matters outside of the mandate of the Committee may be considered as necessary to meet operational requirements.

3. Membership

- 3.1 The Finance Committee is comprised of all directors of the SCRD Board.
- 3.2 The Chair and Vice Chair of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District.

4. Operations

- 4.1 The Finance Committee will meet from time to time, and as required by the SCRD Board or the Chair of the Committee.
- 4.2 The Chief Financial Officer will act as the liaison to the Committee.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – February 27, 2024

AUTHOR: Kristi Wiebe, Deputy Corporate Officer

SUBJECT: REQUEST FOR EXEMPTION FROM SCRD NOISE CONTROL BYLAW No. 597 FOR ALBERG PRODUCTIONS INC.

RECOMMENDATION(S)

(1) THAT the report titled Request for Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. be received for information;

(2) AND THAT enforcement against Alberg Productions Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived according to the following schedule and location in order for Alberg Productions Inc. to perform filming and activities related to film production in Roberts Creek (Electoral Area D):

- From 11:00 p.m. on Friday February 28, 2025 to 2:00 a.m. on Saturday March 1, 2025 at 2048 Lower Road.

(3) AND FURTHER THAT Alberg Productions Inc. be requested to attempt to minimize disturbances and that appropriate notice be provided to area residents.

BACKGROUND

On February 10th, 2025, a representative from Alberg Productions, Inc. reached out to staff regarding a request for exemption from *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* to facilitate filming and activities related to production of the second season of the television series *Murder in a Small Town*, in Electoral Area D, Roberts Creek.

DISCUSSION

The purpose of this report is to request an exemption for Alberg Productions Inc. from SCRD Noise Control Bylaw No. 597. Several similar requests from Alberg Productions were granted by the SCRD Board in 2024, during which time all activities outlined were completed in alignment with the requests received. The location is within SCRD Electoral Area D, Roberts Creek, and is therefore subject to SCRD Noise Control Bylaw No. 597. Alberg Productions is requesting enforcement be waived according to the following schedule and location:

- From 11:00 p.m. on Friday February 28, 2025 to 2:00 a.m. on Saturday March 1, 2025 at 2048 Lower Road.

Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008 section (4) (c) prohibits noise that may interrupt or prevent sleep before 7:00 am and after 11:00 pm on any day that is not a holiday, or before 9:00 am and after 11:00 pm on any holiday.

To facilitate the filming work requested by Alberg Productions Inc., an exemption from SCRD Noise Control Bylaw No. 597 is requested. If the Board supports filming and filming activities being done during normal ‘quiet hours’, a resolution can be passed to indicate that enforcement of the SCRD Noise Control Bylaw No. 597 will not be undertaken during the specified time period.

Alberg Productions has indicated that this will likely be the first of several such requests during their scheduled production of *Murder in a Small Town* on the Sunshine Coast in 2025.

COMMUNICATIONS

Alberg Productions Inc. has committed to formally notifying nearby residents regarding their production via delivery of a filming notification letter and location map. If required, the SCRD can share messaging from the production company to support communication efforts.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

Alberg Productions Inc. has requested an exemption from *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008*, during normal quiet hours to allow for filming and filming activity in Roberts Creek (Area D) from February 28 to March 1, 2025. Staff recommend granting the exemption.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – T. Perreault	Communications	X – A. Buckley

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 27, 2025

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: **SOLID WASTE MANAGEMENT PLAN REVIEW AND UPGRADE – CONTRACT AMENDMENT**

RECOMMENDATION(S)

- 1) **THAT the report titled Solid Waste Management Plan Review and Upgrade – Contract Amendment be received for information;**
 - 2) **AND THAT the contract value of Contract 2235007 Solid Waste Management Plan Review and Upgrade with Stantec Consulting Ltd. be increased by \$40,000 to a value of up to \$169,000;**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) entered into a contract with Stantec Consulting Ltd. (Stantec), formerly Morisson Hershfield Ltd., in 2022 to provide consulting services to review the Sunshine Coast's current solid waste systems and update the Solid Waste Management Plan (SWMP). The current contract expires on December 31, 2025; however, additional work is required that was not part of the original Scope of Work. As part of the 2025 budget process the Board approved a budget increase for the SWMP Update Project as follows:

320/24 **Recommendation No. 33** *2025 Round 1 Budget Proposal - Regional Solid Waste [350]*
(in part)

THAT report titled 2025 Round 1 Budget Proposal for Regional Solid Waste [350] be received for information;

AND THAT the following budget proposals be approved and included into the 2025 Round 2 Budget:

- Budget Proposal 4 – Solid Waste Management Plan (SWMP) Update – Inclusion of Long-Range Disposal Options, \$86,782 funded from Eco-Fee Operating Reserves;

The purpose of this report is to seek Board approval to amend the contract with Stantec to include an expanded Scope of Work and the corresponding increase in costs.

DISCUSSION

The SCRD SWMP update is underway with further public engagement, development of long-term disposal option(s), and engagement with local elected officials all planned to be completed in 2025. The following additional work is proposed as part of this amendment:

- Develop materials to present and attend an engagement session with local government elected officials and staff, as well as incorporate outcomes into the new SWMP.
- Finalize a draft updated SWMP to include long-term disposal option(s) and identify financial impacts.

