



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, May 18, 2017
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Manager, Utility Services
Bylaw 422 Review Concerning the Drought Management Plan
(Voting – A, B, D, E, F, Sechelt, SIGD) Annex A
pp 1 – 16
3. Manager, Utility Services
Siphon Installation and Operation Authorization
(Voting – A, B, D, E, F, Sechelt) Annex B
pp 17 – 19
4. Manager, Solid Waste Services
Regional Diversion – Annual Update (Voting – All) Annex C
pp 20 – 24
5. Manager, Transit and Fleet - BC Transit Annual Operating Agreement
(Voting – B, D, E, F, Sechelt, SIGD, Gibsons) Annex D
pp 25 – 54
6. Manager, Transit and Fleet
2017 Transit Implementation Memorandum of Understanding (MOU)
(Voting – B, D, E, F, Sechelt, SIGD, Gibsons) Annex E
pp 55 – 58
7. Transportation Advisory Committee Minutes of April 20, 2017
(Voting – All) Annex F
pp 59 – 61
8. Chief Administrative Officer
Parks Canada Feasibility Study on Gambier Island (Voting – All) Annex G
pp 62 – 63

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 18, 2017

AUTHOR: Shane Walkey, Manager of Utility Services
Angie Legault, Senior Manager, Administration & Legislative Services
Raphael Shay, Water & Energy Projects Coordinator

SUBJECT: **BYLAW 422 REVIEW (DROUGHT MANAGEMENT PLAN)**

RECOMMENDATION(S)

THAT the report titled Bylaw 422 Review (Drought Management Plan) be received;

AND THAT the Drought Management Plan be updated to reflect the changes made to Bylaw 422.

AND THAT amendments to the Municipal Ticket Information Bylaw No. 558 and Bylaw Notice Enforcement Bylaw 638 be prepared to reflect a fine structure based on the stage of water restriction as follows:

- **Stage 1 - \$100**
- **Stage 2 - \$200**
- **Stage 3 - \$300**
- **Stage 4 - \$400**

AND FURTHER THAT SCRD Water Rates and Regulations Amendment Bylaw No. 422.29 be forwarded to the Board for readings and adoption.

BACKGROUND

The following resolution was adopted at the Regular Board Meeting of November 24, 2016:

431/16 **Recommendation No. 3** *Drought Management Plan*

AND THAT the updated Drought Management Plan be adopted as presented;

AND THAT staff proceed with the amendment to Bylaw 422 to incorporate the changes to the Drought Management Plan;

AND THAT consultation with businesses affected by the proposed amendments be engaged in dialogue prior to bringing the Bylaw 422 amendment forward;

AND FURTHER THAT an escalated watering fine schedule and the temporary new lawn permit fee be increased for Bylaw 422 and be brought forward for Board consideration.

This report presents findings from consultations with businesses and outlines proposed changes to Water Rates and Regulations Bylaw No. 422, Municipal Ticket Information Bylaw No. 558 and Bylaw Notice Enforcement Bylaw No. 638.

Board approved 2016 changes to the Drought Management Plan (DMP) prohibit cosmetic uses of water during Stage 3 and ensure consistency between residential and commercial water users. These changes were the result of public feedback and enforcement visits.

DISCUSSION

Consultation with Businesses

Eight businesses were contacted, spanning home maintenance, painting, and car washing companies. Staff attempted to contact others but could only find expired contact information. All businesses were familiar with the DMP and all are negatively impacted by Stage 3 restrictions.

A few businesses are able to mitigate the impact of water restrictions by scheduling jobs that require pressure washing before Stage 3 and then focusing on other work. However, this can only be done for some types of businesses, such as painters that prepare surfaces, and can only be done for a short time as job sites will get dirty over time.

Some businesses were able to access alternative sources of water by using water tanks and specialized equipment.

Most businesses believed it would be helpful if the SCRD asked the community to schedule pressure washing, painting, or car washing early in the summer. Providing earlier notice to businesses about possible Stage 3 restrictions would also help with scheduling and mitigating negative impacts.

Some of the impacts on business can be mitigated by early and ongoing communication about the water supply situation.

Drought Management Plan

Staff recommend eliminating the definition of commercial operations and references to commercial operations in the Drought Management Plan. This will ensure better clarity in ongoing communications.

Enforcement / Fine Schedule

The enforcement approach described in the current Drought Management Plan starts with a warning and escalates to tickets with fines of \$50, \$100, and \$200 for subsequent offences.

Staff researched neighbouring jurisdictions and determined that other Regional Districts typically have a fine structure based on the stage of water restriction. For example, all offences at Stage 1 carry a fine of \$100 and all offences at Stage 2 are fined \$200, etc. This structure reflects the increasing seriousness of the offence.

Staff recommend implementing an escalated fine structure. Following one warning per summer, per property, infractions would result in the following fines:

- Stage 1: \$100
- Stage 2: \$200
- Stage 3: \$300
- Stage 4: \$400

In addition, Bylaw 422 currently provides for a maximum penalty of \$200 for contraventions following summary conviction. As this type of prosecution carries a much higher administrative cost than the usual ticketing options, Staff recommend increasing this amount to a minimum of \$2,000. This method of enforcement has rarely been used by the SCRD but could be considered in situations where ongoing, deliberate violations occur.

Temporary Lawn Watering Permit Fee

A Temporary Lawn Watering Permit which allows for additional sprinkling of a new lawn for 21 days is currently available during Stage 1 for a fee of \$35. Staff recommend increasing the fee to \$50.

The approach used by other jurisdictions varies on this point. Some jurisdictions charge a fee while others provide the permits free of charge. Metered rate structure would result in additional water charges.

Bylaw No. 422 Changes

A draft bylaw amendment is attached as Appendix 1. The primary purpose of the amendment is to provide clear authority for the SCRD General Manager Infrastructure Services / Regional Engineer to advance water conservation stages, as well as to include the restrictions that accompany the various stages to provide additional clarity and ensure the regulations are enforceable.

The bylaw also reflects the recommended fee increase for temporary lawn watering permits, and increases the maximum penalty payable for infractions upon summary conviction.

STRATEGIC PLAN AND RELATED POLICIES

The water conservation actions outlined in this report are consistent with the SCRD's Strategic Plan priorities to Embed Environmental Leadership.

This report also supports the Comprehensive Regional Water Plan's identified actions for demand management and the goal of reducing water consumption by 33% by 2020 from 2010 levels.

The We Envision Integrated Community Sustainability Plan also has the goal of reducing water consumption by 33% by 2020 from 2010 levels.

CONCLUSION

Staff have consulted with a number of businesses that expressed valid concerns about the negative impact of water restrictions on their operations. Some of the impacts can be mitigated by early and ongoing communication about the water supply situation.

An amendment to the Drought Management Plan has also been proposed to remove the distinction between commercial and residential outdoor water uses, as well as a revised fine structure.

A draft bylaw amendment has been prepared to include the restrictions associated with the water conservation stages and to provide the SCRD General Manager Infrastructure Services / Regional Engineer with clear authority to enact those stages.

Appendix 1 – Draft Bylaw No. 422.29

Reviewed by:			
Manager	X – S. Walkey	Finance	
GM		Legislative	X – A. Legault
CAO	X – J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.29

**A bylaw to amend Sunshine Coast Regional District
Revised Water Rates and Regulations Bylaw No. 422, 1995**

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

1. This Bylaw may be cited as *“Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.29, 2017”*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:

- a) Delete the definition of “Engineer” and replace with a new definition as follows:

“Engineer” means the person holding the position of the General Manager of Infrastructure Services/Regional Engineer for the Regional District.

- b) Add new definitions as follows:

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 20 gallons per hour and operate at 25 psi or less to deliver water to the root zone of the plant material being irrigated.

“Notice” means the announcement given under Section 19.5 of this bylaw.

“Stage” means Stage 1, 2, 3, and 4 of the water conservation regulations prescribed by Schedule J of this bylaw.

- c) Delete Section 19 in its entirety and replace with a new Section 19 as follows:

19. Water Conservation

19.1 No person, shall use water or cause water to be used contrary to the provisions of this bylaw in effect at the time of use.

19.2 Stage 1 and the water use restrictions for Stage 1 prescribed in Schedule “J” are in effect in each year from May 1 to September 30 inclusive, except as provided for under Section 19.3.

19.3 Where determined necessary for the conservation of water or the preservation of the regional water supply, the Engineer may amend the effective period of time for Stage 1, or terminate, or bring in to effect a Stage more restrictive than Stage 1 at any time of the year for any period of time.

19.4 The Stage determined under Section 19.3 and the water use restrictions prescribed under Schedule “J” for that Stage take effect on the commencement date stated in this bylaw or the Notice for that Stage and

remain in effect until that Stage is terminated, or until the commencement of another Stage.

19.5 In making a decision under Section 19.3, the following determining factors will be considered:

- (a) Time of year and typical seasonal trends
- (b) Snow pack assessments and snowmelt forecasts
- (c) Storage volume of water sources and draw down rates
- (d) Stream flows and monitoring data
- (e) Weather, recent conditions and forecasts
- (f) Water usage, recent consumption and trends
- (g) Water supply system performance.

19.6 Sufficient notice of any change in water use restrictions shall be deemed to have been given by way of:

- (a) one advertisement on a local radio station;
- (b) one publication in a newspaper.

19.7 Despite Section 19.2, the Regional Water Authority may, upon receipt of an application and payment of the fee set out in Schedule "B", "D" or "E" as applicable hereto, issue a one-time, 21-day, temporary lawn watering permit to a person who has installed a new lawn. Permits must be displayed on the subject lawn during the period the permit is in effect.

19.8 Despite Section 19.7, no temporary lawn watering permits will be issued during Stage 2, 3 or 4 water use restrictions.

19.9 No person (not in the employ of the Regional District) shall use water at any time supplied by the Regional District for the purpose of sprinkling any street or lane or public thoroughfare; provided that nothing in this Section shall prevent any person from sprinkling or watering that portion of any boulevard immediately adjoining his premises; provided such sprinkling conforms with the preceding Sections.

d) Delete Section 31.1 and replace with a new Section 31.1 as follows:

31.1 Any person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, commits an offence and shall be liable, on summary conviction thereof, to a fine of not less than Two Thousand (\$2,000) Dollars for each and every offence and not more than the maximum penalties provided under the *Offence Act* and, in default, to imprisonment for a period not exceeding thirty (30) days..

e) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.

- f) Delete Schedule "D" in its entirety and replace with the revised Schedule "D" attached hereto.
- g) Delete Schedule "E" in its entirety and replace with the revised Schedule "E" attached hereto.
- h) Add a new Schedule "J" as attached hereto.

READ A FIRST TIME	this	day of	May, 2017
READ A SECOND TIME	this	day of	May, 2017
READ A THIRD TIME	this	day of	May, 2017
ADOPTED	this	day of	May, 2017

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "B"

***This Schedule does not apply to the North Pender Harbour Water Service Area
as established under Bylaw No. 1070 (see Schedule "D")***

OR

***The South Pender Harbour Water Service Area
as established under Bylaw No. 1074 (see Schedule "E")***

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
(1)	Up to and including one acre in area	\$ 255.41
(2)	Greater than one acre, up to and including two acres	\$ 271.87
(3)	Greater than two acres, up to and including three acres	\$ 306.55
(4)	Greater than three acres, up to and including four acres	\$ 347.54
(5)	Greater than four acres, up to and including five acres	\$ 365.89
(6)	Greater than five acres, \$18.02 for each additional acre or part of an acre, up to and including ten acres	
(7)	Greater than ten acres, \$10.12 for each additional acre or part of an acre, up to and including twenty acres	
(8)	Greater than twenty acres, \$6.86 for each additional acre or part of an acre	
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
(1)	For each dwelling unit (a dwelling unit being a single suite in a dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 266.00
(2)	Motels – per unit	\$ 140.56
(3)	Apartments	\$ 214.14
(4)	Mobile Homes - per occupied pad	\$ 214.14
(5)	Hospital and Intermediate Care Facilities - per bed	\$ 140.56
(6)	All other users not herein provided for - per user	\$ 266.00
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	Per cubic metre	\$ 0.78
	Minimum charge per quarter (meter rental extra)	\$ 66.50

Sunshine Coast Regional District

Bylaw No. 422

Schedule "B" continued

4.	<u>Meter Rentals – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
(1)	Up to and including 3/4"	\$ 9.00	\$ 36.00
(2)	Over 3/4", up to and including 1"	\$ 12.00	\$ 48.00
(3)	Over 1", up to and including 1 ½"	\$ 30.00	\$ 120.00
(4)	Over 1 ½", up to and including 2"	\$ 36.00	\$ 144.00
(5)	Over 2", up to and including 4"	\$ 45.00	\$ 180.00
(6)	Over 4", up to and including 6"	\$ 60.00	\$ 240.00

5. Connection Charges

(1)	3/4" Connection	\$ 1,200.00
(2)	1" Connection	\$ 1,800.00
(3)	Over 1" (minimum)	\$ 2,000.00
(Plus additional costs incurred for fittings and installation)		

6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

7. Hydrant Rental

An annual charge of TWENTY DOLLARS (\$20.00) shall be levied for each hydrant operating from the Utility. The charge will be payable by the Fire Improvement Districts and Fire Protection Districts served by the Regional District Water Authority.

8. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "D"

***This Schedule applies only to the North Pender Harbour Water
Service Area as established under Bylaw No. 1070***

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>		<u>Annual</u>
(1)	Residential	\$	320.23
(2)	Institutional	\$	320.23
(3)	Commercial	\$	727.00
2.	<u>User Fees – billed annually</u>		<u>Annual</u>
(1)	For each parcel containing 1 dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$	235.93
(2)	Multiple Family Dwellings (where more than One dwelling exists on a parcel)	\$	424.44
(3)	Institutional Building	\$	216.69
(4)	All other users not herein provided for - per user	\$	235.93
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
	First 50,000 gallons used per quarter		\$ 354.62
	Per 1000 gal (or part thereof) used over 50,000 gallons/quarter	\$ 4.54	
4.	<u>Manual Water Meter Readings</u>		
	Per reading	\$25.00 (up to a maximum of \$300 per annum)	
5.	<u>Connection Charges</u>		
(1)	3/4" Connection		\$ 1,200.00
(2)	1" Connection		\$ 1,800.00
(3)	Over 1" (minimum)		\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)		
6.	<u>Turning Off/On Fees</u>		
	Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.		

Sunshine Coast Regional District

Bylaw No. 422

Schedule “D” continued

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "E"

***This Schedule applies only to the South Pender Harbour Water
Service Area as established under Bylaw No. 1074***

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
(1)	Up to and including two acres in area	\$ 324.38
(2)	Greater than two acres, up to and including ten acres	\$ 443.87
(3)	Greater than ten acres	\$ 563.38
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
(1)	For each dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 372.86
(2)	For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 372.86
(3)	For each office or place of business wherein is employed not more than one person	\$ 372.86
(4)	For each office or place of business wherein is employed more than one person	\$ 532.64
(5)	All other users not herein provided for - per user	\$ 372.86
(6)	For each clubhouse or hall	\$ 532.64
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 10,000 gallons used per quarter	\$ 133.16
	Per 1000 gal (or part thereof) used over 10,000 gallons/quarter	\$ 6.23

Sunshine Coast Regional District

Bylaw No. 422

Schedule "E" continued

4. Manual Water Meter Readings

Per reading \$25.00 (up to a maximum of \$300 per annum)

5. Connection Charges

(1)	3/4" Connection	\$ 1,200.00
(2)	1" Connection	\$ 1,800.00
(3)	Over 1" (minimum)	\$ 2,000.00
(Plus additional costs incurred for fittings and installation)		

6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE “J”

Water Conservation Stages

1.0 STAGE 1 - Water Supply Conditions: “Normal”

1.1 During Stage 1 a person may:

- (a) use a sprinkler to water a lawn, trees, shrubs, flowers or vegetables only during the following scheduled times:
 - i. on a property with an even numbered address on Tuesday, Thursday and Sunday between the hours of 7:00 a.m. and 9:00 a.m. and 7:00 p.m. and 9:00 p.m.; and
 - ii. on a property with an odd numbered address on Monday, Wednesday and Saturday between the hours of 7:00 a.m. and 9:00 a.m. and 7:00 p.m. and 9:00 p.m.;
- (b) at any time water trees, shrubs, flowers and vegetables by hose equipped with a spray-trigger nozzle, or a hand-held container;
- (c) under the authority of a Permit, water a newly seeded or sodded (unestablished) lawn on any day between the hours of 7:00 a.m. and 9:00 a.m. and 7:00 p.m. and 9:00 p.m.;
- (d) at any time use water to wash a vehicle or boat, but must use a hand-held hose equipped with a spray-trigger nozzle, or a hand-held container;
- (e) at any time use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or building surfaces, but must use a hose equipped with a spray-trigger nozzle, or a hand-held container; and
- (f) at any time use water to fill a swimming pool, spa, garden pond, or decorative fountain.

1.2 During Stage 1, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens shall follow the same schedule as in Section 1.1 (a).
- (b) Micro-irrigation or drip-irrigation systems are not restricted during Stage 1, however water waste resulting from damaged equipment or over watering is an offense.

2.0 STAGE 2 - Water Supply Conditions: "Moderate"

2.1 During Stage 2, a person may:

- (a) use a sprinkler to water a lawn, trees, shrubs, flowers or vegetables only during the following scheduled times:
 - i. on a property with an even numbered address on Thursday and Sunday between the hours of 7:00 a.m. and 9:00 a.m.; and
 - ii. on a property with an odd numbered address on Wednesday and Saturday between the hours of 7:00 a.m. and 9:00 a.m.;
- (b) at any time water trees, shrubs, flowers and vegetables by hand-held hose equipped with a spray-trigger nozzle, or a hand-held container;
- (c) under the authority of an existing Permit issued under Stage 1, continue to water a recently seeded or sodded (unestablished) lawn on any day between the hours of 7:00 a.m. and 9:00 a.m. during the remaining term of the Permit. No new Permits will be issued during Stage 2;
- (d) at any time use water to wash a vehicle or boat, but must use a hose equipped with a spray-trigger nozzle, or a hand-held container;
- (e) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required for health or safety.

2.2 During Stage 2, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens shall follow the same schedule as in Section 2.1 (a).
- (b) Micro-irrigation or drip-irrigation systems are not restricted during Stage 2, however water waste resulting from damaged equipment or over watering is an offense.

3.0 STAGE 3 - Water Supply Conditions: "Acute"

3.1 During Stage 3, a person may:

- (a) At any time water trees, shrubs, flowers or vegetables by hand-held hose equipped with a spray-trigger nozzle, or a hand-held container;
- (b) not use a sprinkler to water a lawn, including newly seeded or sodded lawns, trees, shrubs, flowers or vegetables, at any time;
- (c) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or building surfaces unless required for health and safety;

- (d) not use water to wash a vehicle, boat or equipment except to wash salt water from equipment (e.g. outboard motor); and
 - (e) not use water to fill a swimming pool, spa, garden pond, or decorative fountain.
- 3.2 Micro-irrigation or drip-irrigation systems are not restricted during Stage 3, however water waste resulting from damaged equipment or over watering is an offense.
- 4.0 **STAGE 4** - Water Supply Conditions: "Severe"
- 4.1 During Stage 4, all outdoor water use is banned (including greenhouses), unless required for health and safety. Main line water pressures will also be reduced where possible.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 18, 2017

AUTHOR: Shane Walkey, Manager, Utility Services
Raphael Shay, Water and Energy Projects Coordinator

SUBJECT: SIPHON INSTALLATION AND OPERATION AUTHORIZATION

RECOMMENDATION(S)

THAT the report titled Siphon Installation and Operation Authorization be received for information;

AND THAT the General Manager, Infrastructure Services / Regional Engineer or their designate have the authority to install and operate the Chapman Lake Water Supply Siphon when deemed necessary;

AND THAT should the siphon be installed and operated, that staff be approved to expend the required funds to install and operate the siphon;

AND FURTHER THAT staff will provide a report on the siphon costs and Financial Plan impacts.

BACKGROUND

The Ministry of Environment issued a letter on March 6, 2017 to the Sunshine Coast Regional District (SCRD) concerning the regulatory approval process for the Park Use Permit for the Chapman Lake Water Supply Expansion Project. This letter was presented to the March 23, 2017 Corporate and Administrative Services Committee and described the need for “a park boundary amendment or using a different designation for the park area”. This process involves consultation, thereby delaying the project construction to 2018.

It was further noted in their correspondence that BC Parks “will work with the SCRD to provide authorization for temporary measures such as deployment of the siphon system.”

The purpose of this report is to provide an update on the status of the Chapman Lake Water Supply Siphon system (siphon).

DISCUSSION

The Chapman Lake Water Supply Siphon was designed in the summer of 2015 as a temporary system to move water over the dam at Chapman Lake should lake levels fall below the intake. The siphon consists of five 200 mm diameter pipes that, combined, can provide a maximum of 200 liters per second (L/s) of water to Chapman Creek. It is anticipated that the siphon will provide adequate capacity to meet environmental flow requirements and community needs when combined with natural tributary flows and water released from Edwards Lake.

The siphon material is available for rapid installation should the region experience a prolonged drought period. Installation and operation of the siphon will be completed by Infrastructure Services staff and contractors.

Staff are continuously monitoring flow conditions in Chapman Creek, Chapman Lake, Edwards Lake, as well as climate conditions and projections, and water demands to determine the optimal time to install the siphon.

The objective is to avoid expending funds on a siphon that would not be used yet ensure access to water should conditions become severe. Once installed and operational, the siphon will be staffed and maintained.

Organizational and Intergovernmental Implications

Installing the siphon will require a large contingent of the Waterworks' Department staff. It is, therefore, expected that most Waterworks projects will be placed on hold should the siphon need to be installed.

Operating the siphon will require less staff but will remain a significant undertaking. Other Waterworks projects may resume in part during this time.

Staff is in regular communication with BC Parks and the Ministry of Forest, Lands and Natural Resource Operations to ensure the required permits are in place should the siphon be needed.

Financial Implications

The material for the siphon was purchased in 2015 at a cost of \$154,398, funded through operating surplus.

The siphon installation cost is estimated at \$165,000. Operating costs are estimated at \$17,500 per week. These costs are currently unfunded and will be contingent on how long the siphon is needed. Therefore staff require approval to expend the associated funds and a report will be provided on the siphon costs and Financial Plan impacts.

Table 1: Siphon Installation Cost Estimate

Item	Estimated Cost
Materials & Equipment	\$11,000
Helicopter Operations	\$87,000
Consultants (Environmental Monitor, Archaeological, Engineering)	\$20,000
Staff/Contractors	\$20,000
Subtotal	\$138,000
Contingency	\$27,000
Total Cost	\$165,000

Communications Strategy

A Communication Plan is prepared and will be coordinated with other communications should the need for the siphon arise.

STRATEGIC PLAN AND RELATED POLICIES

The siphon supports the SCRD Strategic Plan priority to Embed Environmental Leadership. Environmental monitoring and minimizing impacts were lenses used in the design as well as the installation and operation plan development.

The siphon also supports the SCRD Strategic Plan priority to Enhance Collaboration with the *shíshálh* and Skwxwú7mesh Nations. Archeological considerations have been incorporated into the plan.

CONCLUSION

With the delay in the regulatory approval process for the Chapman Lake Water Supply Expansion project, the SCRD may have to install a temporary siphon system in order to maintain adequate capacity for environmental flows and community needs during a prolonged drought.

The siphon material is purchased and available for installation should the need arise. Staff are continuously monitoring flow conditions in Chapman Creek, Chapman Lake, Edwards Lake, as well as climate conditions and projections, and water demands to determine the optimal time to install the siphon.

Staff recommend approval of the recommendations as prepared.

Reviewed by:			
Manager	X – S. Walkey	Finance	X – T.Perreault
GM		Legislative	
CAO	X – J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 18, 2017

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: REGIONAL DIVERSION – ANNUAL UPDATE

RECOMMENDATION(S)

THAT the report titled Regional Diversion – Annual Update be received.

BACKGROUND

The BC Ministry of Environment requires all regional districts in BC to have a Solid Waste Management Plan (SWMP).

The SCRD's current SWMP was adopted by the Board in 2011 and outlines twenty-four initiatives that contribute to reaching targets by 2016. There are two targets: diversion and per capita disposal. The diversion target is 65%-69% and the per capita disposal target is 315kg – 279kg.

The purpose of this report is to provide an update on the SCRD's regional diversion from 2011 to 2016, the first five years of the SCRD's SWMP.

DISCUSSION*Regional Diversion Data*

The format of the diversion data is consistent with the method utilized in the SWMP and was applied to the five year period of 2011 to 2016. This data was utilized for calculating waste generation, diversion rate and per capita disposal.

A summary of the diversion data is provided in Table 1.

