



COMMITTEE OF THE WHOLE

Thursday, December 8, 2022

Held Electronically

and Transmitted via the SCRD Boardroom,
1975 Field Road, Sechelt, B.C.

AGENDA

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

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Kelly Foley, Sunshine Coast Housing Coordinator, Cover the Coast Alliance for Affordable Housing
Regarding: Funding Letter of Support
(Voting – All Directors)

REPORTS

- | | |
|--|-----------------------|
| 3. Sunshine Coast 2023 Housing Action Plan
<i>General Manager, Planning and Development</i>
(Voting – All Directors) | Annex A
Pages 1-22 |
| 4. Municipal Regional District Tax (MRDT) Online Accommodation Platform Funding – 2023 Approval for Affordable Housing Plan
<i>General Manager, Planning and Development</i>
(Voting – All Directors) | Annex B
pp 23-25 |
| 5. 2022 Drought Response Financial Update
<i>Manager, Financial Services</i>
(Voting – All Directors) | Report to
Follow |
| 6. Waste Reduction Initiatives Program (WRIP) 2022 Recipients
<i>Solid Waste Programs Coordinator</i>
(Voting – All Directors) | Annex C
pp 26-28 |
| 7. Infrastructure Services Department - 2022 Q3 Report
<i>General Manager, Infrastructure Services</i>
(Voting – All Directors) | Annex D
pp 29-49 |

- | | |
|--|---------------------|
| 8. 2023 – 2024 BC Transit Annual Operating Agreement Draft Budget
<i>General Manager, Community Services
Manager, Financial Planning</i>
(Voting – B, D, E, F, Sechelt, sNGD, Gibsons) | Annex E
pp 50-60 |
| 9. Municipal Insurance Association of BC (MIABC) Associate Member Insurance Coverage – Snow Removal
<i>Manager, Purchasing and Risk Management</i>
(Voting – All Directors) | Annex F
pp 61-62 |
| 10. 2023 Call for Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC)
<i>Corporate Officer</i>
(Voting – All Directors) | Annex G
pp 63-72 |
| 11. Gibsons and District Fire Protection Commission Minutes of November 22, 2022
(Voting – E, F, Gibsons) | Annex H
pp 73-74 |
| 12. Water Supply Advisory Committee Meeting Minutes of November 7, 2022
(Voting – A, B, D, E, F, Sechelt) | Annex I
pp 75-76 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* - “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality” and “negotiations and related discussions 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

TO: Committee of the Whole – December 8, 2022

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: Sunshine Coast 2023 Housing Action Plan

RECOMMENDATIONS

THAT the report titled Sunshine Coast 2023 Housing Action Plan be received for information;

AND THAT the SCRD Board provide direction on priority actions to move forward with the recommended actions outlined within the Housing Plan;

AND THAT this report and the 2023 Sunshine Coast Housing Action Plan be referred to municipal councils and to shíshálh and Skwxwú7mesh Nations;

AND FURTHER THAT a report on referral comments received be provided to a future Committee.

BACKGROUND

The Regional Housing Coordinator contracted by SCRD was tasked with developing a Housing Action Plan to coordinate and guide the work done by housing sector players.

With input from the housing action table and local government staff, the Coordinator has prepared a draft plan for 2023 (Attachment A).

This report recommends Board consideration of the actions associated with Priority 4 “Enhance Local Government Policy Frameworks.

Referral of the Action Plan to municipal councils and to shíshálh and Skwxwú7mesh Nations is also recommended.

DISCUSSION

Analysis

The table below provides brief analysis of each of the Enhance Local Government Policy Framework actions from the perspective of SCRD Planning.

Proposed Action	Staff Comments	Options/Next Steps
1. Undertake a Regional Land Use Evaluation	<ul style="list-style-type: none"> - This is a regional action - This work can build from the Regional Growth Baseline Framework study results. - A focus on public and institutional lands could identify areas where government has control or stronger influence - Resourcing to be considered through annual budget process 	<ul style="list-style-type: none"> - Proceed with consideration as part of 2023 budget process
2. Strengthen Affordable Housing Reserves	<ul style="list-style-type: none"> - This could be a regional action, or each jurisdiction could pursue in a coordinated way; there are scope and design options - Sechelt and Gibsons both have Community Amenity Contribution policies. Sechelt also has a statutory reserve account set up for this purpose and a small general taxation for this purpose - With Housing Coordinator support, no incremental resources required for basic research 	<ul style="list-style-type: none"> - This action would require a decision on options and should be in consultation with other local governments.
3. Support the development (and protection) of private secondary suites, garden suites, lock-off suites, and auxiliary dwellings, that can be used for long-term rentals	<ul style="list-style-type: none"> - This is a jurisdiction-specific issue, but can be pursued in a regionally-coordinated way - Incentives research can guide future policy - Supporting activities focus on communications and engagement with other housing sector players - Framing of this action aligns with housing statements in SCRD official community plans - With support being provided by Housing Coordinator, resource implications for SCRD are reduced. - The rate of progress is dependent on overall divisional resources (being considered as part of 2023 budget) 	<ul style="list-style-type: none"> - This action could be considered along with other local governments.

4. Support the development of purpose-built long-term rental buildings and attainable home ownership options	<ul style="list-style-type: none"> - This is a jurisdiction-specific issue, but can be pursued in a regionally-coordinated way - “Lens” concept has synergy with existing work on OCP amendment policy - Streamlined policy aligns with existing Board direction and can be advanced through development approval review program work - Can be considered as a key goal for future OCPs - The rate of progress is dependent on overall divisional resources (being considered as part of 2023 budget) 	<ul style="list-style-type: none"> - Some supporting activities are within the policy of current OCPs and to be considered as part of future OCPs - Rezoning and incentives could be considered along with other local governments
5. Promote the development of purpose-built tourist accommodation	<ul style="list-style-type: none"> - This is a jurisdiction-specific issue, but can be pursued in a regionally-coordinated way - Research would be helpful and can build on regional growth baseline framework and inform OCP renewal - “Promotion” within the framework of official community plans has no material resource impacts - Potential synergy with SCREDO's mandate 	<ul style="list-style-type: none"> - Research conducted by Housing Coordinator to be presented to local governments
6. Support the protection of situational housing utilizing a harm reduction model	<ul style="list-style-type: none"> - This is a jurisdiction-specific issue, but can be pursued in a regionally-coordinated way - Board has advocated for clarity from Province on this - Discretion and empathy are practiced as part of bylaw enforcement but there is tension with life safety and environmental concerns - Progress on all other parts of the Housing Action Plan can reduce pressure on this item - No material resource implications if status quo approach is continued 	<ul style="list-style-type: none"> - Potential for further advocacy, perhaps in coordination with other local governments - Potential for further policy development
7. Monitor and Evaluate the Action Plan	<ul style="list-style-type: none"> - This is a regional action - Activities are already occurring - Limited resource implications for SCRD Planning 	<ul style="list-style-type: none"> - Regular reporting is planned/required

Organizational and Intergovernment Implications

The work described in these strategies would involve partnerships (intergovernmental and with the Housing Action Table and other housing stakeholders), and public participation.

