



**INFRASTRUCTURE SERVICES COMMITTEE**  
**Thursday, September 20, 2018**  
**SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

**AGENDA**

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

**AGENDA**

1. Adoption of Agenda

**PETITIONS AND DELEGATIONS**

**REPORTS**

- |                                                                                                                                                                                        |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 2. General Manager, Infrastructure Services<br>Universal Water Meter Program<br><b>(Voting – A, B, D, E, F, Sechelt)</b>                                                               | Annex A<br>Pages 1-3 |
| 3. General Manager, Corporate Services / Chief Financial Officer<br>Public Transit [310] Variance Reporting to August 31, 2018<br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b> | Annex B<br>pp. 4-6   |
| 4. General Manager, Corporate Services / Chief Financial Officer<br>2018-19 BC Transit Annual Operating Agreement (AOA)<br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>        | Annex C<br>pp. 7-10  |
| 5. General Manager, Infrastructure Services<br>2019-2020 Transit Expansion Memorandum of Understanding<br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>                         | Annex D<br>pp. 11-17 |
| 6. Chief Administrative Officer<br>Association of Vancouver Island and Coastal Communities<br>(AVICC) Special Solid Waste Committee<br><b>(Voting – All)</b>                           | Annex E<br>pp. 18-20 |
| 7. Transportation Advisory Committee Minutes of July 19, 2018<br><b>(Voting – All)</b>                                                                                                 | Annex F<br>pp. 21-24 |

**COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) and (k) of the *Community Charter* – “labour relations or other employee relations” and “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:** Infrastructure Services Committee – September 20, 2018

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services

**SUBJECT:** **UNIVERSAL WATER METER PROGRAM**

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### RECOMMENDATION(S)

**THAT the report titled Universal Water Meter Program be received;**

**AND THAT the Sunshine Coast Regional District confirms its commitment to the Universal Water Meter Program;**

**AND FURTHER THAT funding and program options for implementation be brought to the 2019 budget.**

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### BACKGROUND

In 2008, the Sunshine Coast Regional District (SCRD) was fortunate to secure significant grant funding to improve water quality and reduce water use within the North and South Pender Harbour water service areas. The installation of water meters was a condition of these grants and this work was completed between August 11, 2014 and February, 2015.

With the assistance of more grant funding, the remaining rural areas - Halfmoon Bay, Egmont, Earls Cove, Roberts Creek, Elphinstone, and West Howe Sound (excluding Hopkins Landing) were equipped with water meters between September, 2016 and October, 2017. A few remaining properties had meters installed in 2018.

During the 2018 budget process, the SCRD was notified that a grant application to support the third and final phase of meter installations in the Sechelt area was unsuccessful. Universal water metering is identified in the Comprehensive Regional Water Plan's (CRWP) intensive demand management program and a decision was made to proceed with an Alternative Approval Process (AAP) to authorize long term borrowing to finance the project.

At the July 26, 2018 Board meeting the results of the AAP for the Universal Water Meter Installations Project Loan Authorization were presented to be as follows:

10% of electors in the service area	1,957
Number of valid elector response forms received before the deadline	2,454

Elector approval for the borrowing was not obtained.

Of the valid elector response forms, 66% came from the District of Sechelt, 13% from Area A, 10.4% from Area B, 6.6% from Area D, 2.3% from Area E and 1.7% from Area F.

A further 162 forms were rejected for various reasons (i.e. outside of service area, duplicates or incomplete).

The Board subsequently adopted the following resolution:

239/18            THAT the report titled Alternative Approval Process Results - Universal Water Meter Installations Project Loan Authorization Bylaw No. 718, 2018 be received;

AND THAT staff provide a report at a Committee meeting in September with analysis, options and a schedule for next steps in light of the failure of the Universal Water Meter Installations Project Loan Authorization Bylaw AAP.

The purpose of this report is to update Committee on the progress of the Universal Water Meter Program and to seek a commitment to the program. Staff recommend funding and program implementation options be brought to the 2019 budget for the Committee's consideration.

## **DISCUSSION**

One of the primary objectives of the Universal Water Meter Program is to detect leaks in both SCRD infrastructure and those of our customers. The table below presents the number of leaks resolved to date and those currently being addressed as a result of Phase 1 and 2 of the program.