Table 1: SCRD Regional Diversion Data 2011 to 2016

Disposal and Diversion (t)	2011	2012	2013	2014	2015	2016
Disposal						
Pender Harbour Landfill/Transfer Station	1,246	1,155	1,158	1,338	1,816	1,183
Sechelt Landfill	10,923	10,524	9,071	10,447	10,545	11,493
Total disposal	12,169	11,679	10,229	11,785	12,361	12,677
Diversion						
At Landfills	1,444	2,434	2,239	2,200	3,572	4,366
Green Waste	2,499	3191	3,437	3,672	3,415	4,343
Recycling - Curbside	667	701	685	642	631	882
Recycling - Depots	1,257	1,510	1,495	1,367	1,121	1,179
Extended Producer Responsibility	963	983	1,000	1,005	1,068	1,068*
C&D Estimate (as per SWMP)	4,255	4,255	4,255	4,255	4,255	4,255
Total diversion	11,085	13,074	13,112	13,141	14,062	16,092
Total waste generation (disposal + diversion)	23,254	24,753	23,341	24,926	26,423	28,769
Diversion rate (diversion/waste generation)	48%	54%	56%	53%	53%	56%
Population**	28,918	29,222	29,270	29,512	29,390	29,243
Disposal per person per year (kg)	421	400	349	399	421	434

*2016 EPR data not yet available; 2015 data used

**Population estimates based on BC Stats as of May 3, 2017

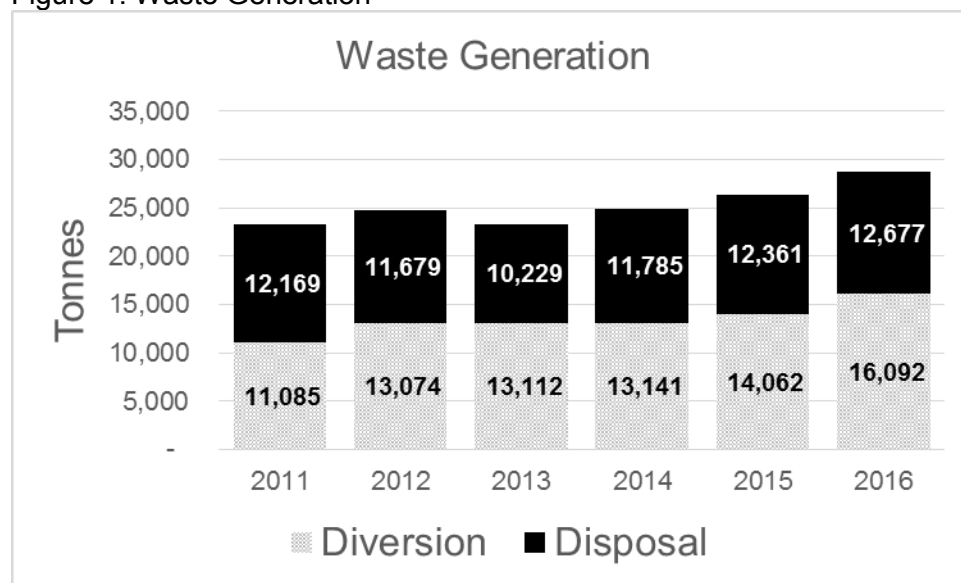
Waste Generation

Waste Generation is the sum of waste disposed and diverted. Disposal means buried in the Pender Harbour Landfill (until 2015) and at the Sechelt landfill. Whereas diversion means diverted from the landfill and includes materials recycled, composted, reused or waste exported for burial elsewhere (e.g. contaminated wood).

The trend since 2013 has been an overall increase to the total waste generated. The primary factors contributing to this increase is a growing economy. It should be noted that where there was an increase in disposal there was an increase in diversion.

A summary of waste generation is provided in Figure 1.

Figure 1: Waste Generation



Diversion Rate

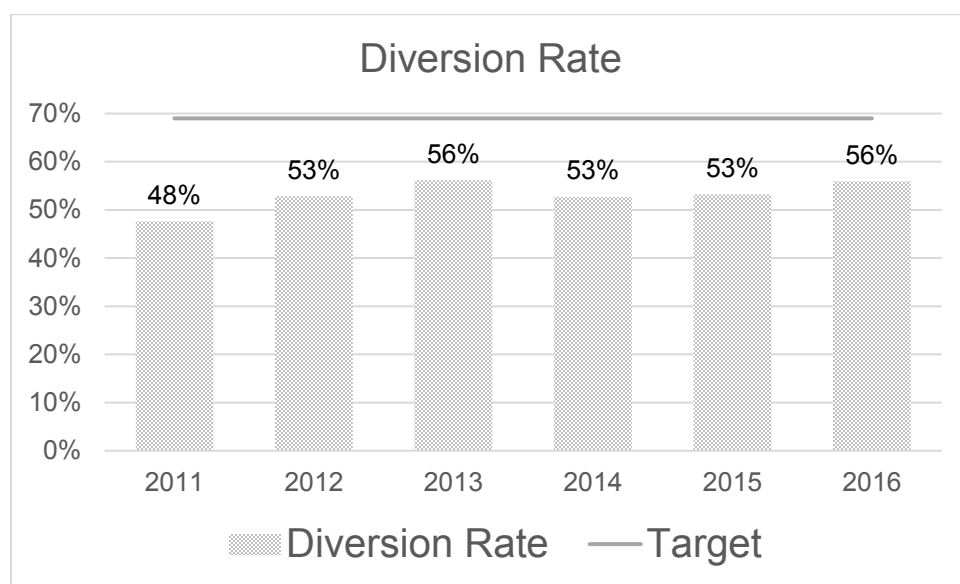
Diversion rate is calculated by dividing the diversion by the total waste generated.

2011 saw the lowest diversion rate at 48%. Since then, despite an overall increase in waste disposal, the diversion rate has remained fairly consistent with an improvement to 56% in 2016. 2016 saw an increase in tonnage in disposal and all types of diversion.

Based on 2016, a further 9%-13% diversion required to achieve the 65%-69% target.

A summary of diversion is provided in Figure 2.

Figure 2: Diversion Rate



Per Capital Disposal

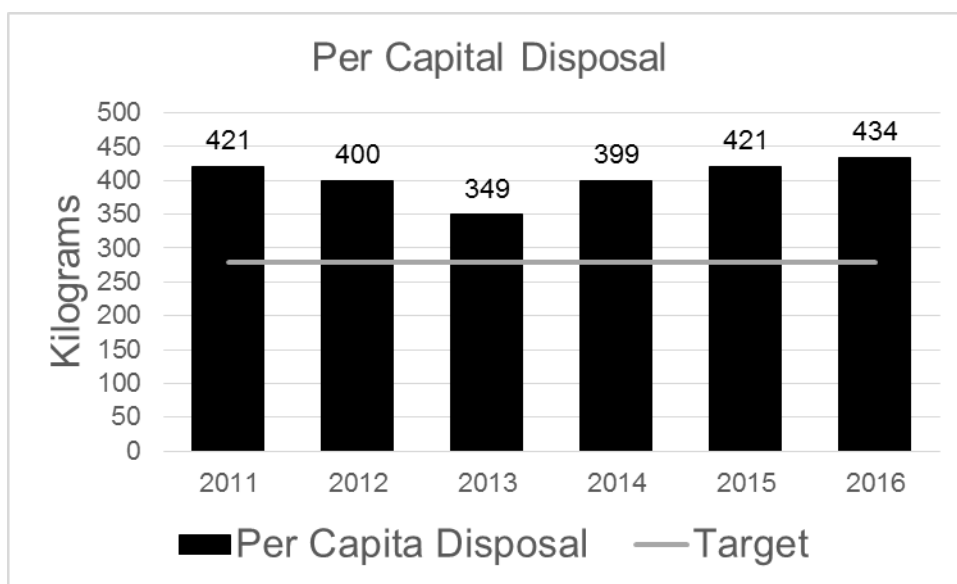
Per capita disposal is calculated by dividing the waste disposed by the population and is expressed in kilograms.

Disposal is typically related to economic trends. Since 2013, there has been a steady increase to the economy and there has been a corresponding increase to disposal.

Based on 2016, a further 155kg reduction is required to meet the 279 kg/pp/yr target.

A summary of per capita disposal is provided in Figure 3.

Figure 3: Per Capita Disposal



Next Steps

As staff prepare the reports on short-term priorities as identified at the March 2, 2017 Special ISC, where appropriate, this regional diversion data will be referenced and recommendations will be provided in order to help achieve the diversion target.

Additionally, work continues on the development of an Organics Diversion Strategy which represents the largest opportunity for diversion.

The diversion data will also be utilized as part of a Five-Year Effectiveness Review of the SWMP that will be initiated in the fourth quarter of 2017. The review is a Ministry of Environment requirement.

Updates to Diversion Data

After the product stewardship agencies release their 2016 annual reports for the extended producer responsibility programs, the regional diversion data will be updated. The plan is to continue to provide solid waste tonnage data as part of the existing quarterly reports (green waste, depot recycling, garbage) and provide regional diversion annually.

Communications Strategy

As part of a project to restructure and update the Solid Waste web pages, a specific web page will be created for diversion data where the information contained in this report will be added. Anticipated completion date is June.

STRATEGIC PLAN AND RELATED POLICIES

This report is in support of the key strategic priority of Embed Environmental Leadership and the Solid Waste Management Plan.

CONCLUSION

The SCRD collects disposal and diversion data and calculates annual waste generation, diversion and per capita disposal rates.

There has been an increasing trend in disposal, diversion and waste generation since 2013. The increase is likely attributable to a steady improvement to the economy.

At the end of 2016, the regional diversion rate was 56% and the per capita disposal was 434kg.

Further diversion and waste reduction is required in order to meet the targets identified in the SCRD's SWMP. Specifically, a 13% increase to diversion and a reduction of waste disposed by 155kg/pp/yr is required to meet the targets.

Staff continue to work on the organics diversion strategy and preparing reports on the short-term priorities as identified at the March 2, 2017 Special ISC. Where appropriate, the regional diversion will be referenced in those reports and recommendations will be provided in order to help achieve the targets

Reviewed by:			
Manager	X – R. Cooper	Finance	
GM		Legislative	
CAO	X – J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 18, 2017

AUTHOR: Gordon Dykstra, Manager, Transit & Fleet

SUBJECT: 2017-18 BC TRANSIT ANNUAL OPERATING AGREEMENT (AOA)

RECOMMENDATION(S)

THAT the report titled 2017-18 BC Transit Annual Operating Agreement be received;

AND THAT the Chair and the Corporate Officer be authorized to sign the BC Transit 2017-18 Annual Operating Agreement.

BACKGROUND

Each year BC Transit and the SCRD enter into an Annual Operating Agreement (AOA) that sets the transit service levels, costs and funding for the BC Transit fiscal year, from April 1 to March 31. This report summarizes the adjustments to the AOA for the 2017/18 operating period.

The AOA as submitted provides base service levels equal to the previous year; it does not reflect expanded service levels planned for September. Future increases will be provided in an adjusted AOA available mid-year, which will be reported to the Board when received.

The transit funding model normally includes a three-year period funding forecast in addition to the current Agreement period. Since this 2017-18 AOA takes place in the third year of the funding agreement between BC Transit and the Province, the budget forecasts for 2018-2021 are still under review and cannot be provided at this time.

DISCUSSION

In the Transit Services Follow-up Report presented at the Corporate & Administrative Services Committee on February 23, 2017, an adjustment was outlined moving into the AOA a number of service hours not previously cost-shared with BC Transit. In prior years, the SCRD performed its own scheduling. BC Transit has since adopted bus scheduling and tracks revenue service hours electronically. The AOA presented here includes an adjustment to fully share all service hours currently being delivered. BC Transit is working with the SCRD to ensure that the Operating Reserve Fund is utilized to offset these costs. This will result in a minimal increase above year-over-year inflationary increases. BC Transit has confirmed that once included in the base service level, these costs will be shared going forward, irrespective of the status of the Operating Reserve Fund.

The 2017-18 adjustments included in the AOA and offset by the Reserve Fund are as follows:

- 9.55% addition to total service hours
- 11.3% hourly transit labour cost increase
- 4.37% increase in total fuel costs

- 10.26% increase in hourly shop maintenance costs

Fixed costs reflecting business overhead (not hourly costs) have increased over the previous year at a standard inflationary rate across BC Transit of 1.8%, with a basic inflationary increase for hourly driver costs of 1.6%. Additional items of note are:

- Level of fare revenue is maintained
- A fuel rate of \$1.28 per litre; any savings realized supporting the Reserve Fund
- For HandyDART buses, a 37.2% increase in maintenance costs due to unforeseen repair issues. This reflects actual activity from the previous year.