The actions rely on continuance of a housing coordinator role (or some other dedicated housing policy resource that is incremental to existing planning complement).

In addition to the requirement for a significant contribution from a housing coordinator, the work identified in the Housing Action Plan demands input and involvement from SCRD Planning. The capacity demands associated with this work should be considered in the context of divisional service levels and resourcing.

There has been extensive intergovernmental cooperation and collaboration on input to the draft Housing Action Plan. Staff from DoS, sNGD and ToG are aware of this report and supportive of advancing the draft for consideration by elected officials.

As a number of the actions are jurisdiction-specific it is recommended that this report and the Housing Action Plan be referred to member municipalities and to the shíshálh and Skwxwú7mesh Nations for comment. Staff and/or the Housing Coordinator can present to Councils as a delegation if requested.

Financial Implications

As noted, the actions in the plan rely on a housing coordinator role that is incremental to the existing planning complement. The continuance of this role is subject to a Board decision. A decision item on the use of Municipal Regional Destination Tax Online Accommodation Platform revenue sharing is being brought forward.

Additional actions require further exploration by the Regional District within the *Local Government Act* framework and in consultation with municipal and First Nations partners.

CONCLUSION

The Regional Housing Coordinator contracted by SCRD was tasked with developing a Housing Action Plan to coordinate and guide the work done by housing sector players.

Board consideration and direction is requested. Referral of the Action Plan to municipal councils and to shíshálh and Skwxwú7mesh Nations is recommended.

ATTACHMENT

Attachment A – Sunshine Coast Housing Action Plan

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

DRAFT**SUNSHINE COAST HOUSING ACTION PLAN****YEAR 1: SEPT 2022 TO AUG 2023****PURPOSE:**

The Housing Action Plan establishes priorities and actions to address the housing needs of all community members on the lower Sunshine Coast. It is intended to provide clear objectives, actions, timelines, and accountabilities. It was informed by the Sunshine Coast Housing Needs Report Implementation Framework, the Strategic Planning Framework, and input from members of the Sunshine Coast Housing Action Table. It will be regularly reviewed and kept up to date by the Sunshine Coast Housing Coordinator.

THE SUNSHINE HOUSING ACTION TABLE:**Steering Committee**

Colin Stansfield, Sunshine Coast Regional Economic Development Organization
Catherine Leach, Sunshine Coast Community Services Society
Mike Alsop, Sunshine Coast Affordable Housing Society
Micki McCartney, Capilano University - Sunshine Coast Campus

Sunshine Coast Housing Coordinator

Kelly Foley, Sunshine Coast Affordable Housing Society

Government

Sunshine Coast Regional District
Town of Gibsons
District of Sechelt

shishálh Nation Government District
Nicholas Simons, MLA
Patrick Weiler, MP

Community Organizations

Capilano University – Sunshine Coast Campus
Habitat for Humanity Sunshine Coast
Sunshine Coast Affordable Housing Society
Sunshine Coast Community Services Society
Sunshine Coast Credit Union
Sunshine Coast Homelessness Action Coalition

Sunshine Coast Labour Council
Sunshine Coast Lions Housing Society
Sunshine Coast Regional Economic Development
Sunshine Coast Resource Centre
The Salvation Army
Vancouver Coastal Health

There are also many community members who participate in the Housing Action Table, sharing their knowledge and skills.

HOUSING FOR ALL COMMUNITY MEMBERS

VISION:

- Appropriate, attainable, and safe housing options across the spectrum to meet the needs of all community members
- Reduced housing loss and homelessness through support and prevention programs
- Improved accessibility to housing and supports through a coordinated navigation system

VALUES:

- Ensure that all actions are done through a lens of truth and reconciliation, health and well-being, equity and inclusion, racial and social justice, and ecological integrity
- Empower our community members and use our role as leaders to create opportunities for diverse voices to be heard to develop shared understanding, connection, and community building
- Collaborate across organizations to leverage resources and strengthen impact

PRIORITIES:

- Increase and Protect Rental Housing Stock
- Increase Community Housing and Support Services (Affordable, Supportive, Emergency)
- Enhance Local Government Policy Frameworks
- Home Support & Rental Support Programs (Expand & Integrate)

SUPPORT PROCESSES:

- A Coordinated Housing Eco-System
- Communications
- Advocacy
- Fund Development

SECTION 1 – PRIORITIES

PRIORITY 1: INCREASE & PROTECT RENTAL HOUSING STOCK

It will be at least 2 to 3 years before there is a substantial increase in new affordable housing stock so the short-term focus needs to be on freeing up existing inventory that can be used for long-term rentals.

ACTIONS:

- 1) Encourage Homeowners to build and/or rent out secondary suites, auxiliary dwellings and alternative housing based on existing bylaws (ToG) and new zoning bylaws (SCRD & DoS).

Housing for Workforce

Lead: Cover the Coast (Rental Incentives Team)

Partners: Local government, planners, financial advisors, property managers, builders

Dates: Sept 2022 to Aug 2023

Status: Underway

This project involves two initiatives:

A) HOME SUITE HOME: Housing Info Fair (an annual event):

Home Suite Home provides property owners with a one-stop opportunity to learn everything they need to know about providing a long-term rental either by utilizing an existing suite or developing a new one. All expertise will be on site to share information and answer questions:

- Home Renovation Contractors
- Modular Housing & Alternative Housing Providers
- Solar Energy & Rainwater Harvesting Systems
- Local Government Planners & Building Inspectors
- Property Managers
- Financial Advisors
- Consultants

Learn More: <http://coverthecoast.org/housing-info-fair/>

Home Suite Home will be complemented by an online resource page (Virtual Fair) that includes a list of organizations as well as downloadable information.

The inaugural Home Suite Home Fair was held on Nov 12th, 2022. It was promoted through a robust marketing campaign that included online media, print advertising, posters, and a newspaper article.

It achieved the following:

Outputs:

- 300 attendees
- 21 organizations participated as vendors
- New resource material was created and distributed that provided information on development processes, bylaws, rebate programs, and best practices for landlords
- A multi-channel communications campaign brought visibility to the need for long-term rentals and opportunities outlined in new zoning bylaws

Outcomes:

- New partnerships between housing builders, financial advisors, and consultants leading to more streamlined service for the development of secondary suites
- Improved relationship between community members and local government, increasing trust and confidence in developing secondary dwellings
- Improved understanding by local government of public concerns and questions, supporting improvements in regulations and communication processes
- Better understanding of the critical need for affordable housing, leading to more property owners renting out their secondary suites
- Property owners have a better understanding of:
 - o Zoning bylaws and development processes, removing barriers to providing long-term rentals
 - o Best practices for developing successful tenancies, removing fear of becoming a landlord
 - o Financing options for building a secondary dwelling, removing financial barriers
 - o Innovative construction options that simplify the development process

B) Housing for Essential Service Workers Campaign (Ongoing - Launched Nov 2022)

This initiative involves a series of campaigns that invite property owners to rent out their secondary suites to essential service workers (healthcare services, social services, protective services, and local government).