<b>Area</b>	<b>Resolved leaks</b>	<b>Active leaks</b>
Egmont / Earls Cove	19	2
North Pender	128	32
South Pender	257	79
Area B	373	107
Area D	276	95
Area E	352	109
Area F	25	13
<b>TOTAL</b>	<b>1430</b>	<b>437</b>

To date, the total water conservation resulting from the resolved leaks is approximately 6.7 million liters per day. The success of the program is noticeable in the South Pender system where the program resulted in a 23% reduction of the total water demand. It would be reasonable to contemplate a similar water conservation rate for the Chapman system once the installation of meters in Sechelt is completed. Staff frequently detect new leaks in all water systems and are addressed in collaboration with the property owners on an ongoing basis.

Staff recently confirmed that implementing a program such as the Universal Water Meter Program is essential for any future water infrastructure grants from both the Provincial and Federal Governments.

The Town of Gibsons has installed water meters for service connections and has been able to address leaks and reduce their overall water use.

While recognizing the environmental benefits of the continued implementation of the Universal Water Meter Program, there currently is no policy decision with respect to a time frame to complete the program.

Nonetheless, staff recommend the SCRD confirms its commitment to the Universal Water Meter Program and that a future funding and program options report be brought to the 2019 budget deliberations for the Committee's consideration.

Staff will incorporate suggestions residents have already provided and continue to monitor upcoming grant opportunities.

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

The SCRD Strategic Priority: Embed Environmental Leadership is achieved by implementing a Universal Water Meter Program. The SCRD will reduce waste and promote conservation of water. The CRWP has an objective of reducing water use by 33% from 2010 levels by 2020. This is principally to be accomplished via the Universal Water Meter Program, supported by other water conservation programs.

The We Envision Regional Sustainability Plan (2012) has a water consumption reduction target of 33% relative to 2010 levels by 2020.

The CRWP financial model meets the objective of the Strategic Priority: Ensure Fiscal Sustainability by aligning service levels and long term capital planning with a sustainable funding model guided by the Financial Sustainability Policy and Debt Management Policy.

### **CONCLUSION**

While recognizing the environmental benefits of the continued implementation of the Universal Water Meter Program, 1,430 leaks have been addressed to date, which represents approximately 6.7 million liters per day of water.

Staff recommend the SCRD confirms its commitment to the Universal Water Meter Program and that a future funding and program options report be brought to the 2019 budget deliberations for the Committee's consideration.

Reviewed by:			
Manager		CFO/Finance	X-T. 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 –September 20, 2018

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

**SUBJECT:** PUBLIC TRANSIT [310] VARIANCE REPORTING FOR PERIOD ENDING AUGUST 31, 2018

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### RECOMMENDATION

**THAT the report titled Public Transit [310] Variance Reporting For Period Ending August 31, 2018 be received for information.**

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### BACKGROUND

At the July 26, 2018 Corporate and Administrative Services Committee, staff provided the second quarter variance for the Public Transit Service [310].

#### **Recommendation No. 6**     *Public Transit [310] Variance Reporting to June 30, 2018*

The Corporate and Administrative Services Committee recommended that the report titled Public Transit [310] Variance Reporting for Period Ending June 30, 2018 be received for information.

The variance presented, for the six month period ending June 30, 2018, estimated a year-to-date deficit of approximately \$76,000. Staff requested that a follow-up variance be provided to the Committee to allow for review.

The purpose of this report is to provide an update for the period ending August 31, 2018.

### DISCUSSION

The Variance by Service - YTD report provides a Statement of Revenues and Expenses by Service for the period ending August 31, 2018. Please note the 'Budget YTD (\$)' column represents the budget from January to August 2018. The anticipated percentage for this period is 100%.

All invoicing and accruals are based on the rates provided in the draft 2018-19 Annual Operating Agreement (AOA) with BC Transit, which is still to be executed. Some accrual estimates were necessary as actual information was not available at the time of the report. Actual results could differ from these estimates.

As a process improvement, the Sunshine Coast Regional District (SCRD) has established a cross-functional team to conduct reviews for the service.

**Staff Report to Infrastructure Services Committee – September 20, 2018**  
**Public Transit [310] Variance Reporting**  
**For Period Ending August 31, 2018**

**Page 2 of 3**

*Year to Date Budget vs Actual*

	YTD Budget	YTD Actual	Over / (Under) Budget	
			\$	%
Revenues	3,432,776	3,564,353	131,577	3.8%
Expenditures	3,436,920	3,583,247	146,327	4.3%
<b>YTD Operating Surplus/(Deficit)</b>	<b>(4,144)</b>	<b>(18,894)</b>		
Capital Expenditures	-	-	-	#DIV/0!
Other	(4,144)	5,645	9,789	(236.2%)
<b>YTD Overall Surplus/(Deficit)</b>	<b>-</b>	<b>(24,539)</b>		

*Line Item Variances*

Ridership for Transit has risen approximately 10% this year and fare revenue is in line with budgeted projections.