Financial Implications

The proposed contract amendment can be funded within the existing budget for this project in the 2025-2029 Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Solid Waste Solutions: Update and adopt the Regional Solid Waste Management Plan that includes new diversion targets and optimization of service delivery; and, optimize use of Sechelt Landfill site to bridge to future long-term waste disposal solutions.

CONCLUSION

The SCRD’s contract with Stantec Consulting Ltd. to review and update the SWMP will expire on December 31, 2025. A scope change is required to include engagement with local elected officials and long-term disposal option(s) in the new SWMP, as approved during the 2025 budget process. Staff recommend increasing the value of Contract No. 2235007 by \$40,000 up to an amount of \$169,000 to facilitate completion of the SWMP.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM	X - Remko Rosenboom	Legislative	
CAO	X-T.Perreault	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 27, 2025

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: **CARDBOARD CONTAINER, HAULING SERVICE REQUEST FOR PROPOSAL 2435003 – CONTRACT AWARD**

RECOMMENDATION(S)

- (1) THAT the report titled Cardboard Container, Hauling Service Request for Proposal 2435003 – Contract Award be received for information;**
 - (2) AND THAT the contract for Cardboard Container, Hauling Service be awarded to Coast Bin Rentals Ltd. in the amount up to \$145,000 (plus GST) for a contract term of up to five years;**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) collects cardboard from residential and commercial customers at two locations, the Pender Harbour Transfer Station and Sechelt Landfill. The cardboard is charged at \$385 per tonne and is segregated for recycling. A contracted service provider handles the container, hauling, and recycling services. The contract for this service has a term of three-years, expiring on March 28, 2025.

The purpose of this report is to request that the Board award the contract for cardboard container, hauling, and recycling services to Coast Bin Rentals Ltd. for a value not to exceed \$145,000 (plus GST) for a contract term of up to five-years.

DISCUSSION

Options and Analysis

Request for Proposal (RFP) 2435003 sought qualified companies to provide container, hauling, and recycling services for cardboard delivered to the sites and a contract term of three-years with the option to extend up to one additional two-year term was included.

One compliant proposal was received. Staff recommend that a contract of up to five years be awarded to Coast Bin Rentals Ltd. Their proposal met the specifications as outlined in the RFP and includes initiatives to maximize tonnage per load.

Name	Total Contract Value (in the amount up to, not including GST)
Coast Bin Rentals Ltd.	\$145,000

Financial Implications

The value of this contract is within the approved budget of the 2025 – 2029 Financial Plan and will require no amendment.

Timeline for next steps

Should the Board choose to award the contract for cardboard container, hauling, and recycling services to Coast Bin Rentals Ltd, the agreement term will start on March 29, 2025, with no interruption in services.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Solid Waste Solutions: Enhance diversion and recycling programs and look for ways to reduce costs.

CONCLUSION

In accordance with the SCRD Procurement Policy, RFP 2435003 was issued for cardboard container, hauling, and recycling services. One compliant proposal was received. Staff recommend awarding a contract for the cardboard container, hauling, and recycling services to Coast Bin Rentals Ltd. in the amount up to \$145,000 (plus GST) for a contract term of up to five years.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM	X - Remko Rosenboom	Legislative	
CAO	X-T.Perreault	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 27, 2025

AUTHOR: Allen van Velzen, Manager Facility Services

SUBJECT: **REQUEST FOR PROPOSAL 2561302 JANITORIAL SERVICES AT AQUATIC FACILITIES
AWARD REPORT**

RECOMMENDATION(S)

(1) THAT a contract be awarded to Zenith Hygiene Plus for up to a five-year term in the amount up to \$574,000 (excluding GST) in response to RFP 2561302 Janitorial Services at Aquatic Facilities;

(2) AND FURTHER THAT the delegated authorities be authorized to sign the contract.

BACKGROUND

End of business day janitorial services at the Sechelt Aquatic Center (SAC) and Gibsons and District Aquatic Facility (GDAF) are provided through a contracted service provider.

The current janitorial services contract expires March 31, 2025.

Project Scope and Term

The scope of work includes janitorial services, some cleaning supplies and all related equipment required for use in the day-to-day janitorial of the designated areas of the SAC and GDAF. The term of the contract is for one year with the option to extend up to an additional four years.

The purpose of this report is to seek Board approval for the contract award as per Delegation Bylaw No. 710.

DISCUSSION

Request for Proposal (RFP) Process and Results

In accordance with the Sunshine Coast Regional District's (SCRD's) Procurement Policy, RFP 2561302 Janitorial Services at Aquatic Facilities was published on January 9, 2025, and closed on January 31, 2025.

Purchasing received five compliant proposals. Led by the Purchasing Division, the evaluation team consisted of two team members. The evaluation committee reviewed and scored the proposal against the criteria set out in Section 7 of the RFP document. Staff have recommended that a contract be awarded to Zenith Hygiene Plus as they met the

specifications as outlined and are the highest scoring proponent for the above-mentioned contract.

It is recommended that the awarded contract be in the amount not to exceed \$574,000 which includes a 5% contingency for additional services.