The campaign was launched on Nov 12th, 2022, and targets potential landlords who would be willing to make a suite available if they were able to connect directly with essential service organizations who are critically short-staffed. (This was based on feedback received through a 2021 Homeowner's Survey).

A communications campaign underscores the critical need for housing for essential service workers (the hollowing out of our community) and connects property owners to resources as well as an online portal where they can post their rentals to a registry that is only accessible to essential service organizations who need housing for their staff.

This is a pilot program that will be reviewed and refined based on its ability to successfully connect landlords to tenants. It will also be expanded to include other software applications (such as [Happipad](#)).

Learn More: <https://coverthecoast.org/housing-for-essential-workers/>

We expect this initiative to achieve the following:

Outputs:

- Increase in number of property listings for essential service workers
- Increased awareness about the need for rental housing for essential service workers

Outcomes:

- Increase in number of essential service workers who secure long-term housing
- Decrease in staffing shortages at essential service organizations

PRIORITY #2: INCREASE COMMUNITY HOUSING AND SUPPORT SERVICES (AFFORDABLE, SUPPORTED, EMERGENCY)

ACTIONS:

1) Systems Map and Needs Analysis

Lead: Cover the Coast
Partners: Non-profit orgs (housing & support services)
Dates: July 2022 to July 2023
Status: Underway

The Systems Map and Needs Analysis is a strategic tool that is being successfully used by other communities to set priorities and identify key targets in terms of housing and other community service initiatives.

Currently, the Sunshine Coast does not have a complete database of all the existing community housing and support services, or a comprehensive understanding of the major needs, gaps, or overlaps.

This project involves collecting and collating this type of information. It will be uploaded to a software program and automatically populated with other data (population demographics, funding streams, etc.) to work as a powerful strategic planning tool.

Some of the data collected will also be made available through a public online directory. People working at community hubs (libraries, community centres, schools) will be trained to operate the software and will act as Navigators who will help connect people to services.

At completion, the Systems Map and Needs Assessment will achieve the following:

Outputs:

- Data on housing and support services that are currently available for people who are homeless or at risk of homelessness
- Data on the needs and gaps for housing and support services for people who are homeless or at risk of homelessness
- Data on current and projected population demographics for the Sunshine Coast
- Data on potential funding sources for housing and support services
- Online directory of social services and community housing that can be downloaded into booklets according to select categories

Outcomes:

- A clear understanding of the main priorities for community housing and support services, considering the most urgent needs (and service gaps), and the key levers that impact poverty and housing insecurity
- A better understanding of how to implement an [Asset Based Community Development](#) (ABCD) approach which involves linking micro-assets to the macro-environment
- Successful funding applications that are backed by data
- Improved access by community members to housing and support programs

2) Create and support a “Project Development Working Group”

Lead: Cover the Coast
Partners: Non-profit organizations, private sector developers, local government
Dates: Ongoing
Status: Beginning in January 2023

The Sunshine Coast non-profit housing sector does not have the capacity to produce the scale of large complex housing projects required to meet demand; however, the funding model for community housing requires they take a leadership role. These organizations would benefit from receiving expert support and mentorship.

There are also situations where a private-sector organization is considering utilizing their property for affordable housing and require support in the early stages of project development, and there is no “go-to” person to respond.

These gaps will be filled by a volunteer working group who have expertise in project planning, development, construction, and funding processes; and have access to a network of non-profit consultants.

Cover the Coast will build on the work already underway by existing ad-hoc volunteer groups to create a Project Development Working Group that will:

- Offer support to non-profit organizations that have projects underway
- Seek out opportunities for new projects that will provide supportive, affordable, or attainable housing
- Provide expertise and support during the early planning and development phases
- Facilitate collaborations between organizations, non-profit consultants, funders, and government to share knowledge and identify opportunities for partnerships

Cover the Coast will also explore funding streams that can be utilized to retain a part-time person who can lead this group.

This initiative will achieve the following:

Outputs:

- A team of affordable housing experts versed in the planning, funding, and development processes; and who understand our community’s housing needs and the different housing models that can be adopted to meet those needs

Outcomes:

- A smoother, faster, and more successful planning, funding, and development process for affordable housing projects
- Increased number of organizations utilizing their land or development for affordable housing units

3) Maintain a Resource Hub / Sharing Information

Lead: Cover the Coast

Partners: Non-profit organizations, private sector developers, local government

Dates: Ongoing

Cover the Coast is building a resource hub with knowledge assets, funding opportunities, and research that supports innovation and growth. The resource hub also provides current information about initiatives being undertaken by local government, housing providers and community organizations. This information is being shared through social media, an e-newsletter, and regular meetings.

Outputs:

- An online affordable housing resource hub that includes research, reports, surveys, best practices, funding opportunities, directories, and forms
- A profile of Sunshine Coast housing organizations and their initiatives
- Information on major barriers to providing affordable housing

Outcomes:

- A stronger capacity in the non-profit sector to effectively plan and develop affordable housing projects
- Increased partnerships and coordination amongst housing providers, local government and community organizations, and less duplication of work
- A more strategically aligned housing community with a stronger, more effective voice for advocacy

4) Action Plan for Emergency Housing and Homelessness

Lead: Sunshine Coast Homelessness Action Coalition (SCHAC)

Partners: Cover the Coast

Dates: Jan 2023 to Dec 2023

Cover the Coast will work with members of SCHAC to facilitate a 2023 Action Plan that will build on the urgent work underway to provide housing for individuals experiencing or at risk of homelessness. This plan will include advocacy for additional supportive housing, improved “wrap-around” support services (including a recovery/treatment centre), and funding for a permanent Homelessness Coordinator. The plan will be updated to reflect the data collected through the Systems Mapping and Needs Analysis project.

Outputs:

- An organization or coalition that takes a leadership role in this initiative
- A strategic one-year action plan focused on increasing housing and support services for people who are homeless

Outcomes:

- Decrease in the number of people who are homeless or living in unsafe conditions

PRIORITY # 3: HOME SUPPORT & RENTAL SUPPORT PROGRAMS (EXPAND & INTEGRATE)

An often overlooked but critical component to providing a healthy housing community is to provide programs and services that keep people housed. This includes an array of home support services such as health-care support, hygiene support, housekeeping, meal preparation, transportation support, elder abuse protection, and assistance in completing government forms. It also includes rental assistance and emergency loan programs.