The anticipated wages and benefits expense percentage should be 97.5% for this period (to August 25); actual expenses incurred overall total 103%. With the recent transit expansion, recruitment and training of staff has been ongoing, resulting in higher than expected wages and benefits. Staff are currently completing an in-depth analysis of wages and benefits and determining the impact, if any, on the 2019 budgeting process.

With the recent Enterprise Resource Planning (ERP) system upgrades from BC Transit, the SCRD's systems and processes needed to change. This has resulted in additional administrative time and costs; however, staff expect to realize some efficiencies once the process changes are completed.

*Projected Year End Surplus / (Deficit)*

<b>Service Name and Number</b>	Public Transit [310]
<b>Projected Year End Surplus/(Deficit)</b>	(\$50,000)
<b>Explanation</b>	Higher than budgeted wages and benefits and additional unanticipated operational costs are resulting in a current and projected deficit.

*Mitigation Options (if deficit projected)*

Staff are undergoing a comprehensive review of the Public Transit [310] budget to better understand all of the financial implications of the transit expansion as the current deficit was not anticipated. Additionally, staff are reviewing the impact of changes to the AOA with BC Transit.

There are no reserves in the Transit Service, therefore, any deficits will need to be recovered by future taxation.

Another alternative is to reduce the service level; however, service reductions could not be easily implemented and are likely to discourage current ridership increases. Reducing service would also be contrary to the expansion approval.

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

Managing transit fare revenue and preventative fleet maintenance contribute to the strategic priority of Ensuring Fiscal Sustainability.

The variance review process aligns with the Board's Strategic Value of "Transparency".

### **CONCLUSION**

The Board has requested that the Transportation and Fleet Department provide quarterly variance reporting to the Corporate and Administrative Services Committee for Public Transit. [310].

Staff are undergoing a comprehensive review of the Public Transit [310] budget to better understand all of the financial implications of the transit expansion as the current deficit was not anticipated. This report is provided for information.

Reviewed by:			
Manager	X-G. Dykstra	Finance	X-S. Zacharias
GM	X-R. Rosenboom	Legislative	
CAO	X-J. Loveys	Other	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee- September 20, 2018

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

**SUBJECT:** 2018-19 BC TRANSIT ANNUAL OPERATING AGREEMENT (AOA)

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### RECOMMENDATION(S)

**THAT the report titled 2018-19 BC Transit Annual Operating Agreement (AOA) be received;**

**AND THAT the delegated authorities be authorized to execute the Agreement.**

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### BACKGROUND

Each year BC Transit and the Sunshine Coast Regional District (SCRD) enter into an Annual Operating Agreement (AOA) that governs transit service costs and funding for the fiscal year from April 1, 2018 to March 31, 2019.

The AOA as submitted incorporates the full costs associated with the transit service expansion which was implemented in the fall of 2017, as well as refinements made for the existing service to include items not previously cost-shared with BC Transit, increasing the proportion of costs being shared.

The purpose of this report is to highlight any changes in preparation for the SCRd Board approval and sign off on the 2018-19 BC Transit AOA as presented.

### DISCUSSION

The 2018-19 AOA fully implements the 26% and 6,300 hour service level increase which began with transit expansion in October 2017. The associated costs of providing service, such as fuel, tires and scheduled maintenance costs reflect a similar increase, in addition to inflation. Apart from this, the AOA includes minor service level adjustments to provide service in line with the new approach to BC Ferries' schedule for the Langdale Ferry.

Items of note in the 2018-19 AOA are as follows:

- Full annualization of the 26% service hour increase begun in October 2017.
- Full annualization of Lease Fee costs from the addition of six new buses, as well as full annual cost of lease fee program changes.
- A 15% increase in fare revenue, reflecting the increase ridership expected to progressively develop with the increased service.
- An \$8,000 reduction in advertising revenue as the result of changes in the BC Transit contract with the advertising vendor.

- An increased allowance for sharable fixed costs.
- Increases in costs to support BC Transit IT system upgrades.
- A maintenance cost reduction based on actual activity in 2017.
- A fuel rate increase to \$1.28 per litre.