Financial Implications

There are no financial implications for this award. Janitorial services at the Aquatic Facilities are funded from the annual operating budget for Facility Services [613]. The annual operating budget in the 2025 – 2029 Financial Plan is sufficient for the contract value.

STRATEGIC PLAN AND RELATED POLICIES

N/A – Operational

CONCLUSION

In accordance with the SCRD’s Procurement Policy, RFP 2561302 was issued for Janitorial Services at Aquatic Facilities, 5 compliant proposals were received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract with Zenith Hygiene Plus for up to a five-year term with a value of up to \$574,000 (excluding GST), which includes a 5% contingency for additional services.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM	X - S. Gagnon	Legislative	
CAO	X- T. Perreault	Other	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board Meeting – February 27, 2025

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: FARE FREE TRANSIT FOR YOUTH (S-PASS PROGRAM) UPDATE

RECOMMENDATION(S)

THAT the report titled Fare Free Transit for Youth (S-Pass Program) Update be received for information.

BACKGROUND

The purpose of this report is to provide the SCRD Board with an update on the implementation and impact of the Fare-Free Transit for Youth (S-Pass) initiative, which launched on November 1, 2024. This program was approved to increase youth ridership, encourage long-term transit use, remove financial barriers for youth, and contribute to greenhouse gas reduction efforts.

In early 2024, the SCRD Board endorsed the initiative (Res. 039/24, Recommendation No. 29) and approved a budget allocation of \$86,500, funded through taxation, to offset the estimated annual fare revenue loss. Staff were also directed to track youth ridership and report statistics through the established quarterly reporting process (Res. 375/23, Recommendation No. 4).

To support this initiative, the Transit Fare Bylaw was updated to reflect the changes in fare policy.

DISCUSSION

Program Implementation and Outreach

Leading up to the launch, SCRD staff facilitated in-person distribution of S-Passes at local recreation centers in Pender Harbour, Gibsons, and Sechelt, where youth could verify eligibility and receive their pass. Additionally, customer service desks at these facilities continued to provide passes during operating hours.

To ensure broad awareness, staff collaborated with School District #46 (SD46) and utilized various communication channels, including:

- SCRD social media and website
- Local media advertisements
- Posters at recreation centers and on buses
- News releases

The S-Pass system was necessary to enable staff to track youth ridership, which was previously unfeasible due to youth and senior passes being grouped under the same fare product.

Ridership Data and Analysis

Before the introduction of the S-Pass, approximately 100–120 monthly youth transit passes were sold. Since implementation, 635 S-Passes have been issued, with additional passes expected to be distributed throughout the school year.

The ability to track ridership will support future transit planning, and generic S-Pass usage statistics will be incorporated into Quarterly Reports starting in 2025.

Financial Implications

The 2024 budget allocated \$86,500 to offset the anticipated revenue loss from eliminating youth fare collection. While more S-Passes have been issued than the number of youth passes previously sold, it is assumed that this does not equate to additional lost revenue beyond the original estimate.

There have been no additional operating costs associated with the implementation of the S-Pass. However, as noted in the November 2023 staff report, increased ridership during peak school travel periods may place pressure on transit capacity, potentially necessitating future service expansions.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The S-Pass program has exceeded initial projections, with over 635 passes issued to date. Ridership activation and usage trends will continue to be monitored and reported through Community Services Quarterly Reports.

Attachments

Attachment A – Free Transit for Youth Review – November 23, 2023, Committee of the Whole Staff Report

Reviewed by:			
Manager	X - A. Kidwai	Finance	X- B. Wing
GM		Legislative	
CAO	X T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 23, 2023

AUTHOR: Ahmad Kidwai, Manager, Transit and Fleet
Shelley Gagnon, General Manager, Community Services

SUBJECT: FREE TRANSIT FOR YOUTH REVIEW

RECOMMENDATION(S)

- (1) THAT the report titled Free Transit for Youth Review be received for information;**
 - (2) AND THAT that the decision regarding the implementation of a Free Transit for Youth Program be deferred to the 2024-2028 Financial Plan Budget deliberations;**
 - (3) AND FURTHER THAT staff submit a budget proposal to Round 2 of the financial planning process that outlines the financial impact of the program.**
-

BACKGROUND

In the fall of 2023, the Sunshine Coast Regional District (SCRD) initiated a review of the feasibility of providing free transit for youth on the Sunshine Coast. This review was undertaken in response to a related Board Resolution from 2020¹, a 2023 SCR D Transit Service Plan priority to develop a strategy to increase youth ridership, and a delegation to the SCR D Committee of the Whole on January 26, 2023 requesting that the SCR D consider making public transit free for students.

The Sunshine Coast Transit Service is delivered under a Master Agreement with BC Transit, and is funded through a mix of provincial and local government contributions. All fare revenues collected offset the local government portion of funding, thereby decreasing the tax subsidization of the service.

The removal of user-pay transit fares in an effort to increase ridership and achieve environmental goals has been the topic of increasingly frequent discussions across the country for several years now. BC Transit published a paper on 'Fare-Free Transit – A Summary of Considerations for BC Transit' (see Attachment A). The paper noted that while both a change to fare structures and service levels impact ridership, changes in service levels are shown to have a greater impact.