ACTIONS:

1) Facilitate a forum for service providers

Lead: Non-profit service providers / Vancouver Coastal Health

Partners: Cover the Coast

Dates: TBD

Cover the Coast will work with local non-profit orgs to design and facilitate a forum that brings together organizations that provide programs and services that keep people housed. The data generated through the systems mapping and needs assessment project will provide valuable information about current services, needs and gaps. The purpose of the forum will be to identify strategies and actions to address these gaps, improve integration of services, and better connect residents to services (e.g. [SHINE](#) and [OASIS](#) for Seniors)

This forum will be designed to focus on key population groups such as seniors aging in place, youth, people living with disabilities or health challenges, and people living in

poverty. Advocacy groups such as the Seniors Planning Table and people with the lived experience will also be invited to participate in the forum.

Outputs:

- A non-profit service organization who takes a leadership role in this initiative
- An outline of priority programs and services required, and ways that these services can be integrated
- A work plan that identifies action required, including advocacy, partnerships, and funding to secure these programs and services

Outcomes:

- Decrease in the number of people who leave their homes because they don't have home support
- Decrease in the number of people who leave their home because they can't afford their rent

PRIORITY #4: ENHANCE LOCAL GOVERNMENT POLICY FRAMEWORKS

Local government (ToG, DoS, SCRD, sNGD) have developed a coordinated action plan that builds on the recommendations outlined in the Housing Needs Implementation Framework.

This plan has been developed through a lens that considers impact, resources required, staffing and funding capacity, public engagement processes, and achievable timelines. It also considers work underway or complete, recognizes the unique challenges of each government, and takes advantage of opportunities to leverage resources and strengthen impact.

ACTIONS:

1) Undertake a Regional Land Use Evaluation

Lead: DoS, ToG, sNGD, SCRD
Partners: Cover the Coast
Dates: Jan 2023-Dec 2023

Local government planners (ToG, DoS, SCRD, sNGD) support the development of a regional land use evaluation.

It is recommended that this work be co-designed to meet the needs of two initiatives:

- SCRD Regional Planning Function

- **Housing Land Use Strategy** – This strategy will be informed by an inventory of land and buildings that may be suitable for affordable housing/community housing projects, combined with a list of assessment criteria (location, age, infrastructure, etc.), as well as information garnered through the Systems Mapping and Needs Assessment project (outlined under Priority #2). This strategy will ensure that the right type of housing is built at the best location to meet the needs of people in our community, while meeting local government sustainability goals, OCP's and other criteria.

The evaluation will review public and institutional lands as the focus, as well as redevelopment opportunities. It will also identify opportunities for infill housing. It will consider a balance between the use of public lands for housing vs. maintaining green space.

The project scope and budget will be presented to elected officials in January 2023.

Outputs:

- Inventory of public and institutional land and structures on the Sunshine Coast, including data on assessment criterion such as location, proximity measures, infrastructure requirements, etc.

Outcomes:

- A clear understanding of public and institutional assets (land and structures) that may be used for affordable / community housing
- Effective tool for land-use planning including the ability to identify best uses of available land and structures
- Increased capacity for non-profit organizations to plan and develop affordable / community housing
- Increased number of affordable / community housing units

2) Strengthen Affordable Housing Reserves

Lead: DoS, ToG, sNGD, SCRD
Partners: Cover the Coast
Dates: Jan 2023 to Aug 2023

An intergovernmental revenue development strategy will be developed to strengthen affordable housing reserves.

- Cover the Coast will work with local government to identify ways that each government is currently generating revenue for affordable housing, identify areas

that should be considered, and recommend areas that could be worked on collectively.

- The SCRD will commit to investigating the development of a Community Amenity Contribution Policy (CAC). (e.g., *Cowichan Regional District*: <https://www.cvrld.ca/1530/Cowichan-Housing>.)
 - To move forward on this initiative, one of the following options needs to be adopted:
 - a) Create an Affordable Housing Community Amenity Contribution Policy. This would involve a feasibility study focused specifically on collecting funds for affordable housing, and either:
 - b) Expand the scope of SCRD’s proposed social planning function to include administration of affordable housing amenity contributions. (This needs to be reviewed to confirm that affordable housing meets the criteria). Note: a feasibility study for this initiative was originally planned for 2021 and was deferred to 2023, or
 - c) Pursue the feasibility of a separate regional affordable housing contribution service.

Further consideration of whether a single regional service is preferred vs. coordinated approach from local governments.

- After the process has been decided, the next step will be to undertake a feasibility study. Cover the Coast will work with the SCRD to develop the scope and budget for the feasibility study based on research of what has been done in other communities. This will be presented to elected officials in 2023.

Outputs:

- An intergovernmental revenue development strategy for affordable housing
- A feasibility study on the considerations and impacts of implementing an Affordable Housing Community Amenity Policy

Outcomes:

- The ability for staff and elected officials to effectively design an Affordable Housing Community Amenity Policy that meets the desired outcomes; or make an informed decision to not proceed with the policy
- Increased revenue for affordable housing

- 3) Support the development (and protection) of private secondary suites, garden suites, lock-off suites, and auxiliary dwellings, that can be used for long-term rentals

Lead: DoS, ToG, sNGD, SCRD

Partners: Cover the Coast

Dates: Jan 2023 to Aug 2023

- Cover the Coast will review what other municipalities are doing to provide financial incentives to property owners who provide long-term rentals (i.e., utility rebates) and make recommendations to local government.
- Cover the Coast will work with local government to develop a handbook for homeowners that outlines the process for constructing a secondary suite / auxiliary dwelling that will be used for long-term rentals.
- Local government will meet with private sector companies that provide modular housing to discuss ways that they can support them in providing auxiliary dwelling units for infill density.
- Local government will participate at the Housing Info Fair that provides an opportunity for the public to learn about options and processes for developing secondary suites.
- Local government will develop communications material that provides information about options and processes for developing secondary suites and auxiliary dwellings
- The concept of providing pre-approved designs for auxiliary dwellings will be reviewed in 2023. Preliminary discussion from planners noted that although this might work well for the sNGD, it would not be practical for other local governments as it is not possible to create a standard design that meets building code and land use requirements across the Sunshine Coast.

Outputs:

- A summary of financial incentives that are currently provided to landlords by other municipalities in BC
- A handbook for homeowners on how to develop long-term rentals that includes government bylaws, processes, and rebates
- More opportunity for landowners to directly speak with planners

Outcomes:

- Local government will have a better understanding of best practices to provide incentives to landlords
- Property owners will be more successful and more likely to develop secondary suites

4) Support the development of purpose-built long-term rental buildings and attainable home ownership options:

Lead: DoS, ToG, sNGD, SCRD

Partners: Cover the Coast

Dates: Jan 2023 to Dec 2025

a) Short-Term Strategies

The following work will be done prior to the development of new Official Community Plans:

- Local government will share density bonusing strategies
- The SCRD will develop a housing policy lens as criteria for assessing applications for OCP amendments. This will be shared with other governments.
- If resources permit, projects that provide affordable housing options will be streamlined through the development process.
- Cover the Coast will educate the public about the critical need for affordable multi-family developments.

b) Official Community plans

The development of new Official Community Plans (OCP's) will support changes to zoning bylaws that allow for more purpose-built long-term rental buildings and attainable home ownership options, including multi-family developments and new infill density.