In 2017-18, BC Transit adjusted their lease fee model to mitigate sudden increases associated with adding new vehicles, resulting in some near-term cost increases.

The fare revenue increase anticipates a progressive rise in ridership anticipated with transit expansion. It is expected to take 2-3 years for the cost-recovery from expansion ridership to match pre-expansion levels.

In 2018 BC Transit is implementing a large Enterprise Resource Planning (ERP) project, designed to improve billing processes, parts inventory handling and performance reporting. This improvement results in increased IT support costs as well as equipment lease fees for partners.

For the custom service, BC Transit is implementing an assessment program, whereby new registrants will be professionally assessed for suitability or either the HandyDART/custom or conventional transit service. Funding is being shared for this program, which is expected to ensure the custom service is used by those who are most in need, now that the entire fleet is fully equipped for accessibility, including wheelchairs and scooters.

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 SCRD expenses that are not cost shared with BC Transit.

### *Financial Implications*

#### Revenue and Cost Summary

The tables below summarize the changes between the 2017-18 Amended AOA and the 2018-19 AOA for the Custom and Conventional services with the total change broken down into expansion and base service level components.

Conventional Service	2017-2018 Amended AOA	2018-2019 AOA	Net Change	Change Due to Expansion*	Change Due to Base
Total Revenue	734,011	774,599	40,588	57,874	(17,286)
Total Direct Operating Costs	2,529,879	2,894,042	364,163	332,758	31,405
Total Operating Costs	2,707,625	3,105,937	398,312	338,862	59,450
Total Costs	3,120,613	3,633,243	512,630	445,104	67,526
SCRD Net Share of Costs	995,540	1,243,903	248,363	229,015	19,348

\*Calculation based on pro-rated expansion costs from 2017-18 Amended AOA

Custom Service	2017-2018 AOA	2018-2019 AOA	Net Change	Change Due to Expansion	Change Due to Base
Total Revenue	9,931	9,931	-	-	-
Total Direct Operating Costs	324,548	364,371	39,823	-	39,823
Total Operating Costs	350,979	391,306	40,327	-	40,327
Total Costs	419,958	461,319	41,361	-	41,361
<b>SCRD Net Share of Costs</b>	<b>166,433</b>	<b>172,534</b>	<b>6,101</b>	-	<b>6,101</b>

The figures above are based on the BC Transit fiscal year and are not reflective of actual SCR D budget values which incorporate pro-rated portions of both AOAs. For the 2018-19 AOA, staff have identified areas of improvement and continue to work with BC Transit on these items. It is recommended that the SCR D approve the 2018-19 AOA.

### BC Transit Reserve Fund

In 2015 the Provincial Government, through an Order in Council (OIC) began using operating savings to fund future inflationary increases. Since BC Transit has been building up a reserve fund with operational savings from the SCR D transit service. The 2018-19 provincial fiscal year is the final year of this 3 year plan and the balance of his Transit Reserve Fund on April 1, 2018 amounted to \$284,928. BC Transit included this entire balance in the 2018-19 AOA which is a significant increase over the 2017-18 AOA.

Increased contributions from the operating reserve result in a lower net share of costs to the SCR D; however, this is only a temporary reduction that will cease now the reserve fund is fully utilized.

As a result, if operating savings do not materialize in 2018, a taxation increase of up to \$150,000 will be required to fund the SCR D's share of past inflationary increases in the 2019-20 AOA that are being funded from the Transit Reserve Fund in the current AOA. This highlights the unsustainable nature of using operating savings/reserves to fund inflationary increases as in this case is implemented by the Province.

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

The AOA is typically signed in April or May of the current funding year; however, internal reviews identified a need to engage BC Transit in continued discussions this year to gain a broader understanding of the SCR D's role in developing the AOA.

As a result of these discussions, staff are currently working with BC Transit on the draft Annual Operating Agreement for 2019-20 which is expected to be issued in October.

A review of the draft AOA will be added to the annual pre-budget process in November/December to highlight any material changes and allow adequate time for any budget concerns to be communicated to BC Transit in advance of the final AOA being issued.

## **STRATEGIC PLAN AND RELATED POLICIES**

Providing transit services aligns with the SCRD Boards 2015-2018 Strategic value and priority of *Embedding Environmental Leadership*, as well as the priorities of *Facilitating Community Development*, *Ensure Fiscal Sustainability*, and *Supporting Sustainable Economic Development*.

## **CONCLUSION**

Each year, BC Transit and the SCRD enter into an AOA that governs transit service costs and funding for the fiscal year from April 1 to March 31.