Separately, there is an increase in lease fee costs of approximately \$62,000 due to the introduction of the Standardized Lease Fee Model (SLF) at BC Transit, as well as some upgrades to shared services for facilities and information technology. The current Average Lease Fee (ALF) model averages lease fees based on 31 categories of year, make, and model of bus, an approach which, due to increased purchase costs results in a significant up front increase when a new vehicle is added to a local fleet. Beginning with the 2017-18 budget cycle, lease fees will be calculated using the SLF model, which averages costs using 5 vehicle categories to mitigate sudden increases associated with adding a new vehicle.

The SLF model will reduce lease fee volatility, and BC Transit has also committed to a variance from the existing ALF costs no greater than 5% over a three year transition period. The change results in near-term cost increases in part due to a portion of planned replacement costs for SCRD buses (due in 2025) being moved forward, and also in part due to the inclusion of newer CNG buses at other locations. Apart from inflationary increases, costs for local government are expected to remain the same when viewed over the lifetime of the vehicles. Costs for the new Vicinity buses required for expansion (to be included in the mid-year AOA adjustment) will also be shared more broadly under this SLF approach than under the previous model.

Overall, these AOA changes result in a net municipal increase of 7.6%. Apart from inflation, this increase is driven by the lease fee changes.

Note that the BC Transit AOA budget outlines cost-shared expenses only, as per the operating agreement between BC Transit and the SCRD. It does not include internal SCRD expenses that are not cost shared with BC Transit.

STRATEGIC PLAN AND RELATED POLICIES

Providing transit service supports the Strategic Priorities of Facilitating Community Development and Embedding Environmental Leadership, as well as the We Envision goal of reducing single occupancy vehicle use.

CONCLUSION

The inclusion of previously unshared hours is significant improvement in budget clarity while reducing the tax burden, while lease fee changes are expected to reduce price volatility which is advantageous for planning. The final AOA figures are substantially equivalent to those accounted for the SCRD Transit Budget [310].

Staff recommend that the BC Transit 2017-18 Annual Operating Agreement be approved as presented.

Attachments:

Appendix 1 - Transit Services Follow-up Report - February 23, 2017, Corporate & Administrative Services Committee

Appendix 2 – Annual Operating Agreement April 1, 2017 to March 31, 2018

Reviewed by:			
Manager	X – G. Dykstra	Finance	X – Perreault
GM		Legislative	X – A. Legault
CAO	X - J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – February 23, 2017

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet
Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: **TRANSIT SERVICES FOLLOW-UP REPORT**

RECOMMENDATION(S)

THAT the report titled Transit Services Follow-Up Report be received for information;

AND THAT the Transit and Fleet budgets and 2017 proposals be forwarded to Round 2 budget for consideration.

BACKGROUND

At the April 14, 2016 Regular Board Meeting of the Sunshine Coast Regional District, the following resolution was adopted:

159/16 cont. **Recommendation No. 15** *Transit Expansion Priorities*

THAT the report titled “Transit Expansion Priorities” be received;

AND THAT the SCRD include the transit expansion items, identified in Option 1 of the Transit Expansion Priorities report, as part of the 2017-2020 BC Transit service Transit Improvement Program (TIP) expansion Memorandum of Understanding;

AND FURTHER THAT the 2017-2021 Financial Plan be amended accordingly.

At the February 16, 2017 Regular Board Meeting of the SCRD, the following recommendation of the January 24, 2017 Special R1 Meeting of the Corporate and Administrative Services Committee was adopted:

068/17 **Recommendation No. 3** *Agenda Item Referrals*

The Corporate and Administrative Services Committee recommended that the January 24, 2017 Special R1 Budget Corporate and Administrative Services Committee Agenda Items #15 and #16 be referred to the February 23, 2017 Corporate and Administrative Services Committee meeting.

The purpose of this report is to provide an overview to Committee with respect to the history, current status and funding for transit services on the Sunshine Coast.

DISCUSSION

SCRD Transit History

The authority to provide transit service was given to the Sunshine Coast Regional District on February 25, 1982. This order was subsequently updated to remove Area “A” as a contributor to transit funding and include a provision that transit serving one area only, be fully funded by that area. In March 2007, Bylaw 1073 was passed converting the transit function to a service, and establishing participating areas as the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and Electoral Areas B, D, E, and F, an arrangement which has remained in place since that time.

Initially the service started with small para-transit buses. In 1989 larger conventional buses were introduced, raising the vehicle total from four to seven. The following timeline highlights key events in the history of Sunshine Coast Transit.

- 1982** – Formal paratransit service begins on the Sunshine Coast
- 1989** – Larger buses introduced
- 1994** – HandyDART shifts to BC Transit from Community Services Society
- 1997** – Transit fare zone system removed, fare \$1.50
- 2000** – Pender Harbour Transit study produced, area service not recommended
- 2005** – Transit fares increase from \$1.75 to \$2.00
- 2006** – Transit Business Plan developed. Fares increased to \$2.25
- 2009** – Per-passenger fare subsidy reviewed
- 2010** – Transit Fare Structure Review; Family Pass feature added to Monthly Pass
- 2011** – BC Transit introduces 3-year budgeting process
- 2013** – Transit Future Plan community consultation begins
- 2013** – September: MOU signed for initial implementation of “Service Priority 1”
- 2014** – January, Transit Future Plan completed and adopted by SCRD Board
- 2014** – July, MOU signed for continued implementation of “Service Priority 1”
- 2015** – March: Province freezes transit funding for two years, further expansion stalled
- 2015** – November: Transit fare structure reviewed, single-payer structure in May 2016
- 2016** – March, Province announces 12.7 million in additional transit funding over 3yrs.
- 2016** – April 14: Community Bus service review, October implementation
- 2016** – April 28: Renewed expansion approved by SCRD Board; Service Priority 1 phases collapsed into a single year

Transit Funding Model

In a typical BC local government outside the lower mainland, public transit is a three-way partnership between BC Transit, a local partner (governing body or community association), and an operating partner. BC Transit provides partial operating funding, capital equipment, service support (planning, scheduling, training, safety & security) and administrative support (accounting, contract management, and marketing).

The local partner also provides operating funding and acts as signatory to the Operating Agreement and budget. The local partner also provides fare product sales, bus stop and at

times roadway maintenance and negotiates routes and service levels with BC Transit. The operating company is selected to provide driver hiring, training and supervision, vehicle maintenance staff and services, direct customer service (phone support, lost and found) and fare revenue collection.

BC Transit functions as the contract manager for operating expenses, crediting the local partner for fare revenue deposited and invoicing the local partner for their remaining share of service costs. On the Sunshine Coast, the SCRD functions as both local partner and operating company. There are four local governments in BC having this type of partnership with BC Transit: Nanaimo, Powell River, Nelson and the SCRD.

The current breakdown of shared responsibility for funding is shown in the table below.

Service	SCRD Portion	BC Transit Portion
Conventional (big bus)	53.31%	46.69%
HandyDART	33.31%	66.69%

Note: in some systems, a blended rate based on these ratios is used for routes that provide both Conventional and HandyDART service using the same vehicle for both services.

Normally, an operating partner would be selected using an RFP process, providing a market-based confirmation of value for the amount spent. BC Transit pays the operating partner for services provided, and recovers a portion of costs from the local partner using the cost-sharing formula. Having the SCRD as the local partner and the operating partner bypassed the standard RFP process. As a consequence, certain maintenance costs are capped by BC Transit to limit their exposure and increase budget control. As an example, mechanical repair costs are set by BC Transit at \$50.89 per hour, and cost-shared with the SCRD at this rate. The SCRD Fleet Maintenance invoices its services at \$73.00 per hour. The difference between these two rates (\$19.11) is not cost-shared with BC Transit, but rather paid fully by the SCRD. This increases the actual percentage of the hourly mechanical fleet maintenance costs paid by the SCRD to approximately 63 percent.

Transit Reserve Fund

In 2016 BC Transit implemented a Reserve Fund in the Province's budgeting and cost-sharing process. The fund is financed by invoicing local partners for budgeted costs and "banking" any difference if actual costs are lower than budget.

In the past, any surplus between budgeted and actual costs would reduce invoiced costs for the local partner. The SCRD would be invoiced for actual service costs and any savings relative to budget were used to balance deficits or contribute to the SCRD transit Operating Reserve.

The primary source of Reserve Fund revenue has been fuel savings. Due to a current drop in fuel prices in combination with conservative (high) fuel cost estimates by BC Transit, the Reserve Fund has been increasing quickly in value. The balance in the SCRD Reserve Fund at December 31, 2016 was approximately \$270,000. Funds are deposited using the shared-cost ratio.

BC Transit Review of Budgeted and Actual Service Hours

BC Transit took over transit scheduling from the SCRD in 2014. Prior to this, any transit service scheduled by the SCRD above a predetermined level agreed to by BC Transit and was funded by the SCRD alone.

While it has taken some time to specify the difference due to fluctuating transit schedules, BC Transit has determined approximately 1,600 service hours are currently being delivered that are not being cost-shared with BC Transit.

These hours represent approximately \$65,000 (staff still need to confirm this value) and since there is no provincial funding available for this adjustment, use of Reserve Fund has been proposed to cost-share these hours and move them into the AOA. This change would reduce base taxation by approximately \$30,000 (staff still need to confirm this value) for the short term. This impact would eventually shift back to taxation once the reserve fund is no longer available.

Transit Fare Pricing History

Transit fares have seen minor changes over the years. In 1997 the service moved from a zone fare at \$1.75 maximum to a flat rate of \$1.50; additional changes are detailed in the table below. Recently, 2016 fare structure changes were designed to remain “revenue neutral”, and recommended changes were adjust downward somewhat out of a concern for financial pressure on youth and seniors. No SCRD guidelines currently exist for assessing the effectiveness of the transit fare structure relative to the costs of providing transit service.

Product	2016	2015	2008	2006	2005	2004
Cash	\$2.00	\$2.25	\$2.25	\$2.25	\$2.00	\$1.75
Concession Cash		\$1.75	\$1.75	\$1.75	\$1.50	\$1.25
Day Pass	\$5.00	\$5.50	\$5.50	n/a	n/a	n/a
Concession Day Pass		\$4.00	\$4.00	n/a	n/a	n/a
General 10 Ticket Sheet	\$18.00	\$20.00	\$20.00	\$20.00	\$17.50	\$15.00
Concession 10 Ticket Sheet		\$15.00	\$15.00	\$15.00	\$12.50	\$10.00
General Monthly Pass	\$60.00	\$60.00	\$55.00	\$55.00	\$55.00	\$50.00
Concession Monthly Pass	\$42.00	\$38.00	\$35.00	\$35.00	\$35.00	\$35.00

Sunshine Coast Transit Planning History

The 2006 BC Transit business plan for transit service on the Sunshine Coast noted that “Increased frequency was the most requested service improvement in the recent passenger survey (42% of responses)” and that while there was a large hurdle to providing frequent service with a round-trip over two hours in length, the “Langdale-Gibsons-Sechelt route was the obvious candidate for this improvement.”

More recently, BC Transit introduced a three-year budgeting process which goes through several steps prior to implementing transit service changes, typically in conjunction with additional planning. Following discussions with a local partner, BC Transit formally sends out proposed Expansion Initiatives in April. The local partner confirms participation in these initiatives by way of signing off a Memorandum of Understanding by August. This timing allows BC Transit to incorporate the required funding into their budget request to the Province for the following year. In March BC Transit provides confirmation to the local partner of their ability to fund expansion.

In 2012 a second round major of transit planning began, continuing well into 2013. This process resulted in the January 2014 Transit Future Plan (TFP). The Plan was developed to provide a staged approach to increasing transit to provide an attractive alternative to the automobile. The Transit Future Plan involved a comprehensive program of public consultation: a “Listening” stage, a “Checking” stage and a “Choices” stage. Official Community Plans and other local plans were referenced, and ridership data was collected to complement public input.

The result was an implementation strategy in four phases, beginning with “Quick Wins” and moving through Short Term (1-3 years), Medium Term (4-6 years) and Long Term (7+ years) priorities. The TFP was adopted by the SCRD Board in January 2014. Current discussions and plans regarding transit expansion are based on the 2014 TFP.

Initial quick wins were improved coverage in West Sechelt and limited Botanical Gardens service. Service Priority 1 contained the largest single service increase, an additional 8,870 hours to “Increase Frequency from Sechelt to Langdale and provide Community Feeder Bus Service.” This priority was intended to overcome the initial hurdle of providing improved frequency in the context of a 2-2.5 hour round trip, and was proposed in several phases.