Local government will undertake the following work:

- Support the development of new/updated Official Community Plans
- Work with elected officials to define the scope, budget, and engagement process
- Provide an affordable housing lens and criteria. This could be incorporated into an Integrated Community Sustainability Plan

OCP renewal processes generally take at least 2 years to complete and require significant resources from local government.

Once the OCP processes have been completed, local government will consider employing other tools that promote purpose-built rentals and attainable home ownership options, as outlined in the Housing Needs Implementation Framework Report.

Outputs:

- A shared list of density bonusing strategies
- A housing policy lens for assessing OCP amendments
- An affordable housing lens and criteria for OCP processes
- New OCP processes underway

Outcomes:

- Capacity building through knowledge sharing
- Increased number of new projects that support affordable and attainable housing options
- More informed OCP processes that incorporate the need for affordable and attainable housing options

5) Promote the development of purpose-built tourist accommodation

Lead: Cover the Coast

Partners: ToG, sNGD, DoS, SCRD

Dates: Jan 2023 to Mar 2023

To protect long-term rentals and provide accommodation for tourists, there needs to be a strategy to secure the development of hotels and motels. As a first step, Cover the Coast will undertake research to identify current projects underway, an understanding of the barriers that developers face, and some examples of what other communities are doing. This information will be presented to local government.

Outputs:

- Resource material that can be used to develop strategies for promoting the development of purpose-built tourist accommodation

Outcomes:

- New tools and processes that local government can adopt to promote the development of purpose-built tourist accommodation

6) Support the protection of situational housing utilizing a harm reduction model

Local government recognize that many community members are living in non-conforming housing as they have no other option. They suggest that this type of housing be evaluated under a harm-reduction lens, and that it be considered as a short-term emergency option. Urgent work needs to be undertaken to support the development of affordable and supportive housing across the spectrum so that these community members can move into safe housing.

7) Monitor and Evaluate the Action Plan

Lead: DoS, ToG, sNGD, SCRD
Partners: Cover the Coast
Dates: Ongoing
Status: Underway

- Cover the Coast will oversee the collection of data and research that can be used to monitor and evaluate local government policies and initiatives.
- Cover the Coast will work with the SCRD to coordinate regular intergovernmental meetings to review and collaborate on strategies and initiatives.

Outputs:

- Data on housing inventory including community housing, private long-term rentals, and purpose-built market rentals

Outcomes:

- A better understanding of the effectiveness and impact of initiatives undertaken by local government

SECTION 2 – SUPPORT PROCESSES

There are many operational processes that will directly support the work outlined in the Action Plan, and there is considerable work already underway in building these systems. Ultimately, these processes need to be driven by the priorities and objectives identified in this Action Plan.

1) A Coordinated Housing Eco-System

The Housing Action Table was created to harness the knowledge, skills, and experience of all stakeholders in the housing community, and to foster a more strategic approach to address the housing crisis. This involved changing the current culture of organizations and citizens working in “silos” to organizations and citizens actively engaging with each other to collaborate on strategies and processes. The Housing Action Table will continue to host monthly meetings. The organizational structure will be expanded to include new working groups (representing different organizations), with a clear description of roles and responsibilities for members.

Deadline: December 2022

2) Communications Strategy and Plan

Cover the Coast will develop a comprehensive communications strategy and plan that supports the priorities and objectives outlined in the Action Plan. There are several communications initiatives currently underway, including a campaign to promote workforce housing for essential workers, and a de-stigmatization campaign.

The website, social media and an online newsletter are being utilized to:

- Support initiatives that promote and protect attainable housing across the spectrum
- Educate the community about why we need attainable housing
- Share resources and information that help keep people housed
- Provide a deeper understanding of the root causes of poverty and homelessness by sharing the voices and perspectives of those who experience it

Deadline: February 2023

3) Advocacy Plan

An advocacy strategy and action plan will be developed that involves engaging with all levels of government and other stakeholders to promote the priorities and objectives outlined in the Action Plan.

Deadline: February 2023

4) Fund Development Strategy

A comprehensive fund development strategy is being developed that identifies revenue streams, eligibility criteria and processes, submission deadlines, and promotional material required.

Deadline: January 2023

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – December 8, 2022

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: Municipal Regional District Tax (MRDT) Online Accommodation Platform Funding – 2023 Approval

RECOMMENDATION(S)

THAT the report titled Municipal Regional District Tax (MRDT) Online Accommodation Platform Funding – 2023 Approval be received;

AND THAT SCRD's portion of the Online Accommodation Platform Funding through Destination BC and Sunshine Coast Tourism in the amount of \$76,997 be reserved with the intent to continue with a Regional Housing Coordinator through the Regional Planning Service [500];

AND THAT a Budget Proposal for the continuation of the Regional Housing Coordinator be brought forward to the 2023 Budget deliberations.

BACKGROUND

SCRD receives a portion of Municipal Regional District Tax (MRDT) Online Accommodation Platform (OAP) revenue in support of affordable housing initiatives. The value is formula-driven and provided through agreement with Destination BC and Sunshine Coast Tourism (our region's designated MRDT recipient).

This funding arrangement began in 2021, with action being initiated in spring 2022.

The SCRD Board adopted the following resolution (here in part) on October 28, 2021:

286/21 **Recommendation No. 11** *Online Accommodation Platform Funding-
Approval for Affordable Housing Plan*

...AND THAT the SCRD's portion of the Online Accommodation Platform Funding through Destination BC and Sunshine Coast Tourism in the amount of \$86,001 be used toward a Regional Housing Coordinator through the Regional Planning Service [500]....

The decision to pursue a Regional Housing Coordinator was taken following an April 22, 2021 staff report that shared information on the Province's requirements and outlined options available to SCRD as a local government that does not operate a housing development service.

Following a call for bids, SCRD contracted with the Sunshine Coast Affordable Housing Society to provide the services of a Regional Housing Coordinator. This contract runs until May 5, 2023.

In August, Sunshine Coast Tourism flowed another year's revenue share to SCRD, in the amount of \$76,997.

The purpose of this report is to seek Board direction on the application of these funds.

DISCUSSION

Analysis

The Regional Housing Coordinator has successfully advanced coordinated planning for housing on the Sunshine Coast. Regular information sharing between housing sector players is taking place. Traction is being realized on key initiatives such as public information, rental market knowledge, and policy opportunities. The development of a Housing Action Plan is substantially complete, with a draft being presented to the SCRDT Board and other agencies in Q4 2022.

