



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, May 25, 2017  
SCRD Boardroom, 1975 Field Road

### AGENDA

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**CALL TO ORDER:** 9:30 a.m.

### AGENDA

1. Adoption of Agenda

### PETITIONS AND DELEGATIONS

### REPORTS

- |  |                      |
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| 2. Planner – Referral Comments on BC Timber Sales 2017-2021 Operation Plans<br><b>(Voting – All Directors)</b>                                       | Annex A<br>Pages 1-4 |
| 3. Chief Administrative Officer – BC Transit – Timeline for Process and Documentation<br><b>(Voting – B, D, E, F, DoS, SIGD, ToG)</b>                | Annex B<br>pp. 5-30  |
| 4. Chief Administrative Officer – Apportionment Options for Transit Service<br><b>(Voting – B, D, E, F, DoS, SIGD, ToG)</b>                          | Annex C<br>p. 31     |
| 5. General Manager, Corporate Services / Chief Financial Officer – 2017 Rural Areas' Grant-in-Aid Recommendations<br><b>(Voting – A, B, D, E, F)</b> | Annex D<br>pp. 32-36 |
| 6. Manager, Purchasing and Risk Management – Contracts between \$20,000 and \$100,000<br><b>(Voting – All Directors)</b>                             | Annex E<br>p. 37-38  |
| 7. General Manager, Corporate Services / Chief Financial Officer – 2017 Bursary Presentations<br><b>(Voting – A, B, D, E, F)</b>                     | Annex F<br>pp. 39-40 |
| 8. General Manager, Corporate Services / Chief Financial Officer – Directors' Constituency and Travel Expenses<br><b>(Voting – All Directors)</b>    | Annex G<br>pp. 41-42 |

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| 9. Deputy Corporate Officer – 2017 Union of British Columbia Municipalities (UBCM) Resolutions<br><b>(Voting – All Directors)</b>  | Annex H<br>pp. 43-44 |
| 10. Manager, Utility Services / Operations Support Technician – 2017 Gas Tax Strategic Priorities Fund Capital Grant Application<br><b>(Voting – All Directors)</b>          | Annex I<br>pp. 45-47 |
| 11. Senior Manager, Administration and Legislative Services – Sunshine Coast Regional District (SCRD) 50 <sup>th</sup> Anniversary Update<br><b>(Voting – All Directors)</b> | Annex J<br>pp. 48-49 |
| 12. Chief Administrative Officer – Request for Sunshine Coast Regional District to Host the 2017 Howe Sound Community Forum<br><b>(Voting – All Directors)</b>               | Annex K<br>pp. 50-51 |

## COMMUNICATIONS

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| 13. <u>Pender Harbour Community School Society</u><br>Regarding: Recreation Program Quarterly Report January to March 2017 | Annex L<br>pp. 52-56 |
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## 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 discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

## ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Lesley-Ann Staats, Planner

**SUBJECT:** REFERRAL COMMENTS ON BCTS 2017-2021 OPERATION PLANS

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### RECOMMENDATIONS

**THAT** the report titled Referral Comments on BCTS 2017-2021 Operation Plans be received;

**AND THAT** Advisory Planning Commission and Roberts Creek Official Community Plan Commission comments be forwarded to BCTS as supplemental comments to Board Resolution 151/17 #2 for additional information;

**AND FURTHER THAT** this recommendation be forwarded to the May 25, 2017 Regular Board meeting for adoption.

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### BACKGROUND

The SCRD Board adopted resolution 151/17, Recommendation No. 2 at its meeting on April 27, 2017 as follows:

**Recommendation No. 2**      *Update on BC Timber Sales Operations (2017-2021)*

**THAT** the report titled Update on BC Timber Sales Operations (2017-2021) be received;

**AND THAT** the SCRD respond to the BCTS referral with the following comments:

1. The SCRD does not support logging license A91376 located on District Lot 1313, which should be reserved for environmental protection as per ongoing discussions with the Ministry of Forests, Lands and Natural Resource Operations and the Squamish Nation;
2. A strategy for the protection and/or restoration of trails surrounding cut blocks G041C4F6 (West Sechelt), G042C4F8 (Mt. Elphinstone), G043C3ZJ (Mt. Elphinstone), and Licence A93884 (Mt. Elphinstone) be confirmed with local trail groups;
3. Public safety measures be implemented to communicate forestry activity to recreational users, including signage posted on all recreational trails leading to cut blocks, specifically G041C4F6 (West Sechelt), G042C4F8 (Mt. Elphinstone), G043C3ZJ (Mt. Elphinstone), Licence A93884 (Mt. Elphinstone) and the Rainy River blocks;

4. The SCRD does not support logging in Community Watersheds for the purpose of protecting drinking water quality. Should BCTS continue to propose cut blocks within Community Watersheds in order to meet its mandate, the following conditions should be met:
  - a. Define a management strategy for proposed forestry operations to protect drinking water; and
  - b. Implement forest practices and Best Management Practices with the goal of achieving zero turbidity, sediment and pathogen input to nearby creeks or streams from forestry activities;
5. As per Board Resolution 255/16 Recommendation No. 1 dated June 23, 2016, the SCRD does not support logging within the 1,500 hectare area identified in the Roberts Creek Official Community Plan Bylaw No. 641, Map No. 2 as an area for ecological and recreational protection.
6. The SCRD notes a significant amount of logging proposed along the Brittain River and requests that particular attention to the fisheries and other ecological environmental values be observed in this area;

AND THAT staff continue to work cooperatively with BC Timber Sales to identify future opportunities for community consultation;

AND FURTHER THAT this report be referred to the Advisory Planning Commissions, Natural Resources Advisory Committee and Roberts Creek Official Community Plan Committee and comments be considered in a supplemental report to the May Planning and Community Development Committee.

Resolution 151/17 was forwarded to BCTS on May 1, 2017.

The Advisory Planning Commissions (APC) and the Roberts Creek Official Community Plan Committee reviewed the referral. The Natural Resources Advisory Committee did not meet. To date, comments from the five APC's have been received and were provided to the Committee as part of the May 11, 2017 meeting agenda. Comments from the Roberts Creek OCPC are attached. The purpose of this report is to provide a summary of comments received and recommend sending supplemental comments to BCTS.

## DISCUSSION

APC and OCPC comments pertained to protecting environmental values and biodiversity, protecting recreational values, the determination of the Annual Allowable Cut, best management practices for logging in community watersheds, and open-minded face-to-face meetings to enhance community consultation.

Staff observe that education and awareness could help further dialogue at the community level, which has been discussed in staff-to-staff meetings with BCTS through the scope of the

communications protocol process. In keeping with the Board's directive, staff will continue to work cooperatively with BCTS to identify future opportunities for community consultation.

Staff recommend that Advisory Planning Commission and Roberts Creek Official Community Plan Commission comments be forwarded to BCTS as supplemental information to Board resolution 151/17 No. 2.

#### *Organization and Intergovernmental Implications*

The SCRD and BCTS communication protocol ensures that BCTS provides timely information about its operational plans and that the SCRD can provide comments back.

#### *Timeline for next steps or estimated completion date*

As per the Communication Protocol, the SCRD has 90 days to comment on BCTS Operations Plans, which provides a deadline of May 24, 2017 to comment on the referral. An extension to May 26, 2017 has been granted.