TFP Service Priority 1		
Phase 1 (14/15)	2,500 hrs.	Split Route 1 into local (Rte 1) and Express (Rte 90) service
Phase 2 (15/16)	2,000 hrs.	Additional trips added to the Rte 90
Phase 3 (16/17)	4,370 hrs.	Route 90 to 30 min peak, Rte 1 to hourly all day
	8,870 hrs.	

The Phase 1 implementation of Service Priority 1 was agreed to in a Memorandum of Understanding signed in September, 2013. This confirmation allowed BC Transit to proceed with their request for expansion funding; the expansion itself was implemented in 2014. Phase 2 implementation was outlined in an MOU signed in July 2014, and carried the three-year expansion plan forward another year to 2017-18. This phase was not implemented due to a provincial funding freeze announced in early 2015.

2014 Expansion MOU

Proposed Expansion Initiatives					
AOA Period	Annual Hours	Vehicle Requirement	Estimated Revenue	Estimated Total Costs	Estimated Net Municipal Share
15/16	200	None	\$3,406	\$19,027	\$6,738
	Description: Service to Chatelech School by amending Route 2: West Sechelt (dependent upon Cowrie Street being completed)				
	2,000	1 Heavy Duty	\$43,344	\$228,657	\$96,474
	Description: Part of Service Priority 1 in Transit Future Plan – Additional trips on Route 90: Sechelt-Langdale Express				
16/17	4,370	6 Medium Duty (remove 1 Heavy Duty)	\$94,707	\$529,308	\$295,724
	Description: Remainder of Service Priority 1 in Transit Future Plan - Route 90: Express on half hourly frequency at peak times, Route 1: Roberts Creek and Route 5: Lower Gibsons approximately hourly frequency				
17/18	2,100	1 Light Duty	\$29,257	\$247,437	\$117,287
	Description: Description: TFP Service Priority 6 - Increased frequency to serve Halfmoon Bay on approx. hourly frequency Monday – Saturday with increased hours of operation year round				
	840	1 Light Duty	\$3,901	\$117,782	\$73,524
	Description: Transit Future Plan Service Priority 4 – Introduce Service to Pender Harbour				

* Cost estimates are preliminary and high-level.

In early 2016, the Province announced additional funding for transit expansion would form part of their 2017-18 budget. This resulted renewed discussions with BC Transit and an updated MOU, signed in May 2016. The 2014 expansion plan had included 2,000 service hours and a single heavy-duty bus in 2015-16 (for the Rte 90), to be followed by an additional 4,370 service hours and six medium duty buses for 2016-17. In the MOU updated for 2016, these two phases were combined into one. As result, all remaining 6,370 hours in Service Priority 1 are currently being proposed for September 2017. (Chatelech service was been moved to 2019, as it is unknown when the required roadway in West Sechelt will be complete.)

2016 Expansion MOU

Expansion Option 1						
Fiscal Year	Annual Hours	Vehicle Requirements	Estimated Total Costs**	Estimated Revenue*	Provincial Share of Costs**	Estimated Net Municipal Share
17/18	6,370	6 Med Duty	\$802,700	\$98,400	\$263,600	\$440,700
	TFP Service Priority 1– Rte. 90: 30min frequency at peak, Rte. 1 (&5) hourly service					
18/19	2,100	1 Light Duty	\$264,000	\$29,300	\$100,900	\$133,800
	TFP Service Priority 6 – Route 4 Halfmoon Bay approx. hourly frequency Mon-Sat with increased hours of operation year round					
19/20	200	None	\$20,600	\$3,400	\$8,900	\$8,300
	TFP Service Priority 3 - Service to Chatelech School via Route 2 (if Cowrie Street completed)					
	840	1 Light Duty	\$124,400	\$3,900	\$40,400	\$80,100
	TFP Service Priority 4 - Introduce service to Pender Harbour					

Revenue and cost information are high level estimates based upon planning work and previous expansion MOU and will be finalized by BC Transit finance department for inclusion in the Transit Expansion MOU letters.

* 60% of estimated ridership and revenue based upon first year of expansion

** Costs shown do not include Provincial contribution to Lease Fees

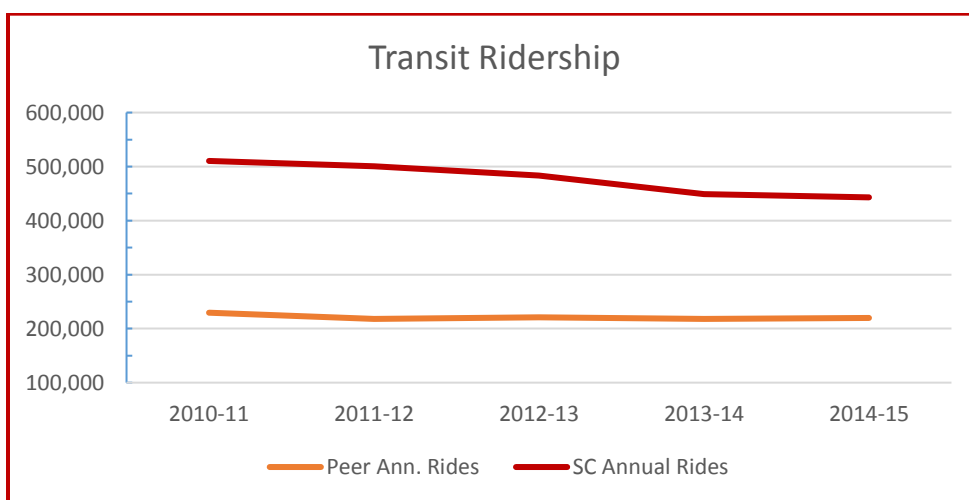
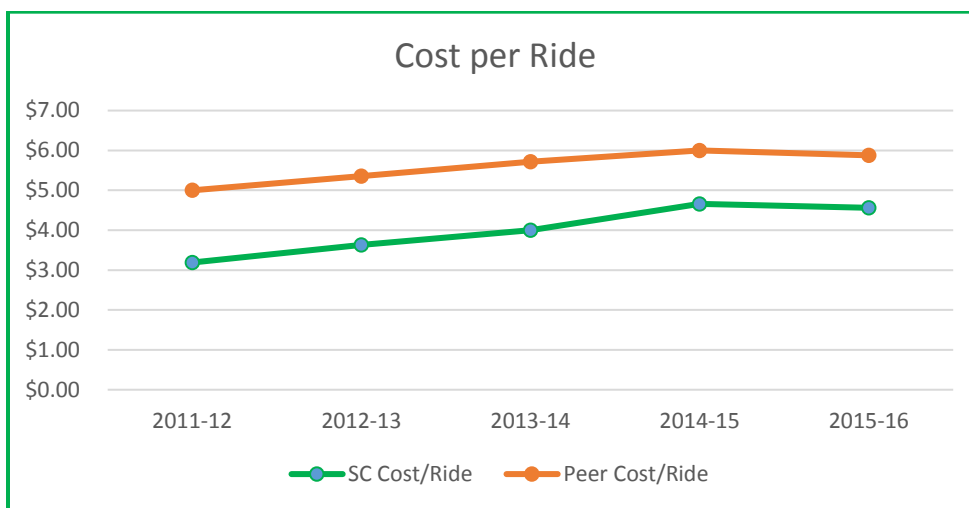
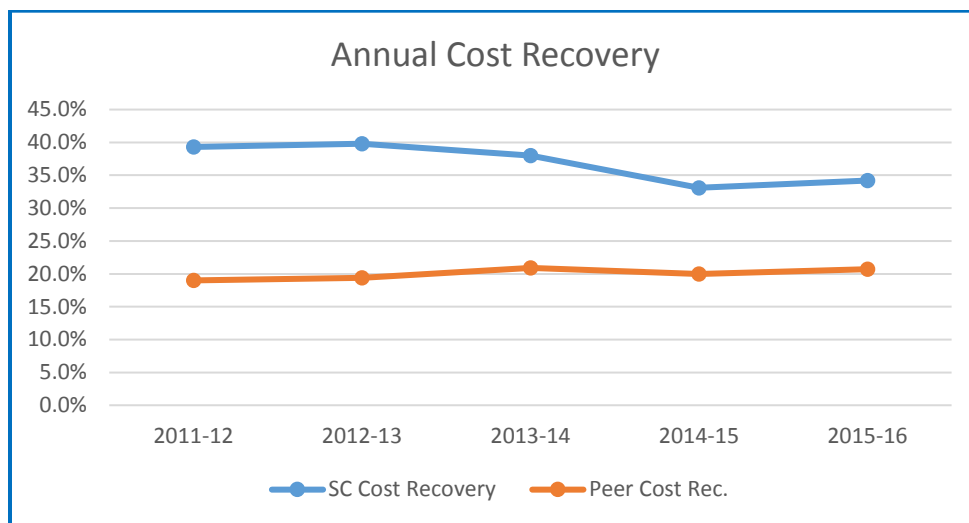
Subsequent to the MOU being approved, BC Transit provided revised cost estimates for 2017/18 expansion increasing total costs by \$29,595 to \$832,295 and the net municipal share by \$24,325 to \$465,029 inclusive of shareable and non-shareable costs.

Historical Ridership and Revenue

Annual transit ridership peaked in 2011-12 at 510,412 trips and has declined approximately 13% since that time, with 2015-16 ridership at approximately 443,000 trips.

As of 2016 the ridership decline appears to have levelled out, seeing fare product sales within 1% of the 2015 sales figure and 3% of the budget forecast.

Over this 5-year period, annual hours of service have increased 17%, from 19,000 in 2011-12 to 23,000 in 2015-16, driving service cost increases.



(Source: Ridership, Cost/Ride and Cost Recovery data supplied by BC Transit in their Annual Transit Performance Report. Note: "Peers" figures are the average of thirteen Tier 3 systems; Tier 3 systems have average populations around 20,000.)

Transit Performance Benchmarking

A number of measures are used within the transit industry to assess system performance. Two common measures are trips per hour and cost recovery ratio (or “revenue to cost ratio”) as seen in the above chart. The cost recovery ratio is a common industry metric that encompasses both a quantity measure (cost of service provided) and quality measure (ridership served based on revenue collected).

Measure	2013/14	2015/16
Average Trips per Hour	21.0	19.6
Operating Cost Recovery	33.1%	34.2%
Operating Cost per hour	\$97.75	\$89.56
Operating Cost per trip	\$4.66	\$4.56

Other common transit performance benchmarks include operating cost per passenger trip, operating cost per capita, subsidy per-trip, or passenger trips per hour/KM of revenue service, each of which have industry average ranges by population of the service area.

Performance targets allow an agency to identify what is important, provide information on current conditions and performance, evaluate the success of programs, communicate effectively, and provide information to evaluated funding decision.

It is common for larger local governments to establish a policy targeting the relationship between transit fares and the cost of providing service, or determining the level of ridership per hour required to justify maintaining a given level of service frequency. Developing such a policy would support the strategic objective of Fiscal Sustainability while over time providing a gauge for the direct cost of Environmental Leadership in supporting transit use. Performance targets provide a means of public transparency and communication.

It appears the Sunshine Coast Transit performs adequately given the amount of service provided, it has also not yet seen the lift in ridership that often accompanies service increases. Possible factors could be service frequency, increased ferry delays, the absence of a “clock face” schedule, and frequent schedule adjustments to accommodate ferry changes. BC Ferries is currently working on schedule improvements.

Financial Implications

The table below lists the transit deficit vs budget and the deficit as a percentage of budget since 2010. A deficit of approximately \$60,000 is projected for 2016.

Historical Transit Budget Deficit/Surplus

Year	Budget	Deficit	Rationale/Cause
2010	\$2,617,865	(\$93,318)	New vehicle lease fees
2011	\$2,760,881	\$99,800	Provincial funding increase, lower maintenance
2012	\$2,743,634	\$18,219	BC Transit funding increase, lower maintenance
2013	\$2,857,246	(\$46,000)	New community bus lease fees, mandatory safety corrosion work
2014	\$3,470,519	(\$68,373)	Overestimated fare revenue, new fare boxes, increased maintenance
2015	\$3,812,610	(\$128,477)	Reserve fund created, unusable inventory, fare revenue is lower than budgeted.
2016	\$3,955,144	(\$60,000)	Change in BC Transit funding structure Higher wage expenditures for drivers (OT/not enough drivers) Higher fleet maintenance expenditures Fare revenue is lower than budgeted

The AOA budget for shareable costs is set by BC Transit. In reality, the SCRD has very little control in determining the budgeted shareable costs of the Transit service and is subject to cost increases at the discretion of BC Transit. Typically, increases for operating expenditures are in line with inflation while fuel costs are based on a conservative estimate of current trends. The biggest fluctuations historically have been with lease fees for buses and equipment.