The intended outcomes of the Regional Housing Coordinator contracted role are being achieved. Staff contacts with Shishalh Nation Government District, Town of Gibsons and District of Sechelt have expressed support for the model. Overall, value that is aligned with the MRDT-OAP program intentions is being generated.

Staff recommend that the current approach of applying MRDT-OAP resources to a contracted Regional Housing Coordinator be continued.

Financial Implications

Funding received in August 2021 can be used to support a renewed contract for a Regional Housing Coordinator. This contract could extend from May 6, 2023 for a further 12+/- months.

This item has been included as a proposal as part of the 2023 Budget deliberations for consideration.

Operational Implications

The general workplan for the Coordinator is subject to approval by Destination BC. Staff have submitted a draft plan (due November 23, 2022) to the Province that is based on the draft Housing Plan, with a note that Board consideration is pending. The plan submitted to the province can be revised at any time. Based on the 2022 workplan being approved, provincial acceptance is anticipated.

The detailed workplan for the Coordinator will be based on Board direction received on Housing Action Plan, intergovernmental dialogue to capture municipal Council direction on affordable housing and input from the Sunshine Coast Housing Action Table.

The Planning & Development Division's workplan/2023 service plan includes work related to housing that is coordinated with this item. There is very limited resourcing for proactive, strategic and/or regional work; if a decision to proceed in a different direction is taken the workplan would be revised.

Timeline for next steps or estimated completion date

Pending Board approval of proposal and Financial Plan Bylaw in March 2023, staff will endeavor to negotiate a contract renewal to seamlessly continue service beyond May 5, 2023.

Sunshine Coast Tourism advises that further MRDT-OAP revenue will be shared to SCRD in Q2 or Q3 2023.

STRATEGIC PLAN AND RELATED POLICIES

The approach applied relates to **Working Together**.

Affordable housing is positioned as an advocacy area in SCRD's Strategic Plan.

CONCLUSION

Staff recommend that the current approach of applying MRDT-OAP resources to a contracted Regional Housing Coordinator be continued for 2023. Pending Board approval of proposal and Financial Plan Bylaw in March 2023, staff will endeavor to negotiate a contract to seamlessly continue service beyond May 5, 2023.

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Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – December 8, 2022

AUTHOR: Andrea Patrao, Solid Waste Programs Coordinator

SUBJECT: WASTE REDUCTION INITIATIVES PROGRAM (WRIP) 2022 RECIPIENTS

RECOMMENDATION(S)

THAT the report titled Waste Reduction Initiatives Program (WRIP) 2022 Recipients be received for information.

BACKGROUND

The Sunshine Coast Regional District (SCRD) launched the Waste Reduction Initiatives Program (WRIP) in the fall of 2015.

The aim of the program is to provide funding to community groups, non-profit societies, charitable organizations and school groups to implement projects that contribute to waste reduction or diversion. The WRIP is open to eligible organizations within the SCR D, including District of Sechelt, shíshálh Nation Government District and Town of Gibsons.

The WRIP is funded annually through taxation in the amount of \$7,500 (Recommendation 005/22 No. 52).

The following table is a historical summary of the program. The actual funding amount distributed each year is directly related to the project requests.

Table 1 – Summary of WRIP 2015 to 2021

Year	Number of Applications Received	Number of Projects Funded	Total Amount funded
2015	5	5	\$5,000
2016	5	3	\$3,770
2017	7	6	\$4,997
2018	2	1	\$522
2019	4	4	\$5,000
2020	Program deferred		
2021	Program deferred		

The program is administered by staff who put out the call for applications, form a committee to evaluate the applications, and determine recipients based on program criteria. The outcomes of the evaluation are reported to the Board via the Committee of the Whole. The purpose of this report is to inform the Committee of the 2022 recipients.

DISCUSSION

In 2022, a call for WRIP applications opened on September 1 and closed on October 31. Six (6) applications were received, and all six projects will receive funding. The recipients will have until June 30, 2023 to complete their projects and provide a final report.

Call for applications for WRIP was shared broadly through advertising on social media, posters at community locations including recreation centres and coffee shops across the coast, and the SCRD website. The WRIP also has a dedicated webpage on the SCRD website: www.scrd.ca/wrip.

The total funding requested for the six (6) projects totaled \$3,941 out of the \$7,500 available in 2022. There was one aspect of a proposed project that did not meet the funding criteria, but all other requested projects will receive the full amount requested.

The WRIP requires that eligible projects demonstrate and track the amount of waste that was reduced and diverted from the landfill. Feedback for some projects will be provided to recipients to increase the potential effectiveness of their projects and to outline why portions are not being funded.

A summary of projects awarded is included as Table 2.

Table 2 – 2022 WRIP Recipients

Organization	Project Name	Area Served	First time Receiving WRIP	Funds Received
Roberts Creek Community Association	Roberts Creek Community Hall waste reduction initiative	Roberts Creek	x	\$1,250
Langdale Elementary School	Hot lunch program – reusable dishes	West Howe Sound	✓	\$810
Gibsons Elementary School/Coast Alternative School Heritage Building	Paper towel diversion project	Gibsons	✓	\$511
Chatelech Secondary School	Single use white board marker replacement pilot project	Sechelt	✓	\$570
Sunshine Coast Alternative School	“Upcycling” workshop outfitting	Sechelt and Wider Community	✓	\$550
Kinnikinnick Elementary School	Paper towel and composting project	Sechelt	✓	\$250
Total				\$3,941

Financial Implications

Funding for this program is part of the base budget for Function 350 – Solid Waste.

Timeline for next steps or estimated completion date

Recipients have until June 30, 2023 to complete their projects and provide final reporting. The call for 2023 WRIP applications is anticipated for Q3 2023.

Communications Strategy

Staff have contacted the recipients to inform them that they will receive funding and can expect formal letters in the coming weeks. The community will be informed through a news release and announcement on our webpage www.scrd.ca/wrip.

STRATEGIC PLAN AND RELATED POLICIES

The 2022 recipients and their projects will support five (5) Solid Waste Management Plan initiatives: waste reduction education, backyard composting, business waste diversion and reuse education.

CONCLUSION

Since the launch of WRIP, the program continues to assist community organizations in implementing projects that contribute to waste reduction or diversion in the region, supporting the Solid Waste Management Plan.

For the 2022 WRIP, six (6) applications were received prior to the deadline and six (6) projects were funded. The project completion date is June 30, 2023.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – December 8, 2022

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: **INFRASTRUCTURE SERVICES DEPARTMENT – 2022 Q3 REPORT**

RECOMMENDATION(S)

THAT the report titled Infrastructure Services Department – 2022 Q3 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activities in the Infrastructures Services Department for the third quarter (Q3) of 2022: July 1 – September 30, 2022.

The report provides information from the Water and Wastewater, and Solid Waste services provided by the several divisions within the department.

This report does not provide a detailed overview of all projects within the department, more detail is included in the Budget Project Status Report and is frequently presented to the Board.