### **STRATEGIC PLAN AND RELATED POLICIES**

*Strategic Plan Values: Enhance Collaboration, Embed Environmental Leadership and Support Sustainable Economic Development*

Forestry is part of the SCRD's strategic priority to support sustainable economic development. The SCRD provides comments and feedback to BCTS on its proposed timber harvesting plans.

### **CONCLUSION**

Board Resolution 151/17, Recommendation No. 2 was forwarded to BCTS on May 1, 2017. Five Advisory Planning Commissions and the Roberts Creek Official Community Plan Committee reviewed the 2017-2021 BCTS Operations referral in late April and early May. Staff recommend forwarding the referral comments to BCTS as additional information, and that recommendations from this report be forwarded to the May 25, 2017 Regular Board meeting for adoption.

Reviewed by:			
Manager	A. Allen	Finance	
GM	I. Hall	Legislative	
CAO	J. Loveys	Other	

Attachment: Roberts Creek Official Community Plan Committee comments on BCTS Operational Plan 2017-2021 (excerpt of meeting minutes, May 10, 2017)

*Excerpt:*

**Roberts Creek Official Community Plan Committee Minutes – May 10, 2017**

**BC Timber Sales referral**

The RC OCPC agrees with SCRD recommendations 1 to 6. We would like to recommend the following:

OCP consult: The OCPC strongly recommends that BCTS consult the RC OCP when developing their 5-year plan.

Community engagement: To fulfill the OCP objective of “encourag[ing] the effective involvement of the local community in Forest Management planning by way of meaningful consultation and cooperation with...forestry companies” (p. 106), the OCPC would like BCTS to provide more public engagement in the form of coming to our community hall and presenting to our community.

Watershed preservation: Our local watershed must be taken into consideration. Our OCP notes that “30% of Roberts Creek residences use well water and changes in upland forest harvesting...affect the movement of water and the aquifers that support the wells” (p. 104).

No logging of 1500 hectares in RC: To fulfill the OCP objective of “keep[ing] as much forest as possible in the watershed area and uplands of the OCP area and beyond...” (p. 106), the RC OCPC **strongly** advises against the planned logging of the 1500 hectares in Roberts Creek. We ask that it be protected as a recreation and ecological area that is of significant importance to members of the community.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** BC TRANSIT – TIMELINE FOR PROCESS AND DOCUMENTATION

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### RECOMMENDATION(S)

**THAT the report titled BC Transit – Timeline for Process and Documentation be received;**

**AND THAT the Committee provide direction with respect to the attached documentation.**

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### BACKGROUND

At the May 18, 2017 Infrastructure Services Committee Meeting, two reports were received and staff indicated at that time, that they would bring back the reports to the May 25, 2017 Corporate and Administrative Services Committee.

This report contains a timeline for process and documentation for information required by BC Transit.

### DISCUSSION

#### *1. 2017/2018 Annual Operating Agreement*

In 2001 the Sunshine Coast Regional District (SCRD) and British Columbia Transit entered into a Master Operating Agreement for Public Passenger Transportation System within the Sunshine Coast Transit Service Area. Part of this Operating Agreement was a provision for an Annual Operating Agreement (AOA) outlining service level, costs and funding for the BC Transit fiscal year, in this case April 1, 2017 to March 31, 2018 (Attachment A).

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

Administration Recommendation:

In order to ensure that there is no interrupted transit service relative to the current service levels, staff recommend the 2017/2018 AOA be approved as presented.

## 2. Implementation of Memorandum of Understanding

At the March 23, 2017 Regular SCRD Board meeting the following resolution was adopted:

110/17      **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 prorated, \$275,000 funded \$155,000 through taxation and \$120,000 by BC Transit including 1.5 fte.

BC Transit submitted an Implementation Memorandum of Understanding (MOU) (Attachment B) to formalize acceptance of the expansion plans and staff have confirmed the MOU has accurately accounted for deliverables to be received based on the 2017 Round 2 Budget resolution above.

Administration Recommendation:

In order to allow BC Transit to proceed with the Implementation of the Service Changes within the timeline noted and avoid incurring annual lease fees of up to \$194,000 for the six new buses already committed (per 2017 Round 2 Budget Proposal), staff recommend that the MOU as presented be approved.

## STRATEGIC PLAN AND RELATED POLICIES

Providing transit service supports the Strategic Priorities of Facilitating Community Development and Embedding Environmental Leadership. It also aligns with the Boards *Five Year Integrated Plan* through the Transit Future Plan implementation, as well as the We Envision goal of reducing single occupancy vehicle use.

## CONCLUSION

At the May 18, 2017 Infrastructure Services Committee Meeting, two reports were received and staff indicated at that time, that they would bring back the reports to the May 25, 2017 Corporate and Administrative Services Committee.

Staff recommend that the 2017/2018 AOA and Implementation MOU as attached and presented be approved and executed by the Chair and Corporate Officer as per the Infrastructure Services Committee reports outline (Attachments C and D).



**Attachments:**

Attachment A	Annual Operating Agreement April 1, 2017 to March 31, 2018
Attachment B	Implementation Memorandum of Understanding dated March 13, 2017
Attachment C	Staff Report from May 18, 2017 ISC – 2017-18 BC Transit Annual Operating Agreement (AOA)
Attachment D	2017 Transit Implementation Memorandum of Understanding (MOU)

Reviewed by:			
Manager		Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

**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:

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

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CHIEF OPERATING OFFICER

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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	
<b>Total</b>	<b>44</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>13</b>	<b>365</b>	<b>13 Exceptions</b>

#### 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
<b>Total</b>	<b>24,803.14</b>	<b>327.00</b>	<b>0.00</b>	<b>25,130.14</b>	<b>845,089.37</b>	<b>11,345.28</b>	<b>0.00</b>	<b>856,434.65</b>

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	4	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)
<b>Total</b>	<b>44</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>13</b>	<b>365</b>	<b>13 Exceptions</b>

**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		
<b>Total</b>	<b>3,509.75</b>	<b>60.00</b>	<b>0.00</b>	<b>3,569.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SCHEDULE "C" – BUDGET**  
**Sunshine Coast Conventional Transit**

	<b>Official AOA 2017/2018</b>
<b>TRANSIT REVENUE</b>	
Farebox Cash	\$383,852
Tickets & Passes	\$199,261
BC Bus Pass	\$86,271
Advertising	\$12,480
<b>TOTAL REVENUE</b>	<b>\$681,864</b>
<b>EXPENDITURES</b>	
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
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$2,230,051</b>
Training (Education & Seminars)	\$6,932
Marketing	\$25,034
Municipal Administration	\$31,045
BCT Management Services	\$109,235
<b>TOTAL OPERATING COSTS</b>	<b>\$2,402,297</b>
Lease Fees - Vehicles (Local Share)	\$290,647
Lease Fees - Land and Buildings (Local Share)	\$1,084
Lease Fees - Equipment (Local Share)	\$25,529
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$317,261</b>
<b>TOTAL COSTS</b>	<b>\$2,719,558</b>
<b>STATISTICS</b>	
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
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$2,402,297</b>
Operating Reserve Required	\$179,754
<b>Total Shareable Operating Costs</b>	<b>\$2,222,543</b>
<b>Local Share Operating Costs</b>	<b>\$1,184,838</b>
Local Share Lease Fees	\$317,261
Less: Total Revenue	\$681,864
Less: Municipal Administration	\$31,045
<b>Net Municipal Share of Costs</b>	<b>\$789,189</b>
<b>Provincial Share of Operating Costs</b>	<b>\$1,037,705</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$274,455
Budgeted Operating Costs	\$2,402,297
Forecasted Operating Costs	\$2,402,297
Operating Reserve Required	\$179,754
<b>Ending Operating Reserve Balance</b>	<b>\$94,701</b>