Ultimately, BC Transit determines the cost of providing the service for a given service level and the level of funding required from the Regional District is determined per the cost sharing formula. The difference between the Regional District share and fare revenue, defined as the 'net municipal share', is funded through taxation. The net municipal share required to maintain the existing service level is projected to increase by \$79,000 in 2017, mainly as a result of higher lease fees and lower projected fare revenue.

The expansion costs presented at the time the MOU was approved in May 2016 were high level estimates and thus, the actual costs of expansion may vary significantly. For example, the estimated net municipal share of 2017/18 expansion proposal increased by \$24,325 between April and October 2016 as a result of updated BC Transit calculations. A firmer estimate won't be known until such time as a draft expansion AOA is received from BC Transit.

Based on the most recent estimate, the taxation increase to fund expansion would be \$153,460 in 2017 (based on September implementation) and a further \$311,569 in 2017 for a total annualized cost of \$465,029. This figure is net of projected additional fare revenue of \$98,400. Should the additional fare revenue not meet expectations, a deficit would result which would require funding from taxation.

Options available to mitigate the risk of lower than anticipated fare revenue are to budget either for the lower than anticipated fare revenue or implement an annual contribution to operating reserves for rate stabilization. Either option would need to be funded from taxation.

Timeline for next steps or estimated completion date

Round 2 budget meetings are scheduled for March 7-8, and final approval of the 2017 SCRD Budget occurs on March 23rd.

STRATEGIC PLAN AND RELATED POLICIES

Transit expansion supports the SCRD Key Strategic Priorities of “Embed Environmental Leadership”, “Facilitate Community Development” and “Support Sustainable Economic Development”, and is aligned with the We Envision goal of doubling transit ridership over 2010 levels by 2020. Expansion also implements key focus areas for transit identified in the Integrated Transportation Study.

CONCLUSION

The purpose of this report is to provide an overview to Committee with respect to the history, current status and funding for transit services on the Sunshine Coast.

Staff felt it was important for the Committee to have a fulsome understanding of the service prior to making any 2017 budget decisions. .

Staff recommend forwarding on transit and fleet budgets and 2017 budget proposals to Round 2 For consideration.

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

SUNSHINE COAST

**ANNUAL OPERATING AGREEMENT
(CONVENTIONAL/CUSTOM)**

Between

SUNSHINE COAST REGIONAL DISTRICT

And

BRITISH COLUMBIA TRANSIT

April 1, 2017 to March 31, 2018

INFORMATION CONTAINED IN SCHEDULE “C” – BUDGET AND SCHEDULE “D” – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.

CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

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ANNUAL OPERATING AGREEMENT

BETWEEN: SUNSHINE COAST REGIONAL DISTRICT
(the “Municipality” and the “Operating Company”)

AND: BRITISH COLUMBIA TRANSIT
(the “Authority”)

WHEREAS the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act.

WHEREAS the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Sunshine Coast Transit Service Area.

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) “**Annual Operating Agreement**” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) “**Master Agreement**” shall mean the Master Joint Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:

- (a) To remove Section 13 in its entirety and replace it with the following:

“SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

- 13.2 Minimum Insurance Coverage Requirements: The following insurance coverage

shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:
 - a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
 - b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
2. Physical Assets Leased from the Authority :(where applicable)
 - a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
 - b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.
 - c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
 - i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
 - ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
 - d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.
- 3 Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority
 - a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.
- 4 Comprehensive General Liability Insurance:
 - a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.
 - b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which

provides a waiver of subrogation in favour of BC Transit.

5 Additional Covenants:

- a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.
- b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

- (b) To remove Section 15.3 in its entirety and replace it with the following:

15.3 Cancellation due to Breach of Contract: The Authority or the Municipality retains the right to terminate the Master Agreement, and by extension the Annual Operating Agreement, upon breach by the Operating Company of any term or covenant hereof, unless the Operating Company has cured such failure or breach to the satisfaction of the party providing such written notice prior to its expiration. In the event of any such cancellation, the Operating Company shall be entitled to no compensation other than for services rendered up to the date of said cancellation, as computed at the rate for Variable Costs and a pro rata allocation on a daily basis for monthly Fixed Costs and for Maintenance Costs as specified in Schedule "D" of the Annual Operating Agreement incurred up to the date of said cancellation.

SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this agreement shall be from April 1, 2017 to March 31, 2018 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

- 4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.
- a) Schedule "A" – Transit Service Area
 - b) Schedule "B" - Service Specifications
 - c) Schedule "C" - Budget
 - d) Schedule "D" – Payment Schedule
 - e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

- 5.4 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.
- 5.5 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
- a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
 - b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
 - c) Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
 - i. *For Conventional Transit Service*:
 - 1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 - 2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 - 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
 - ii. *For Custom Transit Service*:
 - 1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - 2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
 - 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
 - 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
 - d) Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
 - e) BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- (2) For Custom Transit Service:
- (a) the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - (b) the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8%

of the direct operating costs payable under an Annual Operating Agreement.

- f) BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- g) On any termination of this Agreement, any funds remaining in the Reserve Fund, including any interest accrued, will be used to defray the Eligible Expenses of providing Service Hours in the following Fiscal Year.

SECTION 6 – NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

SUNSHINE COAST REGIONAL DISTRICT

c/o Administrator
1975 Field Road
Sechelt, BC V0N 3A1

and to

BC Transit

c/o Chief Operating Officer
520 Gorge Road East
Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this _____ day of 2017.

THE CORPORATE SEAL OF **SUNSHINE
COAST REGIONAL DISTRICT** has been
hereto affixed in the presence of:

THE COMMON SEAL OF **BRITISH
COLUMBIA TRANSIT**
has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

SCHEDULE "A" - TRANSIT SERVICE AREA BOUNDARIES

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Sunshine Coast Transit Service Area shall be the corporate boundaries of the Sunshine Coast Regional District excluding Electoral Area "A".

SCHEDULE "B" – SERVICE SPECIFICATIONS

Sunshine Coast Base Budget Official AOA 2

2017/2018

Sunshine Coast Base Budget Official AOA 2 2017/2018

Schedule 'B'

Effective Apr 01, 2017

Scheduled Revenue Service

April to June (Apr 01, 2017 to Jun 21, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 14, 2017	Apr 17, 2017	May 22, 2017
Hrs/Day	76.57	76.57	76.57	76.57	78.60	46.24	41.24	41.24	76.57	41.24
Kms/Day	2,608.73	2,608.73	2,608.73	2,608.73	2,677.90	1,575.40	1,408.45	1,408.45	2,608.73	1,408.45
June to Sep (Jun 22, 2017 to Sep 04, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2017	Aug 07, 2017	Sep 04, 2017
Hrs/Day	78.60	78.60	78.60	78.60	84.23	57.61	55.53	55.53	55.53	55.53
Kms/Day	2,677.90	2,677.90	2,677.90	2,677.90	2,869.71	1,962.77	1,891.91	1,891.91	1,891.91	1,891.91
Sep to Oct (Sep 05, 2017 to Oct 09, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Oct 09, 2017		
Hrs/Day	76.93	76.93	76.93	76.93	79.03	46.25	40.94	40.94		
Kms/Day	2,621.00	2,621.00	2,621.00	2,621.00	2,692.55	1,575.74	1,394.82	1,394.82		
Oct to Dec (Oct 10, 2017 to Dec 20, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Nov 11, 2017		
Hrs/Day	76.41	76.41	76.41	76.41	81.88	46.37	40.79	40.79		
Kms/Day	2,603.28	2,603.28	2,603.28	2,603.28	2,789.65	1,579.82	1,389.71	1,389.71		
Dec to Jan (Dec 21, 2017 to Jan 01, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 25, 2017	Dec 26, 2017	Jan 01, 2018
Hrs/Day	77.43	77.43	77.43	77.43	82.90	46.97	41.02	41.02	41.02	41.02
Kms/Day	2,638.04	2,638.04	2,638.04	2,638.04	2,824.40	1,600.27	1,397.55	1,397.55	1,397.55	1,397.55
Jan to March (Jan 02, 2018 to Mar 31, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 12, 2018	Mar 30, 2018	
Hrs/Day	77.43	77.43	77.43	77.43	79.78	46.97	41.02	41.02	41.02	
Kms/Day	2,638.04	2,638.04	2,638.04	2,638.04	2,718.10	1,600.27	1,397.55	1,397.55	1,397.55	

Extra Revenue Service

	Apr. 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018
Extra Overload Hours	27.25	27.25	27.25	27.25	27.25	27.25	27.25	27.25	27.25	27.25	27.25	27.25
Extra Overload Kilometres	945.44	945.44	945.44	945.44	945.44	945.44	945.44	945.44	945.44	945.44	945.44	945.44

Adjusted Revenue Service

	Apr. 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

2017/2018 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2017 to Apr 30, 2017	3	4	4	4	3	5	5	2	30	Apr 14, 2017 Good Friday 2017 (Fri)
May 01, 2017 to May 31, 2017	4	5	5	4	4	4	4	1	31	Apr 17, 2017 Easter Monday 2017 (Mon)
Jun 01, 2017 to Jun 21, 2017	3	3	3	3	3	3	3	0	21	May 22, 2017 Victoria Day 2017 (Mon)
Jun 22, 2017 to Jun 30, 2017	1	1	1	2	2	1	1	0	9	Jul 01, 2017 Canada Day 2017 (Sat)
Jul 01, 2017 to Jul 31, 2017	5	4	4	4	4	4	5	1	31	Aug 07, 2017 BC Day 2017 (Mon)
Aug 01, 2017 to Aug 31, 2017	3	5	5	5	4	4	4	1	31	Sep 04, 2017 Labour Day 2017 (Mon)
Sep 01, 2017 to Sep 04, 2017	0	0	0	0	1	1	1	1	4	Oct 09, 2017 Thanksgiving Day 2017
Sep 05, 2017 to Sep 30, 2017	3	4	4	4	4	4	3	0	26	Nov 11, 2017 Remembrance Day 2017
Oct 01, 2017 to Oct 09, 2017	1	1	1	1	1	1	2	1	9	Dec 25, 2017 Christmas Day 2017 (Mon)
Oct 10, 2017 to Oct 31, 2017	3	4	3	3	3	3	3	0	22	Dec 26, 2017 Boxing Day 2017 (Tue)
Nov 01, 2017 to Nov 30, 2017	4	4	5	5	4	3	4	1	30	Jan 01, 2018 New Years Day 2018 (Mon)
Dec 01, 2017 to Dec 20, 2017	3	3	3	2	3	3	3	0	20	Feb 12, 2018 Family Day 2018 (Mon)
Dec 21, 2017 to Dec 31, 2017	0	0	1	2	2	2	2	2	11	Mar 30, 2018 Good Friday (2018) (Fri)
Jan 01, 2018 to Jan 01, 2018	0	0	0	0	0	0	0	1	1	
Jan 02, 2018 to Jan 31, 2018	4	5	5	4	4	4	4	0	30	
Feb 01, 2018 to Feb 28, 2018	3	4	4	4	4	4	4	1	28	
Mar 01, 2018 to Mar 31, 2018	4	4	4	5	4	5	4	1	31	
Total	44	51	52	52	50	51	52	13	365	13 Exceptions

Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2017	1,939.56	27.25	1,966.81	66,101.08	945.44			67,046.52
May, 2017	2,083.82	27.25	2,111.07	71,012.59	945.44			71,958.03
June, 2017	2,091.68	27.25	2,118.93	71,273.61	945.44			72,219.05
July, 2017	2,236.74	27.25	2,263.99	76,205.68	945.44			77,151.12
August, 2017	2,259.81	27.25	2,287.06	76,991.67	945.44			77,937.11
September, 2017	2,030.79	27.25	2,058.04	69,188.92	945.44			70,134.36
October, 2017	2,056.27	27.25	2,083.52	70,056.93	945.44			71,002.37
November, 2017	2,045.96	27.25	2,073.21	69,705.65	945.44			70,651.09
December, 2017	2,003.74	27.25	2,030.99	68,267.28	945.44			69,212.72
January, 2018	2,105.84	27.25	2,133.09	71,745.95	945.44			72,691.39
February, 2018	1,873.55	27.25	1,900.80	63,831.83	945.44			64,777.27
March, 2018	2,075.38	27.25	2,102.63	70,708.18	945.44			71,653.62
Total	24,803.14	327.00	0.00	25,130.14	845,089.37	11,345.28	0.00	856,434.65