¹ January 30, 2020 Board Resolution # 026/20::
THAT the report titled 2019 Fare Review Update be received;
AND THAT staff initiate a Youth Transit Demand Assessment survey in Q2 2020, and
AND FURTHER THAT a budget proposal for implementation of the pilot project and the Youth Transit Demand Assessment survey be brought forward to Round 2 Budget.

The January 26, 2023 Committee of the Whole Delegation outlined the following reasons to consider making transit free for youth:

- Equity – ensuring equal access to opportunity
- Environment – promoting wider public transit use combats climate change
- Investment – free transit would lead to greater bus use

Subsequent to the delegation, several letters of support for free transit for youth were received.

The purpose of this staff report is to provide a summary of the review conducted and provide a recommendation regarding the provision of free transit for youth.

DISCUSSION

Free transit has been available for children aged 12 and under on the Sunshine Coast (and throughout BC) since 2021.

In BC, the Ministry of Social Development and Poverty Reduction provides a permanent annual bus pass to low-income seniors and persons with disabilities through the BC Bus Pass program. (<https://www2.gov.bc.ca/gov/content/transportation/passenger-travel/buses-taxis-limos/bus-pass>)

The SCRD's Free Transit Ticket program distributes free transit tickets to individuals (including students) who lack the financial resources to access transit service. This program distributes up to \$20,000 of free tickets per year funded through taxation. Unfortunately, demographic information related to the users of this program is not currently collected.

When considering a program to offer free transit for youth, it is important to understand the intended outcomes and expected impacts. These should be measured to evaluate program effectiveness. Staff have identified the outcomes and expected impacts to include:

1. Increased youth ridership
2. Encourage regular transit use in the future (new generation of transit users)
3. Elimination of the financial barrier
4. Contribution to the reduction of greenhouse gas emissions

Analysis

Youth Population and Current Ridership

Based on the most recent registration data from School District #46 (SD#46), there are 1,473 students on the Sunshine Coast engaged in secondary education (Grades 8–12), with 250 kids starting 8th grade and roughly the same number graduating 12th grade annually.

Unfortunately, the SCRD is unable to provide reliable data on youth ridership. Currently there is only one cash fare category (cannot collect demographic information through the fare box) and the pass fare is the same for youth and seniors (unable to segment between senior and student purchases). BC Transit anticipates that the implementation of the electronic fare system, expected in January 2024, should enable better demographic information on ridership.

Information collected through the Review indicates that transit is one of the least common and least popular methods of transport to/from school.

Identified Barriers for Youth taking public transit on the Sunshine Coast

The Review identified the following primary barriers that young people on the Sunshine Coast face when utilizing public transportation:

1. Buses are not frequent enough, particularly on the weekends.
2. Long waits from buses not being on time.
3. Crowding during certain times of the day.
4. Lack of bus fare and being denied by a driver at least once.
5. Lack of service to some communities including Tuwanek and Pender Harbour.

Research on other transit systems offering free transit

The consideration of free transit for youth has gained traction in recent years, with several public transit systems in Canada offering free ridership to students. Since 2012, nine (9) transit systems in Canada have participated in pilot programs, of which five (5) transit systems have adopted a free transit for students' policy – see Table 1.

	Pilot Launched	Policy Adopted
Kingston, ON	2012	2022
Whitehorse, YUK	2012	2012
Victoria, BC	2019	2020
Whistler, BC	2020	2022
Kitimat, BC	2020	2023
Halifax, NS	2021	
Oakville, ON	2023	
Burlington, ON	2023	
Belleville, ON	2023	

Table 1: Instances of Free Transit for Youth across Canada

Other locations where free transit for youth is currently being considered includes Orangeville, Thames Valley and Waterloo in Ontario and Grand Prairie, Alberta.

Communities experienced varying results in terms of increased youth ridership. Some communities saw an increase in youth ridership within a year, others longer, and some communities also saw an increase in adult ridership (potentially travelling more with their teenage children). After one month of free transit for youth, Oakville (population 211,382) realized youth ridership increase by 7,600 rides (85% increase) and full-fare adult ridership increase by 2,300 rides (5.4% increase).

After Kingston Transit introduced the free transit for youth program, their service demand increased from 28,000 rides in 2012 to over 600,000 rides in 2016. They also encountered

some capacity issues, as youth were mainly travelling during peak morning and afternoon hours. This additional capacity demand cost Kingston Transit about \$250,000 per year.

Offering free public transit for youth may result in reduced demand for busing offered by the local school districts. In some cases, this has provided opportunities for transit service providers and local school boards to consider partnerships and cost-sharing arrangements.

According to the Review, funding for nearly all transit systems offering free transit for youth programs comes from a number of sources including school board funds, parking fees, and municipal taxes.

Potential Partnership

Currently there is an overlap between SD#46 bus routes and existing transit routes. There may be an opportunity to explore future potential partnerships and cost sharing arrangements with SD#46.

It should be noted that increased ridership during peak school periods may impact transit capacity to accommodate the additional passengers, thereby ultimately placing pressure on expansion of services to accommodate the overload times.

Options

The review suggests implementing a free transit for youth program, exploring discussions with SD#46 for future partnership and cost sharing, along with service expansions and enhancement considerations.

A copy of the final report “Free Youth Transit Final Report” can be found in Attachment B.