The 2018-19 AOA incorporates the full impact of the October 2017 transit expansion as well as updated revenue and expense estimates. These costs and associated funding are included in the 2018 SCRD budget and it's recommended that the SCRD approve the 2018-19 AOA.

In addition, this is the final year where reserves held by BC Transit are being used to fund inflationary increases in the 2018-19 AOA. Staff continue to work with BC Transit to better understand the funding implications for future agreements.

A review of the draft 2019-20 AOA will be added to the annual pre-budget process in November/December to highlight any material changes and allow adequate time for any budget concerns to be communicated to BC Transit in advance of the final AOA being issued in March 2019.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee – September 20, 2018  
**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services  
**SUBJECT:** 2019-2020 TRANSIT EXPANSION MEMORANDUM OF UNDERSTANDING

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### RECOMMENDATION(S)

**THAT the report titled Updated 2019-2020 Transit Expansion Memorandum of Understanding be received;**

**AND THAT the transit service to the Chatelech Secondary School be implemented as of September 2019;**

**AND THAT any decisions on further service expansions be deferred until costs and impacts of the current service levels are determined;**

**AND FURTHER THAT a preliminary report be provided with respect to Transit service levels as part of the 2019 annual pre-budget process.**

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### BACKGROUND

The Sunshine Coast Regional District (SCRD) Board approved the Sunshine Coast Transit Future Plan (TFP) in early 2014. Following several items designated as “Quick Wins”, the TFP outlines 14 service priorities across three timeframes: Short Term (1-3 years), Medium Term (4-6 years), and Long Term (7yrs+). The “Quick Win” items were implemented in mid and late 2014. Following Board approval, an MOU was signed on May 2, 2016 approving the implementation of expansion in the fall of 2017 resulting in an increased frequency between Gibsons and Sechelt.

The following Service Priorities have not yet been implemented:

Service Priority 3: Serve Chatelech School, implementation of this service improvement was dependent on the development of Cowrie Street through to Derby Road to provide an improved connection to West Sechelt.

Service Priority 4: Introduce Service to Pender Harbour, was conceived as a separate circulating service between Pender Harbour and Halfmoon Bay, timed to enable transfers to the Route 4 for those continuing on to Sechelt.

In the original sequence, the next series of TFP priorities is for the Medium Term (4-6 years). The first of Medium Term item is Service Priority 5: 30 Minute Frequency between Sechelt, Gibsons and Langdale at all times, which would increase frequency in non-peak periods on core service.

In early 2016, BC Transit planning department proposed a shift the priority sequence, by moving directly to Service Priority 6: Increase Frequency to Halfmoon Bay to Hourly Service on Evenings and Weekends.

At the June 22, 2017 meeting of the Corporate and Administrative Services (CAS) Committee meeting the SCRD Board adopted the following transit-related resolution:

210/17      **Recommendation No. 5**      *2018 Transit Expansion Memorandum of Understanding*

THAT the report titled 2018 Transit Expansion Memorandum of Understanding (MOU) be received;

AND THAT Option 1 be approved and communicated to BC Transit as follows:

- Retain the current expansion proposal - permitting time to consult with users and residents, assess potential demand for service, and more thoroughly understand potential costs and the impact of additional equipment at the Mason Road facility.

Staff continue to work with BC Transit to better understand the costs and impacts of any further expansion of the transit service.

The purpose of this report is to provide an update on transit service expansion and to seek direction regarding the implementation of the service to Chatelech Secondary School for September 2019.

## **DISCUSSION**

On May 24, 2018 the SCRD received BC Transit draft MOU (Attachment A) which includes a further expansion of services including:

- Increased frequency to serve Halfmoon Bay on approximately hourly frequency Monday-Saturday with increased hours of operation year round in 2020;
- Introduce Service to Pender Harbour in 2021; and,
- Increase frequency on local transit network (Route 2, 3, 4) and introduce targeted service on Sechelt Inlet Road to serve growth areas in 2021.

The implementation of Service Priority 3 (Serve Chatelech School) is not included in this MOU as this would not require any additional equipment and the required route adjustment and amount of additional of service hours is to minimal for BC Transit to include in an MOU.

District of Sechelt staff confirmed that development of Cowrie Street through to Derby Road in Sechelt is to be completed early 2019. This will allow for the implementation of Service Priority 3 of the TFP (Serve Chatelech School) via a route adjustment to Route 2. Given the significant benefit to the community of this service change, staff recommend implementing this service in September 2019, at the start of the 2019-20 school year. To offset this new service, one of the late night buses between Langdale and Sechelt will be reallocated to this service on weekdays. This will still ensure there is one bus providing late night service between Langdale and Sechelt during the week.