\* 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

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$2,888
Tickets & Passes	\$7,043
<b>TOTAL REVENUE</b>	<b>\$9,931</b>
<b>EXPENDITURES</b>	
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
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$324,548</b>
Training (Education & Seminars)	\$352
Marketing	\$3,556
Municipal Administration	\$5,667
BCT Management Services	\$16,856
<b>TOTAL OPERATING COSTS</b>	<b>\$350,979</b>
Lease Fees - Vehicles (Local Share)	\$67,749
Lease Fees - Land and Buildings (Local Share)	\$100
Lease Fees - Equipment (Local Share)	\$1,129
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$68,978</b>
<b>TOTAL COSTS</b>	<b>\$419,958</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	3,510
Extra Revenue Hours	60
Total Passengers	7,780
Custom/Para Passengers - Vans	7,780
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$350,979</b>
Operating Reserve Required	\$11,584
<b>Total Shareable Operating Costs</b>	<b>\$339,395</b>
<b>Local Share Operating Costs</b>	<b>\$113,053</b>
Local Share Lease Fees	\$68,978
Less: Total Revenue	\$9,931
Less: Municipal Administration	\$5,667
<b>Net Municipal Share of Costs</b>	<b>\$166,433</b>
<b>Provincial Share of Operating Costs</b>	<b>\$226,343</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$11,584
Budgeted Operating Costs	\$350,979
Forecasted Operating Costs	\$350,979
Operating Reserve Required	\$11,584
<b>Ending Operating Reserve Balance</b>	<b>\$0</b>

\* 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 |



## Implementation Memorandum of Understanding

<b>Date</b>	March 13, 2017
<b>Expiry</b>	March 31, 2017
<b>Work Order ID</b>	
<b>System</b>	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 SCRD 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 SCRD. 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 SCRD 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 SCRD is currently working on moving two bus stops and is in the midst of erecting two others to serve the SCRD 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 STAFF REPORT**

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**TO:** Infrastructure Services Committee – May 18, 2017

**AUTHOR:** Gordon Dykstra, Manager, Transit & Fleet

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

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### **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.**

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### **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

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**TO:** Infrastructure Services Committee – May 18, 2017

**AUTHOR:** Gordon Dykstra, Manager, Transit & Fleet

**SUBJECT:** 2017 TRANSIT IMPLEMENTATION MEMORANDUM OF UNDERSTANDING (MOU)

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### 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.**

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### 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	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** APPORTIONMENT OPTIONS FOR TRANSIT SERVICE

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### RECOMMENDATION(S)

**THAT the report titled Apportionment Options for Transit Service be received.**

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### BACKGROUND

On February, 23, 2017, a fulsome report on transit services was provided to Committee for consideration and information prior to the 2017 budget approval.

### DISCUSSION

During the 2017 budget deliberations, Director Nohr provided a Notice of Motion to Committee with respect to bringing forward a Recommendation to have the apportionment of transit services reviewed.

Staff have prepared the following Recommendation for the Committee's consideration and further action:

***THAT SCRD staff bring a report to a Q4 2017 Committee meeting with respect to options for apportionment for Transit Services. The report should include the 1) current funding model, 2) information on funding models from other local governments and, 3) various service level funding models. Finally, the report should include implementation steps, legislative implications and timelines.***

### CONCLUSION

In past budget meetings, a Notice of Motion was made with respect to funding of Transit Services.

Staff have prepared a Recommendation for the Committee's consideration.

Reviewed by:			
Manager		Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** 2017 RURAL AREAS' GRANT-IN-AID RECOMMENDATIONS

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### **RECOMMENDATION(S)**

**THAT the report titled 2017 Rural Areas' Grant-in-Aid Recommendations be received;**

**AND THAT the funding recommendations listed on Appendix A be approved;**

**AND THAT the applicants be advised of the results of their applications;**

**AND THAT award payments be distributed by August 1, 2017 per policy;**

**AND THAT the Roberts Creek Mandala Society grant of \$3,000 be issued upon approval;**

**AND FURTHER THAT this recommendation be forwarded to the May 25, 2017 Regular Board meeting for adoption.**

---

### **BACKGROUND**

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community". The Rural Areas Grant-in-Aid Policy 5-1850-1 states "The funding of Rural Areas' Grant-in-Aid is provided by the Sunshine Coast Regional District's (SCRD) five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F).

As of March 31, 2017 there were 45 Rural Areas' Grant-in-Aid (RAGIA) applications received requesting a total of \$122,579. Of the 2016 amount one approved application requested to be funded prior to August 1, 2017 for a total of \$3,000. In comparison, in 2016, 50 applications were received requesting a total of \$139,631.

**DISCUSSION**

At a Special In-Camera Corporate and Administrative Services Committee Meeting on May 3, 2017 the Directors met to discuss 2017 applications received and the following Recommendation was brought out of In-Camera:

**Recommendation No. 4** 2017 Rural Areas' Grant-in-Aid

The Corporate and Administrative Services Committee recommended that funding of the 2017 Rural Areas' Grant-in-Aid applications be forwarded to the May 25, 2017 Corporate and Administrative Services Committee meeting as follows:

<b><u>Applicant Name</u></b>	<b><u>Amount Recommended</u></b>
Camp Fircom Society of the United Church of Canada (Funded through Economic Development \$200 [534] and \$1,000 [535])	\$1,200
Cedar Grove Elementary PAC	\$500
Coast Arts Building School and Centre Society	\$1,300
Coast Recital Society (The)	\$400
Coast Rogue Arts Society	\$2,500
Daniel Kingsbury Memorial 3-on-3 Basketball Tournament	\$500
Deer Crossing - The Art Farm: Resurgence	\$1,000
Farm Gate Market (The)	\$500
Gibsons Landing Heritage Society	\$5,000
Gibsons Public Art Gallery (GPAG): Original People Project	\$1,000
Gibsons Public Art Gallery (GPAG): Sunshine Coast Pavilion	\$500
Halfmoon Bay Community Association: HMB Fair Tent	\$4,500
Halfmoon Bay-Chatelech Community School Association: Breakfast Program	0
Halfmoon Bay-Chatelech Community School Association: Teen Program	\$2,700
One Straw Society	\$1,500
Pender Harbour Advisory Council (Society)	\$2,400
Pender Harbour and District Chamber of Commerce: Harbour Lights	\$1,400
Pender Harbour and District Health Centre Society	0
Pender Harbour Community Club	\$2,200
Pender Harbour Community School Society	\$400
Pender Harbour Living Heritage Society: Hotel Lake Dock	\$950
Pender Harbour Living Heritage Society	\$1,500
Pender Harbour Music Society	\$3,000
Restorative Justice Program of the Sunshine Coast	\$1,100
Roberts Creek Community Association: Roberts Creek Hall Roof Repairs	\$5,000