When considering the information contained in the review, the following conclusions can be drawn in regard to whether a free transit for youth program will achieve the intended outcomes and expected impacts.

1. Increased youth ridership

- The majority of youth that participated in the engagement indicated that they were likely to use a free transit pass.
- Most of the feedback presented focused on service expansion and enhancements that would most likely result in increased ridership.
- Research points to service-related considerations such as trip time, service frequency, extended routes, service reliability and comfort/crowding as being of equal or greater importance to transit cost and affordability in terms of factors that influence transit use.²
- It is unclear if offering free transit for youth will result in the expected impact of increased youth ridership.

² Rosenblum, J. et al (2019, June 9). *How low-income transit riders in Boston respond to discounted fares. A randomized controlled evaluation*. Cambridge, MA: Massachusetts Institute of Technology.

2. Encourage regular transit use in the future (new generation of transit users)
 - Research supports that exposure to transit during young adulthood leads to a higher amount of transit use and lower rates of automobile ownership later in life³.
 - Some communities that offer free transit for youth saw an increase in adult fare revenue.
3. Elimination of the financial barrier to use
 - The majority of youth that participated in the engagement indicated that a free transit pass would be helpful in their day-to-day life.
 - The fare price was not identified as a major barrier to taking the bus.
 - The removal of fares often makes transit attractive for both current users and non-users who are more likely to take transit over more expensive transportation options; and,
 - Dependent users (those without other transportation options due to cost) will benefit through having increased mobility and lessened financial constraints⁴.
4. Contribution to the reduction of greenhouse gas emissions
 - It is possible that offering a free transit for youth program will result in fewer parents transporting students to school, thereby decreasing carbon emissions.
 - A future partnership with School District #46 may result in fewer school buses required, thereby reduced carbon emissions.

Other considerations:

- Offering free transit for youth may result in a perceived inequity amongst other user groups.
- The Transit Future Acton Plan identifies key growth and expansion initiatives. The impact of a free fare program may result in needing to reconsider previously identified priorities and timing in order to address the potential overloads during peak school times.
- The majority of comments received during the review are related to service improvements. Focusing efforts in this direction would be of benefit for all transit users.

Recommendation

Considering the information presented, the Board could choose to implement a free transit for youth program (pilot or permanent) OR continue to invest in service enhancements such as trip times, service frequency and extended routes as a means of increasing ridership.

To gain a clearer understanding of the cumulative impacts of current corporate and transit priorities, staff recommend that the Board defer a decision on Free Transit for Youth to the

³ Klein, N & Smart, M.J. (2017, March). *Remembrance of cars and buses past: how prior life experiences influence travel*. Journal of Planning Education and Research 38, no. 2: 139-51.

⁴ BC Transit, *Fare-Free Transit – A Summary of Considerations for BC Transit*, November 28, 2019.

2024-2028 Financial Plan Budget deliberations. Staff would submit a budget proposal that outlines the financial impact of the program.

Organization and Intergovernmental Implications

The Board will need to consider how this new project fits within their strategic plan and corporate priorities. Small transit systems like Sunshine Coast Transit System, often have multiple priorities and limited resources. Current priorities within the Transit service include maintaining service levels, driver support and network reliability, 2024 expansion of Route 90 and Custom Transit hours of service and planning for the expansion of the Maintenance and Operations facility (garage/yards) to accommodate further service expansions.

Balancing the objectives of the Free Transit for Youth program with other essential services and expansion priorities may be a delicate task and some other priorities may be impacted.

Financial Implications

An analysis with regards to the potential impact of offering free transit for youth was completed by BC Transit. Given the lack of data due to the limitations of the current fare system, the analysis used the latest census demographic information for the Sunshine Coast and overlaid this with the BC Transit revenue ridership model. The total estimated minimum potential revenue loss by offering free transit for ages 13-18 years was calculated at ~\$90,000 per year. The SCR D retains all fare revenue to offset their share of the operating costs, therefore this loss in revenue would need to be offset by taxation.

Implementation of a free transit program will require additional resources, some of which will be one-time (establishment of the program, exploration of partnerships) while other tasks may require ongoing resourcing (annual implementation and turnover of passes, customer concerns, and service monitoring and support, program evaluation). Collaboration with BC Transit will also be required to explore implementation options.

It is important to note that there may be future financial impacts to consider including long-term pressures for service enhancement and expansion that may arise with increased ridership (i.e. overload routes/buses).

STRATEGIC PLAN AND RELATED POLICIES

A Free Transit for Youth program may result in increased collaboration with community partners such as the SD#46, reduced greenhouse gas emissions thereby supporting the “Working Together” and “Community Resilience and Climate Change Adaptation” Strategic Focus Areas of the 2019-2023 SCR D Board Strategic Plan.

CONCLUSION

A Free Transit for Youth program has the capacity to improve accessibility, encourage environmentally friendly travel practices, and increase ridership. Consideration needs to be given on how this initiative fits with other current strategic, corporate and transit priorities. To gain a clearer understanding of the cumulative impacts of corporate and transit priorities, staff recommend that the Board defer a decision on Free Transit for Youth to the 2024-2028 Financial Plan Budget deliberations. Staff would submit a budget proposal that outlines the financial impact of the program.