Sunshine Coast Custom Base Budget Official AOA

2017/2018

Sunshine Coast Custom Base Budget Official AOA 2017/2018**Schedule 'B'**

Effective Apr 01, 2017

Scheduled Revenue Service**April to May (Apr 01, 2017 to May 18, 2017)**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	7.50	13.25	13.50	13.25	12.50	5.50		
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

May to March (May 19, 2017 to Mar 31, 2018)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	11.75	13.25	13.50	13.25	14.50	4.50		
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Extra Revenue Service

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018
Extra Overload Hours	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00

Adjusted Revenue Service

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

2017/2018 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2017 to Apr 30, 2017	3	4	4	4	3	5	5	2	30	Apr 14, 2017 Good Friday 2017 (Fri)
May 01, 2017 to May 18, 2017	3	3	3	3	2	2	2	0	18	Apr 17, 2017 Easter Monday 2017 (Mon)
May 19, 2017 to May 31, 2017	1	2	2	1	2	2	2	1	13	May 22, 2017 Victoria Day 2017 (Mon)
Jun 01, 2017 to Jun 30, 2017	4	4	4	5	5	4	4	0	30	Jul 01, 2017 Canada Day 2017 (Sat)
Jul 01, 2017 to Jul 31, 2017	5	4	4	4	4	4	5	1	31	Aug 07, 2017 BC Day 2017 (Mon)
Aug 01, 2017 to Aug 31, 2017	3	5	5	5	5	4	4	1	31	Sep 04, 2017 Labour Day 2017 (Mon)
Sep 01, 2017 to Sep 30, 2017	3	4	4	4	5	5	4	1	30	Oct 09, 2017 Thanksgiving Day 2017 (Mon)
Oct 01, 2017 to Oct 31, 2017	4	5	4	4	4	4	5	1	31	Nov 11, 2017 Remembrance Day 2017 (Sat)
Nov 01, 2017 to Nov 30, 2017	4	4	5	5	4	3	4	1	30	Dec 25, 2017 Christmas Day 2017 (Mon)
Dec 01, 2017 to Dec 31, 2017	3	3	4	4	5	5	5	2	31	Dec 26, 2017 Boxing Day 2017 (Tue)
Jan 01, 2018 to Jan 31, 2018	4	5	5	4	4	4	4	1	31	Jan 01, 2018 New Years Day 2018 (Mon)
Feb 01, 2018 to Feb 28, 2018	3	4	4	4	4	4	4	1	28	Feb 12, 2018 Family Day 2018 (Mon)
Mar 01, 2018 to Mar 31, 2018	4	4	4	5	4	5	4	1	31	Mar 30, 2018 Good Friday (2018) (Fri)
Total	44	51	52	52	50	51	52	13	365	13 Exceptions

Monthly Summary

Month	Custom Transit						
	Revenue Hours				Revenue Kilometers		
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Total
April, 2017	247.50	5.00		252.50	0.00		
May, 2017	295.00	5.00		300.00	0.00		
June, 2017	310.75	5.00		315.75	0.00		
July, 2017	294.75	5.00		299.75	0.00		
August, 2017	311.25	5.00		316.25	0.00		
September, 2017	290.25	5.00		295.25	0.00		
October, 2017	296.25	5.00		301.25	0.00		
November, 2017	305.25	5.00		310.25	0.00		
December, 2017	277.00	5.00		282.00	0.00		
January, 2018	309.75	5.00		314.75	0.00		
February, 2018	271.25	5.00		276.25	0.00		
March, 2018	300.75	5.00		305.75	0.00		
Total	3,509.75	60.00	0.00	3,569.75	0.00	0.00	0.00

SCHEDULE "C" – BUDGET
Sunshine Coast Conventional Transit

	Official AOA 2017/2018
TRANSIT REVENUE	
Farebox Cash	\$383,852
Tickets & Passes	\$199,261
BC Bus Pass	\$86,271
Advertising	\$12,480
TOTAL REVENUE	\$681,864
EXPENDITURES	
Fixed Costs	\$256,998
Variable Hourly Costs - Scheduled Service	\$1,097,535
Variable Hourly Costs - Extra Service	\$14,470
Variable Fuel Costs - Scheduled Service	\$412,829
Variable Fuel Costs - Extra Service	\$5,542
Variable Tire Costs - Scheduled Service	\$18,534
Variable Tire Costs - Extra Service	\$248
Fleet Maintenance	\$343,923
Major Capital Projects Operating Contingency	\$9,289
Accident Repairs	\$15,000
ICBC Insurance	\$23,509
Excess Insurance	\$13,096
Information Systems	\$17,316
P.S.T.	\$1,762
TOTAL DIRECT OPERATING COSTS	\$2,230,051
Training (Education & Seminars)	\$6,932
Marketing	\$25,034
Municipal Administration	\$31,045
BCT Management Services	\$109,235
TOTAL OPERATING COSTS	\$2,402,297
Lease Fees - Vehicles (Local Share)	\$290,647
Lease Fees - Land and Buildings (Local Share)	\$1,084
Lease Fees - Equipment (Local Share)	\$25,529
TOTAL LEASE FEES - LOCAL SHARE	\$317,261
TOTAL COSTS	\$2,719,558
STATISTICS	
Scheduled Revenue Hours	24,803
Extra Revenue Hours	327
Scheduled Revenue Kilometres	845,089
Extra Revenue Kilometres	11,345
Total Passengers	442,227
Conventional Passengers	442,227
FUNDING	
Total Operating Costs	\$2,402,297
Operating Reserve Required	\$179,754
Total Shareable Operating Costs	\$2,222,543
Local Share Operating Costs	\$1,184,838
Local Share Lease Fees	\$317,261
Less: Total Revenue	\$681,864
Less: Municipal Administration	\$31,045
Net Municipal Share of Costs	\$789,189
Provincial Share of Operating Costs	\$1,037,705
OPERATING RESERVES	
Opening Operating Reserve Balance*	\$274,455
Budgeted Operating Costs	\$2,402,297
Forecasted Operating Costs	\$2,402,297
Operating Reserve Required	\$179,754
Ending Operating Reserve Balance	\$94,701

* Projected March 31, 2017 balance based on December 31, 2016 forecast.
Final actual balance will be provided by June 2017.

Sunshine Coast Custom Transit

		Official AOA 2017/2018
TRANSIT REVENUE		
Farebox Cash		\$2,888
Tickets & Passes		\$7,043
TOTAL REVENUE		\$9,931
EXPENDITURES		
Fixed Costs		\$64,444
Variable Hourly Costs - Scheduled Service		\$129,527
Variable Hourly Costs - Extra Service		\$2,214
Variable Fuel Costs - Scheduled Service		\$19,443
Variable Tire Costs - Scheduled Service		\$5,386
Fleet Maintenance		\$88,682
Major Capital Projects Operating Contingency		\$603
Accident Repairs		\$4,500
ICBC Insurance		\$4,101
Excess Insurance		\$2,504
Information Systems		\$1,082
P.S.T.		\$2,062
TOTAL DIRECT OPERATING COSTS		\$324,548
Training (Education & Seminars)		\$352
Marketing		\$3,556
Municipal Administration		\$5,667
BCT Management Services		\$16,856
TOTAL OPERATING COSTS		\$350,979
Lease Fees - Vehicles (Local Share)		\$67,749
Lease Fees - Land and Buildings (Local Share)		\$100
Lease Fees - Equipment (Local Share)		\$1,129
TOTAL LEASE FEES - LOCAL SHARE		\$68,978
TOTAL COSTS		\$419,958
STATISTICS		
Scheduled Revenue Hours		3,510
Extra Revenue Hours		60
Total Passengers		7,780
Custom/Para Passengers - Vans		7,780
FUNDING		
Total Operating Costs		\$350,979
Operating Reserve Required		\$11,584
Total Shareable Operating Costs		\$339,395
Local Share Operating Costs		\$113,053
Local Share Lease Fees		\$68,978
Less: Total Revenue		\$9,931
Less: Municipal Administration		\$5,667
Net Municipal Share of Costs		\$166,433
Provincial Share of Operating Costs		\$226,343
OPERATING RESERVES		
Opening Operating Reserve Balance*		\$11,584
Budgeted Operating Costs		\$350,979
Forecasted Operating Costs		\$350,979
Operating Reserve Required		\$11,584
Ending Operating Reserve Balance		\$0

* Projected March 31, 2017 balance based on December 31, 2016 forecast.
Final actual balance will be provided by June 2017.

SCHEDULE "D" – PAYMENT SCHEDULE**2017/18 Payment****Sunshine Coast Conventional Transit and Custom Transit****1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

a) For Specified Service in Schedule "B":

- i) \$21,416.46 for Fixed Monthly Payment for conventional transit service; plus
- ii) \$5,370.35 for Fixed Monthly Payment for custom transit service; plus
- iii) \$44.25 per Revenue Hour for conventional transit service; plus
- iv) \$36.90 per Revenue Hour for custom transit service; plus
- v) Variable distance costs for fuel and tires as billed, with satisfactory supporting documentation.

b) For deleted Fixed Costs as contained in Appendix 3 of this schedule, an amount equal to 1/365 of the Fixed Costs annual amount shall be deducted for each day or part day.

c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":

- i) \$44.25 per Revenue Hour for conventional transit service; plus
- ii) \$36.90 per Revenue Hour for custom transit service; plus
- iii) Variable distance costs for fuel and tires as billed, with satisfactory supporting documentation.

d) For Maintenance:

- i) \$52.16 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.

e) Not applicable.

f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.
CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO
THIS AGREEMENT.**

SCHEDULE "E" – TARIFF-FARES*Effective as of May 1, 2016***Fares:****Conventional Transit Service:****a) Single Cash Fares**

- | | | |
|------|-------------------------------|--------|
| i) | All Fares | \$2.00 |
| ii) | Child, 4 or under | Free |
| iii) | Accessible Transit Attendant, | Free |

b) Monthly Pass

- | | | |
|------|-------------------|---------|
| i) | Adult | \$60.00 |
| ii) | Senior | \$42.00 |
| iii) | Student | \$42.00 |
| iv) | Child, 4 or under | Free |

c) Tickets 10, \$2.00 tickets for \$18.00**d) Day Pass:**

- | | | |
|----|-----------|--------|
| i) | All Fares | \$5.00 |
|----|-----------|--------|

e) CNIB Identification Card available from the local office of the CNIB.**f) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.****g) BC Transit Employee Bus Pass****Custom Transit Service***Effective as of May 1, 2016*

- | | | |
|----|-------------------------------|---------|
| a) | Registered User | \$2.00 |
| b) | Companion | \$2.00 |
| c) | Attendant required for travel | Free |
| | Sheet of 10 tickets | \$18.00 |

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 18, 2017

AUTHOR: Gordon Dykstra, Manager, Transit & Fleet

SUBJECT: 2017 TRANSIT IMPLEMENTATION MEMORANDUM OF UNDERSTANDING (MOU)

RECOMMENDATION(S)

THAT the report titled 2017 Transit Implementation Memorandum of Understanding be received;

AND THAT the Chair and the Corporate Officer be authorized to sign the Implementation Memorandum of Understanding with BC Transit.

BACKGROUND

At the March 23, 2017 meeting of the Corporate and Administrative Services Committee, a delegation from BC Transit presented an overview of the Transit Expansion Implementation Plan. The presentation included schedule options considered, research supporting proposed changes, and a review of the type of schedule being selected.

Following this, at the March 23, 2017 Regular Board Meeting of the Sunshine Coast Regional District, the 2017 budget was approved including funding for transit expansion beginning in September 2017 with the following recommendation:

110/17 cont. **Recommendation No. 8** Public Transit [310] – 2017 R2 Budget Proposal

THAT the report titled 2017 R2 Budget Proposal for [310] Public Transit and the additional information titled Impacts of Transit Expansion be received;

AND THAT the following budget proposal be approved and incorporated into the 2017 Budget:

- Budget Proposal 1 – Increase Transit Base Budget for Transit Expansion, \$832,295 funded \$465,029 through taxation and \$367,266 by BC Transit inclusive of a 4.5 fte increase to the HR Plan effective September 1, 2017.

AND FURTHER THAT the 2017 budget values for transit expansion be pro-rated, \$275,000 funded \$155,000 through taxation and \$120,000 by BC Transit including 1.5 fte.