Roberts Creek Community Association: Creek Events (Slow Sundays)	\$3,200
Royal Canadian Legion Branch #112 Pender Harbour	\$2,400
Ruby Lake Lagoon Nature Reserve Society	\$500
Society for the Prevention of Cruelty to Animals	\$2,900
Suncoast Woodcrafters Guild	\$500
Sunday in the Park with Pride Society	\$1,450
Sunshine Coast Clean Air Society	\$2,000
Sunshine Coast Community Services Society: Police Based Victim Services	\$250
Sunshine Coast Hospice Society	\$1,000
Sunshine Coast Jazz and Entertainment Society	\$2,000
Sunshine Coast Marine Rescue Society for Royal Canadian Marine Search and Rescue Halfmoon Bay Unit 12	\$4,000
Sunshine Coast Resource Centre: Peer Navigator Training	0
Sunshine Coast Sea Cavalcade: Caravan	\$5,000
Sunshine Coast Sea Cavalcade: Family Day	\$5,000
Sunshine Coast Sockeye Water Polo	\$250
Sunshine Coast Trails Society	\$970
Transportation Choices Sunshine Coast Society (TraC)	\$1,650
West Howe Sound Community Association	\$1,450
Roberts Creek Mandala Society	\$3,000
Roberts Creek Earth Day Festival	\$1,000
	<b>\$79,570</b>

During the Special In Camera Corporate and Administrative Services Committee meeting on May 3, 2017 the Board provided direction to staff in terms of correspondence to some applicants. Staff will ensure this direction is incorporated into the relevant correspondence to the following partners:

- Deer Crossing – The Art Farm;
- One Straw Society;
- Pender Harbour and District Health Centre;
- Pender Harbour Living Heritage Society;
- Royal Canadian Legion Branch #112 Pender Harbour;
- Ruby Lake Lagoon Nature Reserve Society;
- Sunshine Coast Resource Centre;
- Sunshine Coast Sockeye Water Polo;
- Roberts Creek Mandala Society;
- Roberts Creek Earth Day.

*Financial Implications*

As funding applications relies on 2017 tax requisitions being received, the payment date for approved RAGIA applications is August 1, 2017 per the RAGIA Policy.

*Communications Strategy*

Notification of grant applications will be sent to recipients with the adoption of the attached list of recommendations (Appendix A). The SCRD also includes a detailed list of all the community groups who have received rural grant-in-aid funding in our corporate Annual Report.

**STRATEGIC PLAN AND RELATED POLICIES**

The Electoral Areas Grant-in-Aid funding aligns with the Boards Strategic Goal to “*Facilitate Community Development*” and the process is administered by the Rural Areas Grant-in-Aid Policy 5-1850-1.

**CONCLUSION**

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* “to provide assistance for the purposes of benefitting the community or any aspect of the community”. The recommendations for grants to organizations, made by the Corporate and Administrative Services Committee, are attached as Appendix A to this report. Upon approval of the recommended grants letters will be sent to all applications advising of results. The Committee also made a few suggestions to correspond with some applicants or recipients which require Board consideration and recommendation.

Attachment: Appendix A Rural Areas' Grant-in-Aid Recommendations

Reviewed by:			
Manager		Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

# 2017 Grant in Aid Applications

Applicant Name	Amount Recommended	Area A	Area B	Area D	Area E	Area F	GGCP	E&F
Camp Fircom Society of the United Church of Canada (funded through Economic Development [534] \$200 and [535] \$1,200	1,200	-	-	-	-	-	-	-
Cedar Grove Elementary PAC	500	-	-	-	500	-	-	-
Coast Arts Building School and Centre Society	1,300	-	-	300	-	-	1,000	-
Coast Recital Society (The)	400	100	-	100	100	100	-	-
Coast Rogue Arts Society	2,500	-	-	2,000	-	500	-	-
Daniel Kingsbury Memorial 3-on-3 Basketball Tournament	500	50	100	200	100	50	-	-
Deer Crossing - The Art Farm: Resurgence	1,000	-	-	150	-	850	-	-
Farm Gate Market (The)	500	50	50	250	100	50	-	-
Gibsons Landing Heritage Society	5,000	200	250	1,000	-	-	3,550	-
Gibsons Public Art Gallery (GPAG)	1,000	100	100	250	-	-	550	-
Gibsons Public Art Gallery (GPAG)	500	-	-	-	-	-	500	-
Halfmoon Bay Community Association	4,500	200	3,700	200	200	200	-	-
Halfmoon Bay-Chatelech Community School Association	-	-	-	-	-	-	-	-
Halfmoon Bay-Chatelech Community School Association	2,700	200	2,500	-	-	-	-	-
One Straw Society	1,500	100	100	1,000	200	100	-	-
Pender Harbour Advisory Council (Society)	2,400	2,000	100	100	100	100	-	-
Pender Harbour and District Chamber of Commerce: Harbour Lights	1,400	1,000	200	-	100	100	-	-
Pender Harbour and District Health Centre Society	-	-	-	-	-	-	-	-
Pender Harbour Community Club	2,200	2,100	-	-	100	-	-	-
Pender Harbour Community School Society	400	400	-	-	-	-	-	-
Pender Harbour Living Heritage Society	950	750	100	-	100	-	-	-
Pender Harbour Living Heritage Society	1,500	1,100	200	-	100	100	-	-
Pender Harbour Music Society	3,000	1,800	350	500	250	100	-	-
Restorative Justice Program of the Sunshine Coast	1,100	200	200	500	100	100	-	-
Roberts Creek Community Association: Roberts Creek Hall Roof Repairs	5,000	200	500	3,700	400	200	-	-
Roberts Creek Community Association: Creek Events (Slow Sundays)	3,200	100	100	2,800	100	100	-	-
Royal Canadian Legion Branch #112 Pender Harbour	2,400	2,000	200	-	200	-	-	-
Ruby Lake Lagoon Nature Reserve Society	500	500	-	-	-	-	-	-
Society for the Prevention of Cruelty to Animals	2,900	200	200	1,000	500	1,000	-	-
Suncoast Woodcrafters Guild	500	100	250	50	50	50	-	-
Sunday in the Park with Pride Society	1,450	200	200	500	350	200	-	-
Sunshine Coast Clean Air Society	2,000	250	500	500	500	250	-	-
Sunshine Coast Community Services Society: Police Based Victim Services	250	-	-	250	-	-	-	-
Sunshine Coast Hospice Society	1,000	150	200	250	200	200	-	-
Sunshine Coast Jazz and Entertainment Society	2,000	150	150	200	-	-	1,500	-
Sunshine Coast Marine Rescue Society for Royal Canadian Marine Search and Rescue Halfmoon Bay Unit 12	4,000	1,000	1,000	1,000	500	500	-	-
Sunshine Coast Resource Centre	-	-	-	-	-	-	-	-
Sunshine Coast Sea Cavalcade	5,000	300	500	1,000	-	-	-	3,200
Sunshine Coast Sea Cavalcade	5,000	200	250	-	-	-	-	4,550
Sunshine Coast Sockeye Water Polo	250	50	50	50	50	50	-	-
Sunshine Coast Trails Society	970	170	200	200	200	200	-	-
Transportation Choices Sunshine Coast Society (TraC)	1,650	100	200	775	375	200	-	-
West Howe Sound Community Association	1,450	50	100	200	50	1,050	-	-
Roberts Creek Mandala Society	3,000	200	200	2,100	250	250	-	-
Roberts Creek Earth Day Festival	1,000	100	200	250	250	200	-	-
	\$ 79,570	\$ 16,370	\$ 12,950	\$ 21,375	\$ 6,025	\$ 6,800	\$ 7,100	\$ 7,750

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Bess Wong, Manager – Purchasing and Risk Management

**SUBJECT:** Contracts between \$20,000 and \$100,000 – to May 7, 2017

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### RECOMMENDATION

**THAT** the report titled **Contracts between \$20,000 and \$100,000 – to May 7, 2017** be received for information.

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### BACKGROUND

Sunshine Coast Regional District (SCRD) Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report of all new contracts entered into that fall between \$20,000 and \$100,000. Report includes vendor, purpose, function, amount and the authoritative budget.