Attachments

Attachment A – Fare-Free Transit: A Summary of Considerations for BC Transit (November 2019)

Attachment B – SCR D Free Youth Transit Final Report (November 2023)

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

Attachment A



February 18, 2025

Alton Toth, Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt BC V7Z 0A8

Reference: 330036

Dear Chair Toth:

Re: Community Road Network Planning

Thank you for your letter of November 28, 2024, sharing with me the Sunshine Coast Regional District's (SCRD's) recent resolution regarding road network planning and climate change and emergency management strategies.

I understand local staff with our operations, development services and regional planning teams have been in contact with SCR D personnel about the Regional District's work to renew its official community plans. You can be sure the ministry remains committed to continuing to participate in this process to ensure a meaningful, integrated approach around land use planning and impacts on the local transportation network. To that end, please do not hesitate to contact Operations Manager Michael Braun if you have any questions or concerns. He can be reached at 604 398-5677 or Michael.Braun@gov.bc.ca and would be pleased to assist you.

We also know that the risks to communities and to our infrastructure are changing with the climate. As we invest in our highway network, my ministry is using design standards that require additional efforts to ensure our infrastructure can withstand future severe climate-related weather events. All designs of provincial highway infrastructure—including new, rehabilitated and rebuilt infrastructure—must take into account risks associated with climate models. Ministry staff are working with climate specialists at the Pacific Climate Impacts Consortium to obtain climate projections that will inform our designs.

You can be sure that we will continue to work with communities to ensure they remain safe and connected in the event of climate-related emergencies.

.../2

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth". The signature is stylized with a large, looping initial "M" and "F".

Mike Farnworth
Minister

Copy to: Michael Braun, Operations Manager
Lower Mainland District

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 640.6, 2024**

A bylaw to amend *West Howe Sound Official Community Plan Bylaw No. 640, 2011*.

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

PART A – CITATION

1. This bylaw may be cited as *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024*.

PART B – AMENDMENT

2. *West Howe Sound Official Community Plan Bylaw No. 640.6, 2011* is hereby amended as follows:
 - a. Amend *Map 1: Land Use* by redesignating a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.