Utilities Services Division [365, 366, 370]

The Utilities Services Division serves three water service areas, the North Pender Water Service Area [365], the South Pender Water Service Area [366], and the Regional Water Service Area [370]. The Regional Water Service Area includes the Chapman water system as well as the smaller systems of Egmont, Cove Cay, Granthams Landing, Soames Point, Langdale, and Eastbourne. The Utilities Services Division is also responsible for 18 wastewater facilities in Areas A, B, D, E, and F.

The Sunshine Coast Regional District (SCRD) water systems supply potable water to approximately 23,000 residents between Egmont and Langdale. This includes operations and maintenance of the Langdale, Soames Point, Granthams Landing, Eastbourne (Keats Island), Chapman/Gray Creek including the Chapman Creek Water Treatment Plant, the South Pender Harbour Water Treatment Plant, Cove Cay, Egmont and the North Pender Harbour Water Systems. In addition to water for drinking, these water systems supply potable water used for fire protection, recreation (pools and ice rinks), industrial use and irrigation.

Combined, the SCRD water systems consist of over 382 km of watermains, 24 storage reservoirs, 20 pump stations, 38 pressure reducing valve stations, 1,422 fire hydrants, 6 chlorination stations, 12 water treatment facilities, 18 water service areas and approximately 11,516 water connections.

The Quarterly Report includes information about larger capital works projects, and noteworthy program developments, as well as, monthly water distribution volumes for all water systems.

PROJECTS - CAPITAL WORKS

Watermain Replacement Program

- Henry Road Watermain Replacement
 - The final design and construction drawings are complete for the replacement of the asbestos cement watermain along Henry Rd, north of Reed Road. Due to unexpected delays in the construction of the Chaster Road watermain, replacement of the Henry Road watermain has been deferred and will now be completed in the spring of 2023.
- Eastbourne Watermain Burying
 - The construction drawings are complete for the replacement and burying of the above-ground 2 inch PVC pipeline on Keats Island. Project construction is scheduled to be initiated in 2023.
- San Souci Bridge Watermain Replacement
 - This project provides for the relocation of the waterline from underneath and within the bridge structure to a new alignment adjacent to and parallel to the bridge. Preliminary design and specifications are currently under review by SCRD staff. Tendering is expected to occur in Q4, 2022.
- Wescan Marine Crossing Watermain Replacement
 - This project provides for the replacement of the marine crossing watermain between Wescan Road and Sans Souci Road in Secret Cove. All works in the water are completed. Above ground work and tie-in works to be completed in Q4 2022.

Water Projects

- Groundwater Investigation – Phase 4B Church Road Well Field Construction
 - Phase 4A was tendered in November 2021 and the construction contract was awarded at the January 13, 2022 Board meeting. Construction of all the watermains has been completed and were tied into the existing water system as part of the emergency drought response plan. Water is temporarily being pumped from Soames water system thru the new under construction Water Treatment Plant at the corner of Fisher Road and Elphinstone Avenue, and into the newly constructed transmission main that feeds Reed Road reservoir. However, due to global supply chain issues, there have been delays in fabrication and delivery of some key components of the water treatment plant which will delay commissioning of the plant until early 2023. Note, water from the newly converted production wells has not been commissioned at this time due to remaining uncompleted work.
- Groundwater Investigation Phase 3 – Part 2: Langdale Well Field Development and Maryanne West Park Monitoring
 - Langdale Well Field Development: The design services and well drilling contract was awarded in November 2021. During Q1 2022, the start of the well development activities were pending issuance of the archaeological permits. These permits were obtained early Q2 2022 which would allow for a water licence application submission to be completed in Q4 2022. Test well No. 1 is fully developed and development of test well No. 2 is underway.

Test well No. 2 has been deferred until the drought issues have been resolved.

- Maryanne West Park Well Development: The development of the Request for Proposal (RFP) for this project is currently scheduled to be initiated in spring 2023.
- Eastbourne Groundwater Development
 - Drilling of the two new test wells began November 21, 2022. The SCRD has abandoned the option of using the private well. Test wells to be completed Q4 2022. The project completion is anticipated by Q1 2023.
- Raw Water Reservoir(s) – Feasibility Study Phase 4
 - Early 2022 the consultation with First Nations on the land tenure for the geotechnical drilling component of this project was completed and the consultant is working to secure the final required permits. The geotechnical drilling and subsequent analysis and reporting is expected to be complete by late Q1 2023.
- Water Meter installation – Phase 3
 - Staff are finalizing the tender documents for a contractor to supply and install approximately 4,500 water meters within the District of Sechelt. The contract award is expected in early 2023, and installations could take over 18 months to complete.
- Chapman, Edwards, McNeill Lake and Saddle Dam Safety Upgrades
 - This project is intended to complete the technical assessments, permitting and design of the required safety upgrades to these three dams. Design drawings and specifications are currently under review by the SCRD. Due to the extended period in procuring the necessary environmental permits, the Chapman, McNeill, and Edwards Lake construction tendering is deferred into 2023.
- Chapman Water Treatment Plant Chlorination Project
 - This project is intended to replace the chlorination system at the Chapman Water Treatment Plant. The project is currently under construction. Project completion is anticipated for late Q1 2023.
- Chapman Creek Water Treatment Plant UV Upgrade
 - The new UV system will be designed for redundancy, while the current UV system only employs a single UV module, the regulatory requirement is to have multiple UV systems to allow for redundancy in case of failure of a single unit. Preliminary design and cost analysis have been completed with the total project cost exceeding the current budget. The design work will continue with a focus of identifying efficiencies to the design to reduce the overall cost. A budget proposal will be brought forward for budget 2023 with construction and installation work to be completed in Q3-Q4 2023.
- Chapman Creek Water Treatment Plant Residual Disposal and Planning
 - The Chapman Creek Water Treatment Plant produces residuals from the water treatment process which get released into holding ponds. In collaboration with the shíshálh Nation and Lehigh Hanson, a temporary

measure is in place to avoid overflow during the fall, winter and spring seasons. The listed parties are discussing and collaborating on technical assessments related to the implementation of a long-term solution.

- Chaster Well Surface Seal
 - The preliminary design is complete and drafting of the tender documents is currently scheduled for Q4 2022 followed by construction in Q3 2023.
- Cove Cay Pump Station Rebuild
 - The Cove Cay Pump Station needs upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including the pump, motors, controls and fittings. A new intake line should also be considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is challenging to drive on and a hard surface such as concrete or asphalt is proposed. Preliminary planning for this project has begun. Due to staffing workload, upgrades are to take place in 2023.
- Reed Road Pump Station Zone 4 Upgrade
 - The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is underway and construction is expected to take place in 2023.
- Garden Bay Water Treatment Upgrade Feasibility Study
 - The Feasibility Study for upgrade options to the current treatment system to address water quality issues is expected to be completed in Q1 2023. The study will also include recommendations for a suitable back-up generator for the treatment plant.