### DISCUSSION

65 contracts/purchase orders were issued during the time period April 10, 2017 to May 7, 2017 with four valued between \$20,000 and \$100,000. Amounts noted do not include applicable taxes.

	Supplier	Account Code	Awarded	Budget
1.	JSJ & Sons Enterprises Ltd. 2017 PO for Janitorial Services Contract at Gibsons & District Aquatic Facility	613 – G&DAF	\$24,500	Operational
2.	ESRI Canada Year 2 Annual Maintenance for Cityworks-Enterprise Asset Management System	111 – Finance	\$33,100	Operational
3.	Michael or Donna Dunn 2017 PO: Caretaker Services for Katherine Lake Campground & Dan Bosch Park	650 – Parks	\$36,360	Operational
4.	Waterhouse Environmental Services Corporation ISOPAC	370 – Water	\$28,275	Operational

### STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Award aligns with the Board's Strategic Value of "Transparency".

**CONCLUSION**

SCRD Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report on all new contracts therefore this report is provided for information.

Reviewed by:			
Manager	B. Wong	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** 2017 RURAL AREAS' BURSARY AWARDS

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### RECOMMENDATION(S)

**THAT the report titled 2017 Rural Areas' Bursary Awards be received;**

**AND THAT staff notify the secondary schools as to which Director(s) will be attending the graduation ceremonies for bursary presentations.**

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### BACKGROUND

Every year the Sunshine Coast Regional District (SCRD) supplies a \$750 bursary to each of the three secondary schools and one to the Alternative School for student who writes a 500 word essay, chosen by the school, on the importance of community involvement and the demonstration of that involvement in their life.

At each graduation ceremony, where a bursary will be awarded, an SCRD Director is invited to attend to present.

### DISCUSSION

#### *Financial Implications*

Currently the School District 46 advises that they have \$515.29 unclaimed bursary funds on account, therefore of the \$3,000 total allocated through Rural Areas' Grant-in-Aid (RAGIA), only \$2,484.71 will be required. For each Electoral Area's Grant-in-Aid function [121-129] the amount from discretionary will be \$496.94.

### STRATEGIC PLAN AND RELATED POLICIES

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community". The RAGIA Policy 5-1850-1 states "Grants will not be awarded to societies for the use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD."

## **CONCLUSION**

Staff request a Director(s) attend each graduation ceremony to present the SCRD bursary on the dates as follows:

- Sunshine Coast Alternative School (Sunshine Coast Golf and Country Club) Monday, June 26 1:00 pm
- Chatelech Secondary Wednesday, June 28 6:30 pm
- Elphinstone Secondary Tuesday, June 27 7:00 pm
- Pender Harbour Secondary Wednesday, June 28 1:00 pm

Reviewed by:			
Manager		Finance	X-T.Perreault
GM		Legislative	
CAO	X-J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Michelle Goetz, Accounts Payable Technician

**SUBJECT:** DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES  
FOR PERIOD ENDING APRIL 30, 2017

### RECOMMENDATION

**THAT the report titled Director Constituency and Travel Expenses for Period Ending April 30, 2017 be received for information.**

### BACKGROUND

The 2017 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$19,800 (\$2,500 allowance per Director from [110] and \$1,000 for Electoral Area Directors from [130]) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Travel Expenses within Legislative Services and UBCM/AVICC – Electoral Area Services provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on SCRD business.

### DISCUSSION

The total amount posted to Constituency Expenses for the period ending April 30, 2017 is \$2,212 leaving a surplus balance of \$17,588. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$8,407 leaving a surplus balance of \$27,737. Figures are based on expense reports submitted up to May 8, 2017 for the period ended April 30, 2017 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A/Vice Chair	\$430	\$3,537	\$-
Director Area B/Chair	\$79	\$2,858	\$-
Director Area D	\$1,320	\$1,062	\$-
Director Area E	\$-	\$-	\$-
Director Area F	\$351	\$861	\$-
Director DOS	\$-	\$-	\$-
Director TOG	\$32	\$89	\$-
Director SIGD	\$-	\$-	\$-
Totals	\$2,212	\$8,407	\$-
Budget	\$19,800	\$36,144	
Surplus (Deficit)	\$17,588	\$27,737	*
* Alternate included with Director travel totals.			

## **STRATEGIC PLAN AND RELATED POLICIES**

The disclosure of Director Constituency and Travel Expenses aligns with the Board's Strategic Value of "*Transparency*".

## **CONCLUSION**

The 2017 Financial Plan for Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$19,800 for the expense of running an elected official office, for the period ending April 30, 2017, the total amount posted to Constituency Expenses is \$2,212 leaving a surplus balance of \$17,588.

Reviewed by:			
Manager	S. Zacharias	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Sherry Reid, Deputy Corporate Officer

**SUBJECT:** 2017 UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) RESOLUTIONS

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### RECOMMENDATION(S)

**THAT** the report titled 2017 Union of British Columbia Municipalities (UBCM) Resolutions be received;

**AND THAT** the Corporate and Administrative Services Committee identify any further resolutions to be prepared for the 2017 UBCM Convention.

---

### BACKGROUND

The UBCM Convention will be held in Vancouver from September 25-29, 2017. The annual convention provides members with the opportunity to bring forward issues and concerns from their communities through resolutions and debate.

### DISCUSSION

UBCM urges members to submit resolutions through their Area Associations for consideration. Sunshine Coast Regional District's (SCRD) resolution endorsed by the Association of Vancouver Island and Coastal Communities (AVICC) regarding the Agricultural Land Commission Policy on Breweries, Distilleries and Meaderies will automatically be forwarded to UBCM for consideration at the 2017 Convention.

While UBCM prefers that resolutions be endorsed by area Associations prior to coming forward at the Convention, issues that arise after the AVICC annual meeting may be submitted directly to UBCM. Staff request that the Committee identify any additional resolutions that should be prepared.

#### *Timeline for next steps or estimated completion date*

If new resolutions are identified, staff will prepare and present draft resolutions for consideration at the June 22, 2017 Corporate and Administrative Services Committee meeting. The Committee's recommendation will need to go direct to Board for endorsement on June 22<sup>nd</sup> in order to meet UBCM's June 30<sup>th</sup> submission deadline.

## STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to UBCM is in alignment with SCRD's strategic value of Collaboration and also supports SCRD's mission to provide leadership and quality services to our community through effective and responsive government.

## CONCLUSION

Staff request that the Committee identify any additional resolutions that should be presented for consideration at the 2017 UBCM Convention. New resolutions must be Board-endorsed prior to their submission to UBCM on or before June 30, 2017.

Reviewed by:			
Manager		Finance	
GM		Legislative	A. Legault
CAO	J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Shane Walkey, Manager, Utility Services  
Bobby Rebner, Operations Support Technician

**SUBJECT:** 2017 GAS TAX STRATEGIC PRIORITIES FUND CAPITAL GRANT APPLICATION

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### RECOMMENDATION(S)

**THAT** the report titled 2017 Gas Tax Strategic Priorities fund Capital Grant Application be received;

**AND THAT** an application be submitted to the *Strategic Priorities Fund - Capital Infrastructure Projects Stream* for Regional Water Cross-Connection Control and Universal Metering Program Phase 3 for the June 1, 2017 grant program intake;

**AND FURTHER THAT** this recommendation be forwarded to the May 25, 2017 Regular Board meeting for adoption.

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### BACKGROUND

The Sunshine Coast Regional District (SCRD) has been proceeding with universal water meter installations on the Sunshine Coast since 2014. The first phase (Phase I) of installations took place within the North and South Pender Harbour Water Service Areas between September 2014 and February 2015 and totaled approximately 1,400 meters. The SCRD was successful in securing partial funding for this phase of installations from the New Build Canada Fund (NBCF) and Green Municipal Fund.

In 2015, the SCRD applied for and was approved for Provincial and Federal grant funding under the NBCF for Phase 2 of the metering program which included installations on all remaining non-metered services in the Electoral Areas of the Sunshine Coast. This project is currently ongoing with an anticipated completion date of October 2017 and an estimated 4,700 water meters will be installed.

To date, the water metering program that the SCRD has been proceeding with has been highly successful. Staff continue to work in partnership with metering contractors to install meters and detect, investigate and remediate leaks in the region as well as notify and educate property owners throughout the Sunshine Coast of potential leaks on their property.

The purpose of this report is to outline the details of the grant program identified above and to request Board approval to apply for grant funding for the final phase (i.e. Phase 3) of water meter installations on the Sunshine Coast.

## DISCUSSION

The Gas Tax Strategic Priorities Fund (SPF) program provides Federal grant funding for investments in Local Government infrastructure and capacity building projects in British Columbia.

The most recent intake of the SPF program was announced in March 2017 and is open to all Local Governments in British Columbia outside of the Greater Vancouver Regional District for eligible project categories such as local roads and bridges, community energy systems and drinking water (to name a few). The SPF program guide includes the following table within the eligible project category section:

Project Category	Description	Examples
Drinking Water	Infrastructure that supports drinking water conservation, collection treatment and distribution systems	<ul style="list-style-type: none"><li>• Drinking water treatment infrastructure</li><li>• Drinking water distribution system (including metering)</li></ul>

The SCRD is currently working with Neptune Technologies Ltd. and will be completing roughly 4,700 water meter installations within the Rural Areas of the Regional Water Service Area by October 2017. Once installations are completed within this current project phase, the only remaining non-metered water services will be located within the District of Sechelt and Sechelt Indian Band, which total approximately 4,800 water meters.

Given the current progress of water meter installations by the SCRD and the strong alignment between metering projects and the SPF program's selection and scoring criteria, staff recommend that the SCRD apply for funding under the June 1, 2017 application intake of the Gas Tax SPF program for the following project:

- Regional Water Cross-Connection Control and Universal Metering Program Phase 3

As part of the SCRD's application for funding it is a requirement to submit a Board resolution indicating support for the application.

### *Financial Implications*

An SPF grant can fund up to 100% of eligible costs of an eligible project up to a maximum Federal Gas Tax Fund amount of \$6 million. A detailed cost estimate will be submitted as part of the proposed application for funding but initial estimates place the capital cost of this final phase of installations at approximately \$5.5 million. Any ineligible costs such as internal wages and/or permits (for example) would need to be accommodated within the Regional Water Service Area operating budgets.



*Timeline for next steps or estimated completion date*

If resolved by the SCRD Board, staff will submit an application for funding under the Gas Tax Strategic Priorities Fund on or before June 1, 2017. Based on previous applications, funding announcements are typically expected within 6-months of applications.

**STRATEGIC PLAN AND RELATED POLICIES**

The goal of reducing water consumption per capita by 33% by the year 2020 has been adopted in the Regional Sustainability Plan and has been identified within the Comprehensive Regional Water Plan as a top priority demand management tool needed to achieve water conservation targets.

**CONCLUSION**

The Gas Tax Strategic Priorities Fund is an application based funding program that provides Federal funding support for Local Government infrastructure projects. The most recent intake of this program is open with a submission deadline of June 1, 2017.

Staff recommends that the SCRD submit an application for funding under this program for the project titled, 'Regional Water Cross-Connection Control and Universal Metering Program Phase 3' which includes water meter installations and backflow prevention devices.

Reviewed by:			
Manager	S. Walkey	Finance	T.Perreault
GM		Legislative	S. Reid
CAO	J. Loveys	Other	B.Wong

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Angie Legault, Senior Manager, Administration and Legislative Services

**SUBJECT:** SUNSHINE COAST REGIONAL DISTRICT (SCRD) 50TH ANNIVERSARY UPDATE

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### RECOMMENDATION(S)

**THAT the report titled Sunshine Coast Regional District (SCRD) 50<sup>th</sup> Anniversary Update be received.**

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### BACKGROUND

The SCRD was incorporated through Letters Patent issued on January 4, 1967.

The Board adopted the following recommendation on February 23, 2017:

081/17     **Recommendation No. 5** *SCRD 50<sup>th</sup> Anniversary Committee*

THAT the report titled Sunshine Coast Regional District (SCRD) 50th Anniversary Committee be received;

AND THAT:

- The Terms of Reference for the Sunshine Coast Regional District 50th Anniversary Committee as presented in Attachment 1 be approved;
- Advertisements seeking expressions of interest from the community to serve on the Committee be placed;
- The Board Chair and Chief Administrative Officer review the expressions of interest and select the community members for the Committee;
- Director Winn be designated to participate on the 50th Anniversary Committee;

AND THAT staff be authorized to apply to the Community Fund for Canada's 150th for a grant to support the celebration;

AND FURTHER THAT the 50th Anniversary Committee report to a future meeting on a plan to conduct the anniversary celebration in a cost effective manner.

## **DISCUSSION**

No applications were received from the public to participate on the 50<sup>th</sup> Anniversary Committee; however a staff group has formed to plan celebrations and raise awareness of this milestone.

Activities planned for the Anniversary include:

1. Canada Day parade – staff and Directors will be invited to join the SCRD float which will feature a transit bus.
2. Totem pole refurbishment – the renewal of the totem pole at the Field Road site could be considered a legacy project that also serves to foster cross-cultural awareness.
3. Photo contest – the community will be invited to submit photos from each area in the Regional District.
4. Time capsule – items of interest will be cached for the future.
5. Staff celebration – internal recognition of the anniversary will occur in conjunction with the June CAO on the Go meetings.