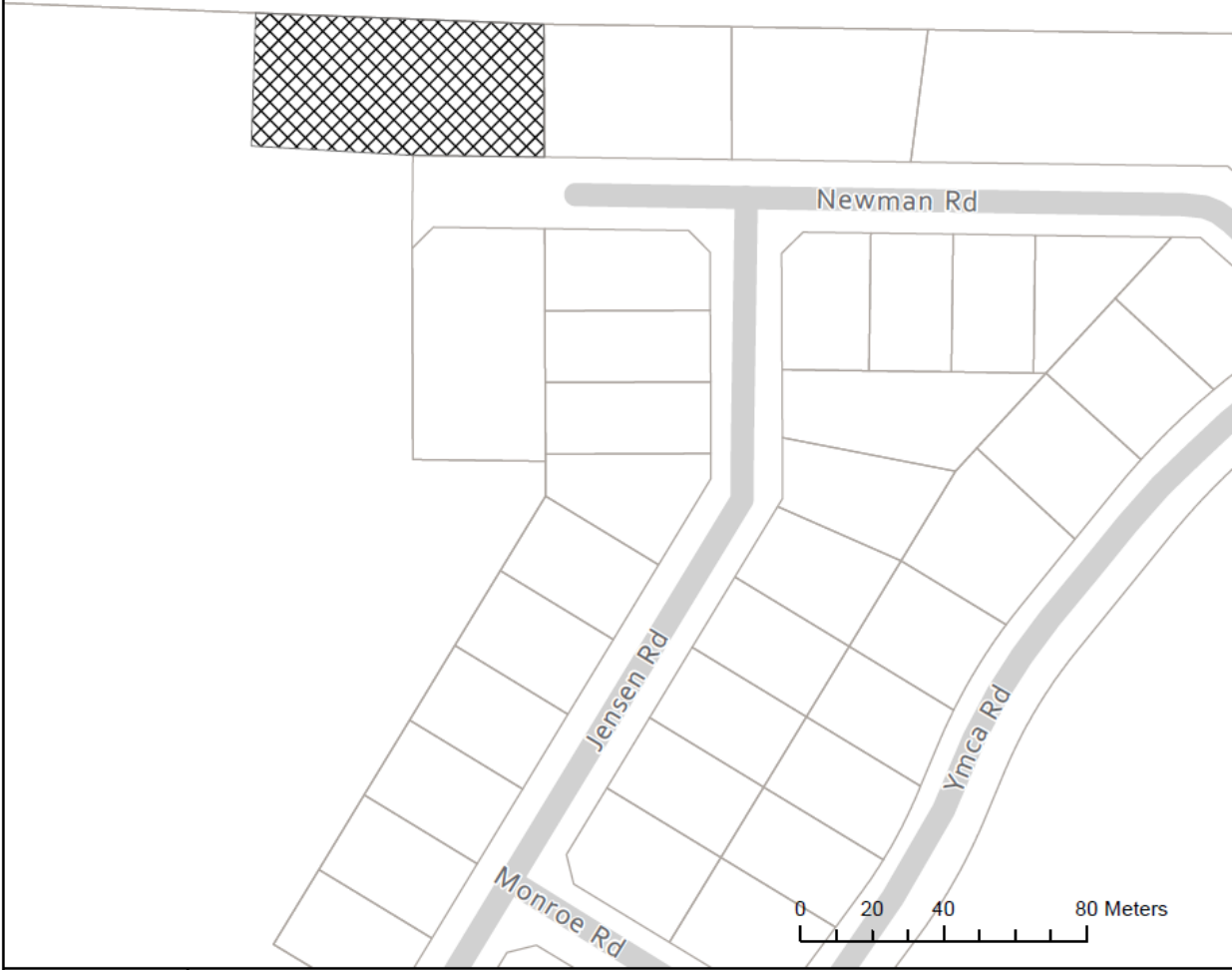

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this	12 TH	DAY OF SEPTEMBER,	2024
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	12 TH	DAY OF SEPTEMBER,	2024
READ A SECOND TIME this	12 TH	DAY OF SEPTEMBER,	2024
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	30 TH	DAY OF OCTOBER,	2024
READ A THIRD TIME this	28 TH	DAY OF NOVEMBER,	2024
ADOPTED this	27 TH	DAY OF FEBRUARY,	2025

Corporate Officer

Chair

APPENDIX A TO BYLAW NO. 640.6, 2024

<h2>Appendix A to West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024</h2>	
<p>To Amend Map 1 from Agricultural to Residential</p>	
<p>☒ Subject Property</p>	
	
	<p>_____ Chair</p> <p>_____ Corporate Officer</p>
<p>Page 1</p>	

SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.10, 2024

A bylaw to amend *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*.

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Amend *Schedule A* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.
 - b. Amend *Schedule B* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix B to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
READ A SECOND TIME this	12 TH	DAY OF SEPTEMEBR,	2024
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	10 TH	DAY OF OCTOBER,	2024
READ A THIRD TIME this	28 TH	DAY OF NOVEMBER,	2024
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this	5 TH	DAY OF FEBRUARY,	2025
ADOPTED this	27 TH	DAY OF FEBRUARY,	2025

Corporate Officer

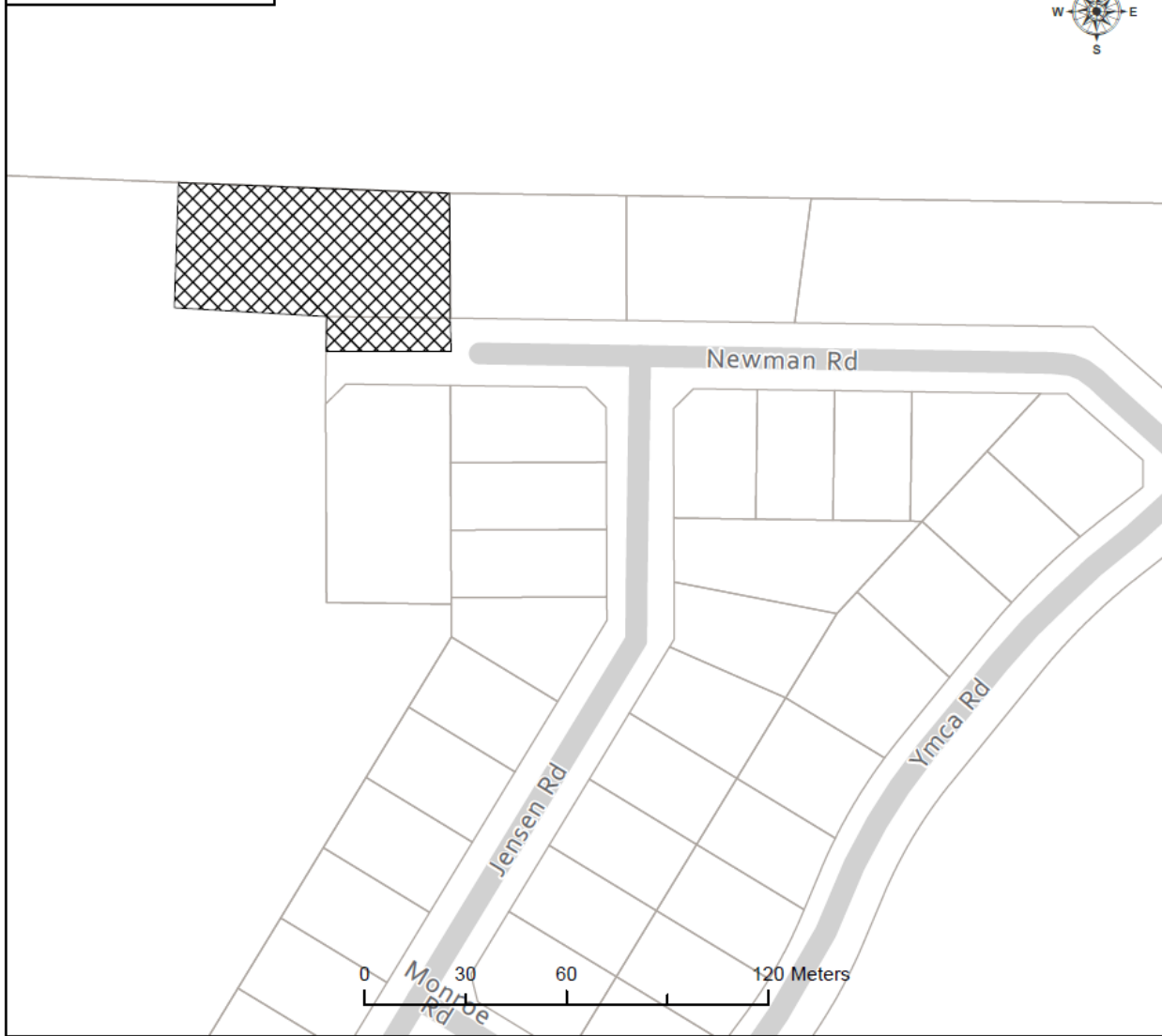
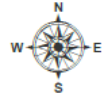
Chair