As referenced in earlier reports, staff continue to work with BCT as well as internally to understand costs and impacts of the current service levels. Therefore, staff recommend deferring any decisions on future expansion of service until this work is complete. Staff will provide a preliminary report as part of the 2019 annual pre-budget process in November/December 2018 and will continue to work on refining the information into 2019.

## **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**

Given the benefit to the community of having bus service to the Chatelech Secondary School, staff recommend to adjust Route 2 to include service to this school as of September 2019. Implementation of this route adjustment would require the reallocation of transit service from the Langdale terminal to Sechelt on weekdays after the last ferry has arrived.

As staff continue to understand costs and impacts of the current service levels, it is recommend any decisions on future expansion be deferred until this work is complete. Staff will provide a preliminary report as part of the 2019 annual pre-budget process in November/December 2018 and will continue to work on refining the information into 2019.

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

**Attachment A:** May 24, 2018 BC Transit 2019-2020 Memorandum of Understanding



May 24, 2018

Attn: Gordon Dykstra,  
Manager of Transit and Fleet  
Sunshine Coast Regional District

**Re: 3 Year Expansion Initiatives**

Dear Gordon,

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2019-2020 through to 2021-2022. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your council/board and validated in collaboration with local government staff.


Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support council/board decision making, we have provided order-of-magnitude costing for each initiative based on the estimated annual expansion hours required. Where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. If your expansion requires additional vehicles, this is identified and is factored into your estimated total costs. Please keep in mind that should funding be secured to support your expansion initiative and you determine that expansion is no longer desired, the lease fees related to the new buses will still be added to your operating budget for a minimum of a one year period.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your council/board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2019-20,





a commitment from your council/board is required by mid-June to ensure sufficient time for BC Transit included your requirements in our procurement process. It is important to note that in the event expansion requests exceed the available funding, a prioritization process is used known as the Transit Enhancement Process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding is available and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

Lisa Trotter  
Senior Regional Transit Manager  
BC Transit

## Expansion Memorandum of Understanding

<b>Date</b>	May 24, 2018
<b>Expiry</b>	June 15, 2018
<b>System</b>	Sunshine Coast Transit

### Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2020/21	Sep-20	<b>2,100</b>	<b>3</b>	<b>\$26,874</b>	<b>\$298,768</b>	<b>\$170,958</b>
		<b>Description</b>	Increased frequency to serve Halfmoon Bay on approx. hourly frequency Monday-Saturday with increased hours of operation year round			
2021/22	Sep-21	<b>840</b>	<b>0</b>	<b>\$10,750</b>	<b>\$90,797</b>	<b>\$37,654</b>
		<b>Description</b>	Introduce Service to Pender Harbour			
2021/22	Sep-21	<b>2,500</b>	<b>1</b>	<b>\$31,993</b>	<b>\$306,143</b>	<b>\$147,979</b>
		<b>Description</b>	Increase frequency on local transit network (Rt 2,3, 4) and introduce targeted service on Sechelt Inlet Road to serve growth areas			

## Approval

On behalf of the Sunshine Coast Regional District, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

On behalf of the Sunshine Coast Regional District:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

On behalf of BC Transit, prepared by: Lisa Trotter, Senior Regional Transit Manager

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee – September 20, 2018

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

**SUBJECT:** ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC)  
SPECIAL SOLID WASTE COMMITTEE

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### RECOMMENDATIONS

**THAT the report titled Association of Vancouver Island and Coastal Communities (AVICC) Special Solid Waste Committee be received;**

**AND THAT the Sunshine Coast Regional District continues to be a member of the AVICC Special Solid Waste Committee.**

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### BACKGROUND

AVICC is one of five area associations of local governments operating under the umbrella of the Union of British Columbia Municipalities (UBCM). AVICC represents the interests of the various local governments of Vancouver Island, Sunshine Coast, Powell River and the Central Coast.

The AVICC Special Committee on Solid Waste Management was developed to share experiences, best practices and to develop a greater understanding of solid waste matters facing the Vancouver Island and Coastal Communities.