Staff are also integrating anniversary awareness with regular communication vehicles and outreach events such as the Community Dialogues.

### *Financial Implications*

As no grant funding has been secured, activities and events will be funded through existing budgets.

### *Communications Strategy*

Information on public events and contests will be posted to the SCRD website, social media accounts and advertised as appropriate. Information on the history of the SCRD will also be shared throughout the year.

## **STRATEGIC PLAN AND RELATED POLICIES**

Efforts to recognize the anniversary demonstrate the value of collaboration. The anniversary also celebrates the work of SCRD Directors, employees and volunteers (past and present).

## **CONCLUSION**

This report is intended to provide an update on the celebration of the SCRD's 50<sup>th</sup> Anniversary and staff recommend receipt.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – May 25, 2017

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** REQUEST FOR SUNSHINE COAST REGIONAL DISTRICT TO HOST THE 2017 HOWE SOUND COMMUNITY FORUM

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### RECOMMENDATION(S)

**THAT** the report titled Request for Sunshine Coast Regional District to Host the 2017 Howe Sound Community Forum be received;

**AND THAT** the Sunshine Coast Regional District hosts the Howe Sound Community Forum on October 13, 2017;

**AND THAT** expenses be paid from General Government [112].

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### BACKGROUND

The Howe Sound Community Forum is organized for local governments, Regional Districts and First Nations to have discussions to maintain and enhance the economic, environmental, cultural and social well-being of the Howe Sound for the benefit of present and future generations. The forum invites the Squamish Nation, the District of West Vancouver, the Village of Lions Bay, the Town of Gibsons, the Resort Municipality of Whistler, the Village of Pemberton, Bowen Island Municipality, Gambier Island Local Trust, the District of Squamish, Metro Vancouver, the Sunshine Coast Regional District and the Squamish Lillooet Regional District representatives to meet and share information.

### DISCUSSION

#### *Financial Implications*

Organizers have requested the SCRD to host the Fall 2017 Howe Sound Community Forum. Costs will include hall rental, sound system, transportation, refreshments, speakers, etc. To date a budget has not been determined for the event and staff will work with the organizers for this purpose though the estimated costs will be between \$5,000 and \$7,000. Suggested venue to date is the Camp Elphinstone Exploration Hall on Friday, October 13, 2017.

The funding for this event would be paid from General Government [112], this event has not been budgeted for in 2017.

## **STRATEGIC PLAN AND RELATED POLICIES**

Working with other Howe Sound area local governments provides opportunity to further the SCRD's Vision and Mission by fostering relationships and partnerships. All aspects of the Strategic Plan benefit from the comparative learnings and experiences shared by other areas.

## **CONCLUSION**

The SCRD has been requested to host a Howe Sound Community Forum for the Fall of 2017. SCRD Board approval is recommended for staff to proceed with assisting the organizers of the forum and the General Government [112] to provide the necessary budget to host the event.

Reviewed by:			
Manager		Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	



## SCRD Recreation Programming for Pender Harbour/Area A PENDER HARBOUR COMMUNITY SCHOOL QUARTERLY REPORT | January, February, March 2017

### REGULAR PROGRAMS:

#### Kids Senior Art Class with Carla

Projects include watercolour painting, paper arts, acrylic painting on canvass and more. Seniors group visited both classes to teach us how to make origami cranes for a Canada 150 project where 1000 cranes will be on display at the Mad Park Bistro. We made over 45 cranes in one session.

*Dates & Cost: Mondays Jan 16 to Mar 27, 3:00-4:30pm \$85*

*Participants: 12 participants, grades 5 & 6 Location: MPES*



#### Kids Junior Art Class with Patti

Participants are busy creating pastels, acrylics, and books that will be on display at the April Tools Art Show on April 29. Also, we are looking at adding a "PeeWee" art class for K/1's. *Dates & Cost: Tuesdays Jan 17 to Mar 28, \$85*

*Participants: 7 Location: Madeira Park Elementary School*

#### HUGS Ukulele group

The group meets weekly and plays at many community events.

*Dates & Cost: Tues, Jan 10 to Mar 28, 4-5pm, free Participants: 15-18 all ages Location: School of Music*

#### Kindersoc

Kindersoc is back due to high demand! After an extensive search, we have found a new and excellent coach to teach the basics of soccer and good sportsmanship.

*Dates & Cost: Tuesdays Feb 21 to Mar 28, \$40*

*Participants: 9 youth ages 4-7 years old Location: Madeira Park Elementary School*

#### NEW! Kids Cooking Class – Fun with Food!

We are now offering a once-a-month cooking class for kids. The class runs the first Friday of each month at the Euspiria Café. Haida Bolton walks the kids over to the restaurant where they learn about food safety, nutrition, and safety in the kitchen. Watermelon cookies were a hit!

*Dates & Cost: First Friday of month; March 3, 3-4pm, free*

*Participants: 10 youth grades 3 and 4*



#### Spring Break Day Camp

Three camp days were offered the first week of Spring Break. Turnout was great; the participants were primarily children of working parents who required childcare. The camp was very successful despite the inconsistent weather. A good combination of locations, staff, activities, sports, crafts,

games and exploration made this year a tremendous success. Coordination and training of volunteers and camp staff is ongoing. *Dates & Cost: March 14-16, 9:00am-3:00pm, \$25/day*  
*Participants: 12, 10, 10 Location: Harbour Learning Centre: Tue, Wed PHAFC: Thu*

### **Conservation Outdoor Recreation Education (CORE)**

This always-popular course ran again at capacity under the instruction of Andy Ross. It had been rescheduled from the fall when it was cancelled due to illness.

*Dates & Cost: February 24 (6-9pm) Feb 25 (9am-5pm) Feb 26 (9am-3pm), \$180*

*Participants: 13 Location: Harbour Learning Centre*

### **DROP IN SPORTS ACTIVITIES:**

#### **Drop-in Court Sports**

Facilitator Carol Goulette supervises this activity which shifted from court sports to badminton as requested by the regular participants. This program has a small but dedicated following.

*Dates & Cost: Mondays January 9 to Mar 27, 7:00-9:00pm, \$3 drop in fee*

*Participants: (average 4 youth/session); total Jan-Mar=26 Location: Pender Harbour Secondary School*

#### **NEW ! Drop-in Floor Hockey**

A new couple to our community is offering leadership and mentorship to the senior boys. Youth build on and participate in displays of patriotism, skills and good clean physical activity. Each session starts with a singing of our National Anthem, a few drills and skills development and a regular 3 period real game. The boys are able to channel their energy and really get a great workout.

*Dates & Cost: Tuesdays January 10 to Mar 28, 7:30-9:30pm, \$3 drop in fee*

*Participants: Average 8 boys grade 10+ (total Jan-Mar = 65) Location: Pender Harbour Secondary*

#### **Pickleball**

This active and enthusiastic group of community members faithfully participate in the great game of pickleball. Broad spectrum of ages attend and games are very exciting. There is an interest to continue throughout the year and over school breaks.