DISCUSSION

BC Transit has submitted an Implementation Memorandum of Understanding (MOU) to formalize the acceptance of the expansion plans presented by BC Transit in their presentation, and funded in the 2017 SCRD Budget. The MOU specifies the service hours being

implemented, the additional buses required, the addition of bus stops and a list of actions to be taken and deliverables to be received. It reflects and affirms figures, tasks and deliverables previously agreed to in the May 2016 MOU and funded in the 2017 budget.

STRATEGIC PLAN AND RELATED POLICIES

Providing transit service supports the Strategic Priorities of Facilitating Community Development and Embedding Environmental Leadership, as well as the We Envision goal of reducing single occupancy vehicle use.

CONCLUSION

The MOU is presented accurately as accounted for in the SCRD Transit Budget [310]. Staff recommend that the Corporate Officer and the Chair be authorized to sign the Implementation Memorandum of Understanding with BC Transit as submitted, for expansion for September 2017.

Appendix 1 – BC Transit Implementation Memorandum of Understanding

Reviewed by:			
Manager	X- G. Dykstra	Finance	
GM		Legislative	X – A. Legault
CAO	X – J. Loveys	Other	



Implementation Memorandum of Understanding

Date	March 13, 2017
Expiry	March 31, 2017
Work Order ID	
System	Sunshine Coast Transit System

Introduction

This is an Implementation Agreement Memorandum of Understanding (MOU) that is to be signed for all service changes. This MOU outlines the objectives of the service change and defines the scope of work to be completed.

Objective

To proceed with the implementation of 6370 service hours for expanded service frequency on the Route 1 and Route 90, as identified in the Sunshine Coast Transit Future Plan. This service change is intended to enhance daily service frequency on each of these routes and provide additional routing to the Sunshine Coast Regional District (SCRD) Offices along Field Road. This implementation is scheduled for September 2017.

Background

The SCRDR indicated a need to expand service frequency on the main routes serving the Sunshine Coast Regional District with the intention of becoming less reliant on the two Ferries that serve the SCRDR. It has been identified that ridership on both the Route 1 and Route 90 is highly contingent on these two routes meeting the ferries that come in and out of Gibsons and Sechelt and as such would like to pull away from this dependency. In order to become less reliant on the Ferry Schedule, an increase to the service frequency on the Route 1 and 90 are required.

Service Change to be Implemented

This service change involves the expansion of 6370 hours to boost frequency on the Route 1 and Route 90.

Revenue Hours This service enhancement is forecasted to utilize the 6370 hours of expansion service agreed to by the SCRDR in the 2016-17 TIPS expansion process.

Fleet Considerations Six additional vehicles are required for this service enhancement

Infrastructure Requirements Infrastructure has been identified along the Field Road segment. The SCRDR is currently working on moving two bus stops and is in the midst of erecting two others to serve the SCRDR Offices

Financial Considerations Initial high-level cost estimates were included in the 2016 Expansion Memorandum of Understanding.

Timeline

The detailed timeline outlining the steps to be completed for preparing the Sunshine Coast Regional District Transit Service Expansion Implementation is shown on the following page.

Month	Actions & Deliverables
March 2017	Implementation Agreement MOU approved and signed
April 2017 – August 2017	Infrastructure work identified in the Sunshine Coast 2017 Expansion Implementation Plan MOU
April 2017	Marketing Communication Plan (MARCOM)
May 2017	Draft schedules forwarded to all stakeholders for review
End of May 2017	Schedules finalized and provided to Marketing and to SCRD
May 2017 – June 2017	Public information and awareness-raising sessions – potential to coordinate these with transit marketing campaigns
June 2017	Draft Rider's Guide completed and reviewed
July 2017	Rider's Guide sent to printer
August 2017	Service Change Public Information Sessions
August 2017	Rider's Guide released, website updated and associated marketing
Late August 2017	Media release
September 2017	Service expansion implementation

Significant alterations to the service changes outlined in this MOU or sign off not occurring by the expiry date could result in delays or a need to re-initiate a new Implementation Agreement and timeline.

Context

The content of this Memorandum of Understanding is subject to:

1. Hours are only an estimate
2. Any costs included are based on an estimated operating cost per service hour


Recommendation

That the SCRD agrees to the Implementation of the Service Changes noted in this MOU and requests BC Transit to proceed with the Implementation of these Service Changes within the timeline noted.

Sunshine Coast Regional District

Name _____ Position _____
Signature _____ Date _____

MOU created on behalf of BC Transit

Name Myrna Moore Position Senior Regional Transit Manager

Signature _____ Date March 13, 2017

**SUNSHINE COAST REGIONAL DISTRICT
TRANSPORTATION ADVISORY COMMITTEE**

April 20, 2017

RECOMMENDATIONS FROM THE TRANSPORTATION ADVISORY COMMITTEE MEETING
HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975
FIELD ROAD, SECHELT, BC

PRESENT: (Voting Members)	Director, Electoral Area E, Chair	Lorne Lewis
	Director, Electoral Area A	Frank Mauro
	Director, Sechelt Indian Government District	Keith Julius
	Director, Electoral Area B, SCRD Chair	Garry Nohr
	Director, Electoral Area F	Ian Winn
	Director, Electoral Area D	Mark Lebbell
	Director, District of Sechelt	Doug Wright
	Director, Town of Gibsons	Jeremy Valeriotte
	School District No. 46	Dave Mewhort
	BC Ferries	Maureen Darragh
	Transportation Choices (TraC)	Alun Woolliams
ALSO PRESENT: (Non-Voting)	Insurance Corporation of BC	Harvey Kooner
	Manager, Transit and Fleet	Gordon Dykstra
	SCRD Chief Administrative Officer	Janette Loveys
	Ministry of Transportation and Infrastructure	Colin Midgley
	Operations Manager, Ministry of Transportation and Infrastructure	Don Legault
	RCMP	S/Sgt. Vishal Mathura
	Recorder	Susan Fernandez
	Media	3

CALL TO ORDER 2:45 p.m.

AGENDA The agenda was adopted as presented.

PETITIONS AND DELEGATION

Mr. Harvey Kooner, ICBC, shared pictures from road safety engagement activities presented at the Elphinstone and Chatelech Secondary Schools. The guest speaker at the event was Kevin Brooks, who shared his tragic story with the students. Mr. Kooner will also look into updated statistics for the Sunshine Coast area and commented on the various programs for cyclists such as the Share the Road Program to support communities in cycling awareness.

The Chair thanked Mr. Kooner for his presentation.

MINUTES

Recommendation No. 1 *Transportation Advisory Committee Recommendations*

The Transportation Advisory Committee recommended the recommendations of the January 19, 2017 Transportation Advisory Committee meeting be received for information.

COMMUNICATIONS

Recommendation No. 2 *Communications*

The Transportation Advisory Committee recommended that the following communications be received:

- Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee, dated April 2017, regarding BC Ferries Updates and Message from Mark Collins, BC Ferries New President and CEO.
- Transportation Choices (TraC), regarding Bike to Work and School Week, Dip in Highway at Flume Road and Reed Road

Ferries Updates, Message from Mark Collins, BC Ferries New President and CEO

The Committee reviewed the documents submitted by Diana Mumford and discussion ensued regarding options to improve ferry service levels.

TRaC Bike to Work & School Week, Dip in Highway at Flume Road and Reed Road

- *Bike to Work & School Week starts at the end of May and Capilano Highway Services was requested to sweep bike lanes prior to this week.*
- *The dip in the Highway at Flume Road is getting worse and poses a safety risk; questions were raised as to when an improvement will be made. Mr. Don Legault has discussed repairs with Capilano Highways and improvements are planned along with spring paving.*
- *The possibility of making Reed Road more bike and pedestrian friendly was discussed. Mr. Don Legault reported that fog lines are not painted off-highway. MoTI is responsible for the North half of the road only and would have to coordinate any work with the Town of Gibsons. There are tentative plans for overlay paving but improvements will be concentrating on Highway 101.*

NEW BUSINESS

- *Director Lewis and Alun Woolliams noted concerns with Reed Road including the deteriorating surface of the road and the safety concerns raised for pedestrians and cyclists.*
- *Mr. Don Legault commented that MoTI is making plans with Capilano Highways and some paving is under consideration for this area.*

ROUNDTABLE

- *The fixed link status report is expected this spring, after a delay due to the volume of input.*
- *Discussion ensued regarding road maintenance along Port Mellon Highway, along with other areas. Concerns have been reported to Capilano Highways but not yet addressed. Mr. Colin Midgley acknowledged this as an issue after a difficult winter, noting that crews have been patching however heavy vehicle traffic dislodges repeated repairs. Don Legault responded that a proper fix will require several days of dry weather. Further details on dates will be provided.*
- *Local government input on the performance of maintenance contractors during the renewal period was raised for discussion at AVICC and supported by the Committee through a recommendation. Current expiry is in April 2019 with 27 areas under discussion.*
- *Mr. Dave Mewhort introduced himself as the new TAC representative from the School District #46 (Sunshine Coast).*
- *Maureen Darragh from BC Ferries reported that while there was much popular support the hourly ferry schedule is not sustainable. The Berth 1 ramp and pontoon have both been rebuilt and are now much stronger increasing safety. Public consultation is being designed over the summer, likely using kiosks for the public input and coming in the near future.*
- *Mr. Colin Midgley noted that pothole repair is a current focus. It was suggested that a warning note to cyclists be made regarding pothole danger, especially in the dark.*
- *Cross walk in Davis Bay is complete.*
- *Suncoaster Trail engagement is complete; a report to the community is due in the Fall.*
- *A Ports Monitoring Committee (POMO) is being created with recruitment to begin soon.*
- *Transit expansion has been approved, detailed scheduling plans and various marketing initiatives are underway to raise profile of transit in the community.*
- *Many commented on the good work done over the winter with snow clearing on the roads.*

Recommendation No. 3 *Highway Maintenance Service Provider Contracts*

The Transportation Advisory Committee recommended that the SCRD contact the Ministry of Transportation and Infrastructure (MoTI) with regard to local government consultation opportunities for upcoming highway maintenance service provider contracts;

AND THAT this recommendation be sent to the next meeting of the Corporate and Administrative Services Committee;

AND FURTHER THAT the Provincial Road Maintenance Resolutions endorsed at the 2017 Association of Vancouver Island and Coastal Communities (AVICC) Convention also be brought forward for discussion at the next Corporate and Administrative Services Committee meeting.

NEXT MEETING July 20, 2017 at 2:45 p.m.

ADJOURNMENT **3:56 p.m.**

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 18, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: PARKS CANADA FEASIBILITY STUDY ON GAMBIER ISLAND

RECOMMENDATION(S)

THAT the report titled Parks Canada Feasibility Study on Gambier Island be received.

BACKGROUND

The SCRD has been requested to provide a letter of support for the Parks Canada Feasibility Study on Gambier Island.

DISCUSSION

At the recent Howe Sound Forum, Directors heard that this new initiative is awaiting a decision from Parks Canada on moving forward with a feasibility study for the Gambier Park concept.

As expressed in the attachment, there is no request to commit to a park.

The following web site as more detailed information:

<http://sustainablehowesound.ca/gambier-national-park/#imageclose-780>

The request from Stephen Foster is for the SCRD to provide a letter of support with the adoption of the following Recommendation:

The Sunshine Coast Regional District support the call for Parks Canada to initiate a feasibility study to consider a new land/marine park on Gambier Island in Howe Sound.

The intention of the study is to examine various models and the viability of a park in Howe Sound and will be led by Parks Canada.

ATTACHMENT: Email correspondence for the request.

This report provides information Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X- J. Loveys	Other	

On Behalf Of Stephen Foster
Sent: Monday, May 8, 2017 1:33 PM
To: Ian Winn <ian.Winn@scrd.ca>
Subject: support for a park feasibility study

Hello Ian,

Nice to see you at the HS Community Forum on Friday.

As we discussed, I think we are only weeks away from a decision from Parks Canada and the federal government on moving forward with a feasibility study for the Gambier Park concept. The minister will be issuing a parks report in June, after which some new commitments will be made. Our goal right now is to get the Gambier Near-Urban Park as close to the top of the list of new proposals as we can.

With that in mind, would you be willing to send me a note expressing your support for the call for a feasibility assessment? Again, I am not asking you to commit to a park, simply to commit to a study that will look at the various models and the viability of a park in Howe Sound, to be led by Parks Canada.

On our web site, <http://sustainablehowesound.ca/gambier-national-park/#imageclose-780> the language we use is:

I support the call for Parks Canada to initiate a feasibility study to consider a new land/marine park on Gambier Island in Howe Sound.

Much appreciated,
Stephen