### DISCUSSION

The Special Committee's vision and goals are:

- **Vision:**  
That local governments on Vancouver Island, qathet and the Sunshine Coast are working together to address the opportunities and challenges of managing solid waste and our residents are aware of, and support the need to reduce and manage our waste in a sustainable manner.
- **Goals:**
  1. Ensure information is shared between AVICC local governments to encourage best practices in solid waste management and consistent messaging to our residents.
  2. Collect and maintain appropriate and consistent data associated with solid waste management within the AVICC.
  3. Support an informed and unified voice to assist efforts with the Province, NGOs and other partners in developing effective waste management solutions and policies.

Reports and meeting minutes are available on the [AVICC website](#).

At UBCM, the AVICC Special Committee on Solid Waste Management met with the Honorable Minister Heyman to seek the Ministry of Environment's engagement. Attached is information from the delegation that was left with the Minister titled Working Together on Solid Waste.

Currently Sunshine Coast Regional District (SCRD) staff participate on various sub-committees and continue to see value in working with other regional district staff.

Regional District Chief Administrative Officers (CAO) are now looking to follow up from the UBCM meeting with Minister Heyman and provide guidance to Ministry staff on how to effectively engage and support the work of the Special Solid Waste Committee.

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

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

### **CONCLUSION**

The AVICC Special Committee on Solid Waste Management was developed to share experiences, best practices and to develop a greater understanding of solid waste matters facing the Vancouver Island and Coastal Communities.

Staff recommend that the SCRD continues to be a member of the AVICC Special Solid Waste Committee.

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

Attachment A - Working Together on Solid Waste

# WORKING TOGETHER ON SOLID WASTE

## Our request to you

The AVICC Special Committee on Solid Waste Management asks Ministry of Environment staff to participate on its committee and sub-groups, providing the Ministry the advantage for a single group to communicate with rather than 9 separate regional districts.



**SUNSHINE COAST REGIONAL DISTRICT  
TRANSPORTATION ADVISORY COMMITTEE  
July 19, 2018**

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

**PRESENT:**

(Voting Members)	Director, Electoral Area E, Chair	Lorne Lewis
	Director, Electoral Area A	Frank Mauro
	Director, Electoral Area B	Garry Nohr
	Director, Electoral Area D, Vice-Chair	Mark Lebbell
	Director, Electoral Area F	Ian Winn
	Alt. Director, Town of Gibsons	Silas White
	Director, District of Sechelt	Doug Wright
	Alt. Director, District of Sechelt	Alice Lutes
	Trustee, School District No. 46	Greg Russell
	Transportation Choices (TraC)	Alun Wooliams

**ALSO PRESENT:**

(Non-Voting)	GM, Planning and Community Development	Ian Hall
	RCMP	Sgt. Mike Hacker
	BC Ferries	James Wallen
	BC Ferries	Robert Edwards
	Area E Resident	Clint Budd
	Area E Resident	Sandra Cunningham
	SCRD Administrative Assistant / Recorder	Autumn Ruinat
	Public	3
	Media	2

**CALL TO ORDER** 2:48 p.m.

**AGENDA** The agenda was adopted as presented.

**INTRODUCTIONS** Introductions were made of those present at the meeting.

**PETITIONS AND DELEGATIONS**

**Recommendation No. 1** *Delegation Materials*

The Transportation Advisory Committee recommended that the presentation and delegation materials from Clint Budd and Sandra Cunningham, Elphinstone Community Association be received.

Sandra Cunningham, Elphinstone Community Association regarding Pedestrian Safety

*Sandra Cunningham addressed the Committee regarding pedestrian safety on Highway 101 between Henry Road and Lower Road.*

*A petition with over 500 signatures was provided to MLA Nicholas Simons to deliver to Honourable Claire Trevena, Minister of Transportation and Infrastructure. The petition suggests the following actions be taken:*

- *Reduce the posted speed limit on Highway 101 throughout the area past the Poplars Trailer Park and Wood Creek Park at Oceanview Drive and Highway 101.*
- *Put in a painted crosswalk on Highway 101 at the east entrance of the Poplars Trailer Park and at the intersection of Oceanview Drive and Highway 101.*
- *Put in a pedestrian-operated stop light at the crosswalk at the intersection of the east\* entrance of the Poplars Trailer Park and Highway 101 (\*depending on the pending decision about a turning lane)*
- *Put in a pedestrian-operated stop light at the crosswalk at the intersection of Oceanview Drive and Highway 101.*
- *Put in a vehicle activated traffic light at Oceanview Drive.*