*Dates & Cost: Wednesdays January 11 to March 29, 6:30-8:30pm, \$5 drop in fee.*

*Participants: Average 12 adults/night ~ total Jan-Mar = 165 Location: Pender Harbour Secondary School*

#### **Drop-in Indoor Soccer**

Michele Mocellin, a former teacher at Pender High School, continues to mentor and be a positive role model to youth in our community. This evening has been going for a number of years but the participation seems to be dwindling due to changing interests of youth in our community.

*Dates & Cost: Thursdays January 12 to March 30, 7:30-9:30pm, \$3 drop in fee*

*Participants: Average 6; total Jan-Mar = 19 Location: Pender Harbour Secondary School*

### **CANCELLED / POSTPONED PROGRAMS:**

During the first quarter of 2017 we created and organized the following programs that did not run for a variety of reasons:

- **Music Lessons** – we started individual music lessons as a pilot project to see if it will take off. The instructor offers lessons in guitar, drums and/or bass once a week, \$25 for ½ hr lesson. We ran it for two weeks with below minimum registration, and when 2 out of 4 students dropped out we put it on hold. (2 youth, 2 adult, offered at Pender Harbour School of Music)
- **Floral Arranging with Ferdinando** – by request from a community member, we scheduled this workshop to run on Fri, March 17 at Sarah Wray Hall, but cancelled due to lack of registration.
- **Chair Yoga** – Wednesdays in March, 10:30-11:30am at Sarah Wray Hall. \$72 for 6 sessions. We had no advance registrations. We are continuing to identify need, interest and best timing for activities for our Garden Bay/Irvin's Landing residence.
- **Canadian Firearms Safety Certificate** – cancelled due to instructor illness.
- **Cooking Class** – Feb 3, postponed due to the snow! 10 youth registered ~ reschedule to March
- **Babysitting Course** – arranged with Lynn Telder to run this full-day course on ProD day, Mon. Apr 3. Following up upon a request from a parent, we surveyed families and kids using facebook, an email newsletter and posters. In the end, most families decided to take advantage of a long weekend and we had insufficient numbers to run the course.
- A main water line broke in two spots early Tue, March 28 morning cutting off water to Madeira Park. We spent a good part of the day contacting participants, rescheduling classes.
- We are working re-offering these some of these programs plus new ideas such as Basket-making, Junior Firefighting, Neighbourhood Watch & Dragonboating. We have been searching for instructors to provide more programming for adults and have located one person to help with computer classes and another interested in offering ethnic-focused cooking classes.

## PARTNERSHIPS

### Mind of a Snail ~ Fri Jan 20, 3-5pm

We coordinated with SC Literacy Coalition to sponsor transportation for interested families to attend this Literacy Week event at the Roberts Creek Hall. *Participants: 2+ families from Pender*

### Inter-generational Storytelling

We worked with the Seniors Initiative & the Harbourside Friendship Group to connect seniors and students, to share stories each Monday & Thursday for the month of January.

### Retro Quiz Night

We assisted PH Advisory Council in hosting a fun quiz night, Mar 3. The aim of the event was to solicit input from young families about what they need in order to thrive in our community.

### Legion-sponsored Youth Lunches

We have been assisting the Legion to host lunches for youth this winter. Kids were treated to lunch, games, movies and some info on what the Legion is and what it does. The Legion have offered 8 more youth-friendly events.

*Dates: January 24, 11:30am-2:30pm Grade 10-12; February 28, 11:30am-2:30pm Grade 7-9; March 7, 11:30am-2:30pm Grade 3-6*  
*Participants: Average 40 students per lunch Location: Pender Harbour Legion*





## Home Readers

We continue to help organize the Home Readers at MPES three mornings a week (M/W/F, 9-10am). We currently have 8 community members volunteering to read regularly with the kids.

## Open Door Group ~ Outreach Employment Service

Offered from the Harbour Learning Centre on the 3<sup>rd</sup> Thursday of the month, this service has been gaining popularity and is now fully booked appointment schedule & ongoing updated job board.

## Volunteer Tax Assistance

Harry Drost has returned this year to provide free Income Tax assistance to eligible clients by appointment at the Harbour Learning Centre every Tuesday morning in March and April.

## EVENTS & MEETINGS

### Presentation at PHAC Organizations Meeting ~ Wed Feb 15, 7-9pm

A round table where representatives give an update on the programs or activities of their group or organization. The Community School did a presentation on and conducted a survey of interest among the non-profit organizations to offer a 'One-Stop-Shop' for an annual online membership drive. Sixteen of the 22 attendees expressed interest.

### Community School Open House ~ Feb 21, 11:30am-1:30pm

We invited the community to drop and learn more about the programs we provide. Our community partners along with the service providers who offer outreach from the Harbour Learning Centre were featured: Volunteer Tax Assistance, Child and Youth Mental Health Services, SCRD/PHAFC, Open Door/WorkBC, Harbourside Friendship Group, Seniors Initiative, Early Years Centre, SC Literacy Coalition, and Welcoming Communities. Approx 40 people attended.



### Youth Food Meeting ~ Fri Feb 17, 12-2:30pm

The Community School hosted the second meeting of youth workers and leaders in the community. During this session we brainstormed a list of existing youth activities and discussed how to work effectively together towards mutual goals.

### David Roche school visits ~ Thursday, Feb 23, 2017

We assisted in two presentations by David Roche who shared his film "Love at Second Sight." He spoke to our students about looking past peoples' appearances and instead getting to know them. Location: MPES & PHSS



**Pender Harbour Community School**  
**SCRD Community Recreation Program**  
**For Pender Harbour & Area A**

**JANUARY to MARCH 2017**

**REGULAR PROGRAMS:**

Program	Location	Dates	Total hours	# sessions	# / participants	Total part. hrs
Kids Art Class	MPES	Jan 16-Mar 27, 3-4:30pm	12	8	12 kids	144
Kids Art Jr	MPES	Jan 17-Mar 28, 3-4:30pm	13	7	7 kids	91
Ukulele	SoM	Jan 10-Mar 28, 4-5pm	12	12	16 adults, 1 child	192
Kindersoc	MPES	Feb 21-Mar 27, 3-4pm	4	4	9 kids	36
Cooking Class	Euspiria Café	Mar 3, 3-4pm	1	1	10 kids	10
Spring Break Day Camps	Pool, HLC	Mar 14-16, 9am-3pm	6	3	11/day = 33	198
CORE	HLC	Feb 24-26	17	1	13 youth	221
<b>Total:</b> 16 adults, 13 youth, + 72 kids			<b>65</b>		<b>101</b>	<b>892</b>

**DROP IN ACTIVITIES:**

Activity	Location	Dates	Hours / sessions	Average # participants	Total part. hours
Pickleball	PHSS Gym	Wednesdays 6:30-8:30pm	2 hrs x 10 sessions = 100 hours	12 adults	120
Drop-In Soccer	PHSS Gym	Thursdays 7:00-9:00pm	2 hours x 10 sessions = 20 hrs	6 youth	120
Court Sports	PHSS Gym	Mondays 7:30-9:30pm	2 hours x 9 sessions = 18 hrs	4 youth	72
Floor Hockey	PHSS Gym	Tuesdays 7:30-9:30pm	2 hours x 9 sessions = 18 hrs	8 youth	144
<b>Total:</b>			<b>156 hours</b>	<b>30 participants</b> (12 adult, 18 youth)	<b>456</b>