APPENDIX A TO BYLAW NO. 722.10, 2024

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule A from Agriculture (AG) to Residential 1 (R1)

☒ Subject Property




Chair

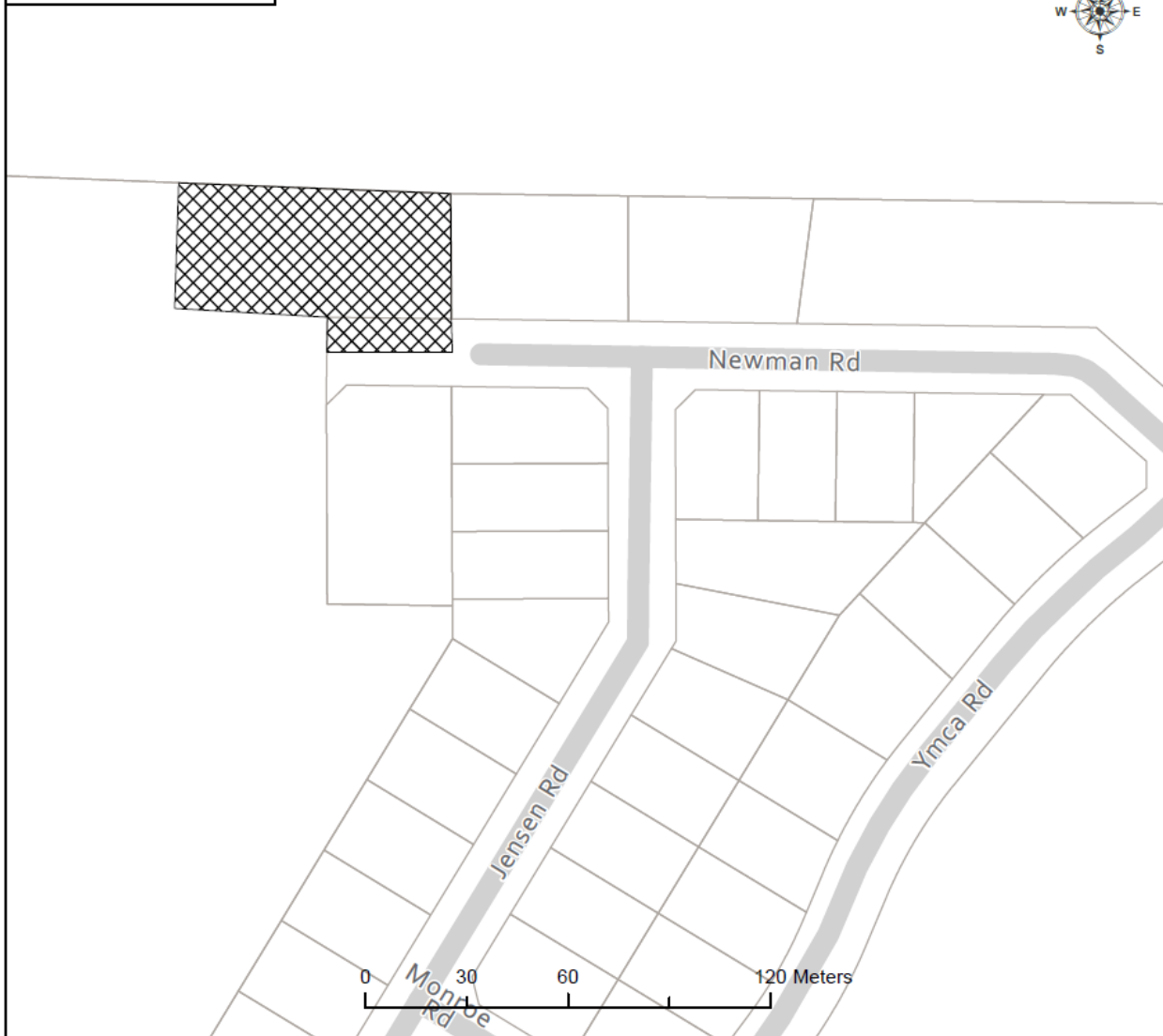
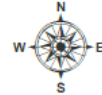
Corporate Officer

APPENDIX B TO BYLAW NO. 722.10, 2024

Appendix B to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule B from Subdivision District I to Subdivision District C

 Subject Property



Chair

Corporate Officer