*The 2011 SCRD Integrated Transportation Study recommended pedestrian facilities at “The Poplars” on Hwy 101 as Priority #1 and that the 60km/h posted speed limit be extended to just beyond Burton Road (east), pedestrian warning signs be erected on both sides of the highway and the ministry consider implementing a formal crosswalk. (Page 86 and 119).*

*A letter of support was requested from the SCRD to petition the Minister of Transportation and Infrastructure regarding this issue.*

*The Chair thanked Sandra Cunningham for the presentation.*

Discussion included the following points:

- Actions to be taken to increase pedestrian safety in the area between Poplars Trailer Park and Wood Creek Park.
- Number of fatalities and accidents in this stretch of the highway.
- Suggestion for obtaining a meeting with the Minister of Transportation and Infrastructure at upcoming UBCM Conference.
- Request to send a copy of the power point presentation to Director Lewis.
- Alt. Director White will share the information with Town of Gibsons Council.
- Lights were added to that section of road to assist with visibility.
- The Route 101 Safety Society worked on the issue of pedestrian safety in the past.

**Recommendation No. 2**      *Letter of Support – Elphinstone Community Association – Pedestrian Safety*

The Transportation Advisory Committee recommended that SCRD write a letter of support for the Elphinstone Community Association on behalf of their petition to the Minister of



Transportation and Infrastructure with respect to efforts to increase pedestrian safety on the Sunshine Coast Highway 101;

AND THAT the SCRD Integrated Transportation Study (2011) be referenced in the letter.

## MINUTES

### **Recommendation No. 3**      *Transportation Advisory Committee Meeting Minutes of April 19, 2018*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of April 19, 2018 be received and amended to add SD46 Trustee Greg Russell to Voting Members present at the meeting.

## COMMUNICATIONS

### **Recommendation No. 4**      *July 2018 Ferry Advisory Committee Bulletin*

The Transportation Advisory Committee recommended that correspondence from Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee, regarding July 2018 Ferry Advisory Committee Bulletin be received.

### **Recommendation No. 5**      *Transportation Choices (TraC) –Sunshine Coast Update*

The Transportation Advisory Committee recommended that the Transportation Choices (TraC) –Sunshine Coast update from Alun Wooliams be received.

Discussion included the following points:

- Great turnout for Bike to Work Week. Local governments were acknowledged for sponsorship and support for the event.
- Brushing schedule implemented by Capilano Highways scheduled for early July but may be delayed due to hotter weather and fire risk.
- Roberts Creek Road bike lane condition is not ideal.
- Highway signage is overgrown.
- Potholes on Lower Road at Camp Byng were repaired.

### **Recommendation No. 6**      *MOTI Brushing Schedule*

The Transportation Advisory Committee recommended that SCRD write a letter to the Ministry of Transportation and Infrastructure regarding public safety concerns with respect to the current brushing schedule for the Sunshine Coast.

*Committee members stated for the record that the absence of a Ministry of Transportation and Infrastructure representative at the meeting was of concern.*

## ROUNDTABLE

MOTI be notified that the signage on Marine Drive to indicate a hidden intersection on Church, Central and Marine Drive needs clearing.

The 257 Express bus from Horseshoe Bay to Vancouver is often overloaded. This is a concern for ferry commuters from the Sunshine Coast.

General Manager Hall noted that staff will confirm bus passenger capacity regulations and report back.

Parking capacity is a challenge at Langdale. There is a gap in bus service times to Langdale on Saturday morning.

The Town of Gibsons has finished painting lines on Gibsons Way.

SD46 Trustee, Greg Russell, was acknowledged for his years of service and representation on the Transportation Advisory Committee.

It was noted that the S bend road at 1200 Block of Gower Point Road continues to deteriorate.

Complaints are being received regarding the corner of Lower Road and Hwy 101 (near Pine Road) where used cars are being parked for sale. Concern for public safety, regulations for parking on the highway, jurisdiction.

Sgt. Mike Hacker noted he is not aware of any regulations for the number of hours allowed to be parked on the highway. Suggestion that no parking signs could be installed, notifying the public of enforcement measures and potentially towing at owner's expense. If the area is within a bus stop/land, it is a public safety issue.

**Recommendation No. 7**      *Parking Enforcement at Lower Road and Hwy 101*

The Transportation Advisory Committee recommended that staff confirm the jurisdiction and regulations for parking at the intersection of Lower Road and Highway 101 with respect to pedestrian and transit user safety and report back to the Transportation Advisory Committee.

**ADJOURNMENT**                      3:52 p.m.

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Committee Chair