Wastewater Projects

- Woodcreek Wastewater Plant
 - The findings of a condition assessment were presented at the November 19, 2020 Infrastructure Services Committee meeting. Staff applied for Provincial/Federal grant funding and were informed in early May 2022, that the project grant application was awarded in the amount of \$769,000.

On July 20, Patrick Weiler, MP for West Vancouver-Sunshine Coast-Sea to Sky Country, SCRD Board Chair, Darnelda Siegers, and SCRD Director Donna McMahon, highlighted a federal investment of \$461,400 and a Provincial investment of \$307,600 to complete upgrades to the Woodcreek Park Wastewater Treatment Plant.

By repairing, reconfiguring, and replacing piping, tanks, and other components, the project will increase the quality of wastewater treatment at the plant. Improvements will be made to the collection and distribution which will ensure the system complies with provincial regulations. A RFP for detailed design and tender specifications is scheduled for issue in Q4 2022 with construction tender issue targeted for Q3 2023.

- Square Bay Wastewater Plant Infiltration
 - More repairs to the collection system are required to avoid future non-compliance incidents. This work is ongoing.
- Roberts Creek Co-housing Wastewater Plant
 - Staff are completing work required to improve effluent quality and correct design errors. Monitoring and adjustments continues to improve the wastewater plant process and effluent quality.

On June 20, 2022, the Ministry of Environment and Climate Change Strategy (MOE) provided the SCRD with a Notice Prior to Determination of Administration Penalty notification. The notice identified a preliminary penalty assessment of \$25,000 related to failure to comply with Section 75(1) (effluent quality) and Section 86 (monitoring requirements) of the Municipal Wastewater Regulation related to 2020-2021 operations. Staff initiated the MOE Opportunity to be Heard (OTBH) to provide additional information that was considered in the assessment of the penalty. Information was forwarded to the MOE by August 12, 2022.

On August 22, 2022, in response to the OTBH, the MOE provided the SCRD with a Determination of Administration Penalty notification and Penalty Assessment Form (PAF). The PAF identified that the administration penalty had been adjusted to \$9,000. Reductions in the administration penalty were due to the SCRD committing significant financial resources, ongoing efforts to resolve effluent quality, funding challenges and recent sampling frequency. Roberts Creek Co-housing made a donation to the SCRD to pay the penalty.

Staff have been working for some to change this plant from being regulated under the Municipal Wastewater Regulation regulated by the Ministry of Environmental Environment and Climate Change Strategy to being registered under the Sewerage System Regulation (SSR) with Vancouver Coastal Health. The SSR is a more appropriate regulatory framework for a plant of this size. The operations of the plant will not change as a result of this transfer, but the administrative costs will decrease.

- Langdale Wastewater Plant
 - In February 2022, a grant application was submitted for funding support for required upgrades to this wastewater treatment plant under the Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality Program. While the announcement of the result of this application is not expected until early 2023, staff will continue negotiations with the YMCA and will undertake technical assessments and preliminary design work.

Water and Wastewater Service Reviews

The table below provides an overview of the development projects that the Utility Services staff are currently reviewing for impacts to water and wastewater services. A significant amount of these will include extensions to the water distribution system, upgrades to existing systems or the construction of new wastewater treatment plants.

<i>Water/Wastewater Development Under Review</i>	
Gower Point Road: 2 lots, water (Area E)	Derby Road: multi-unit development, water (DoS)
Bonniebrook: 15 lots, water (Area E)	Shoal Way/Lighthouse Ave: 40 lots, water (DoS)
Castle Road: 15 lots, water (Area E)	Selma Park Road: 107 lots, water (sNGD)
King Road: 7 lots, water (Area E)	Havies Road: 99 lots, water (DoS)
Grandview Road: 12 lots, water (Area E)	Tyler Road: multi-unit development, water (DoS)
Grandview Road: 2 lots, water (Area E)	Tower Road: 50 lot subdivision, water (DoS)
Reef Road: 42 units, water (DoS)	Redrooffs Road: 6 lots, water (Area B)
Binnacle Avenue: up to 605 lots/units, water (DoS)	Redrooffs Road: 50 lots, water/wastewater (Area B)
Wharf Road: 6 lots, water (Area A)	Lily Lake: 14 units, water/wastewater (Area A)
Truman Road: 51 lots, water/wastewater (Area B)	Bligh Road: 8 lots, water (DoS)
Mills Road/Bligh Road: multi-unit development, water (DoS)	Marine Way: 3 lots, water (DoS)
McCourt Road: multi-unit development, water (DoS)	Lee Road: 65 lots, water/wastewater (Area A)
McCourt Road: 5 lots, water (DoS)	Lee Road: 8 lots, water/wastewater (Area A)
Dusty Road Development: water (DoS)	Tudor Grove: 16 lots, water (Area A)
Ripple Way: 15 lots, water (DoS)	Chapman Road: 13 lots, water (DoS)
Inlet Avenue: 57 units, water (DoS)	Acorn Road: multi-purpose development, water (DoS)
Ripple Way: 28 lots, water (DoS)	Chapman Road: 13 lots, water (DoS)
Fairway Avenue: 15 lots, water (DoS)	Acorn Road: Phase 1, multi-family (DoS)
Nickerson Road; 2 lots, water (DoS)	Camp Road: 2 lots, water (Area E)

Note:

- The listed developments are in different stages of development; some are conceptual and there are no development applications submitted yet (e.g. the Binnacle Avenue development). Other development permits and water service applications are actively being reviewed (e.g. Havies Road).
- As both Utility Engineering Technician positions are currently vacant, the processing timelines for these types of applications has been substantially impacted. Alternative options to advance this type of work are currently being explored.

Wastewater Community Information Sessions

In September, staff initiated information sessions about SCRD wastewater treatment facilities. Staff posted new webpages for each wastewater treatment facility on the Let's Talk SCRD platform where participants can find reports and videos and ask questions. Staff hosted two community information sessions for wastewater service participants. The sessions were promoted in local media, on social media and on the SCRD's website. Meeting invitations were also sent to a mailing list of service participants that was compiled during previous engagements in 2020. These sessions, both online and in-person at Field Road, gave an overview of sustainable service delivery and how it relates to community wastewater facilities.

In October four additional Zoom meetings were offered to discuss each plant in further detail.

Water Conservation Programs

- Approximately 650 residents are subscribed to the Monthly Water Use Update for properties with a water meter. Information about signing up was shared through regular quarterly leak letters and communications about water conservation.
- Leak notification letters were sent to 460 residents in September. In addition, any commercial customers with a water leak received a notification on their quarterly utility bill.
- Rainwater Harvesting Rebates supported five new rainwater systems in Q3 2022.
- Water Meter Program
 - Staff began using Neptune 360 meter reading software in Q3 2022, including the use of new software for billing commercial water customers.

Water Planning and Policy Development

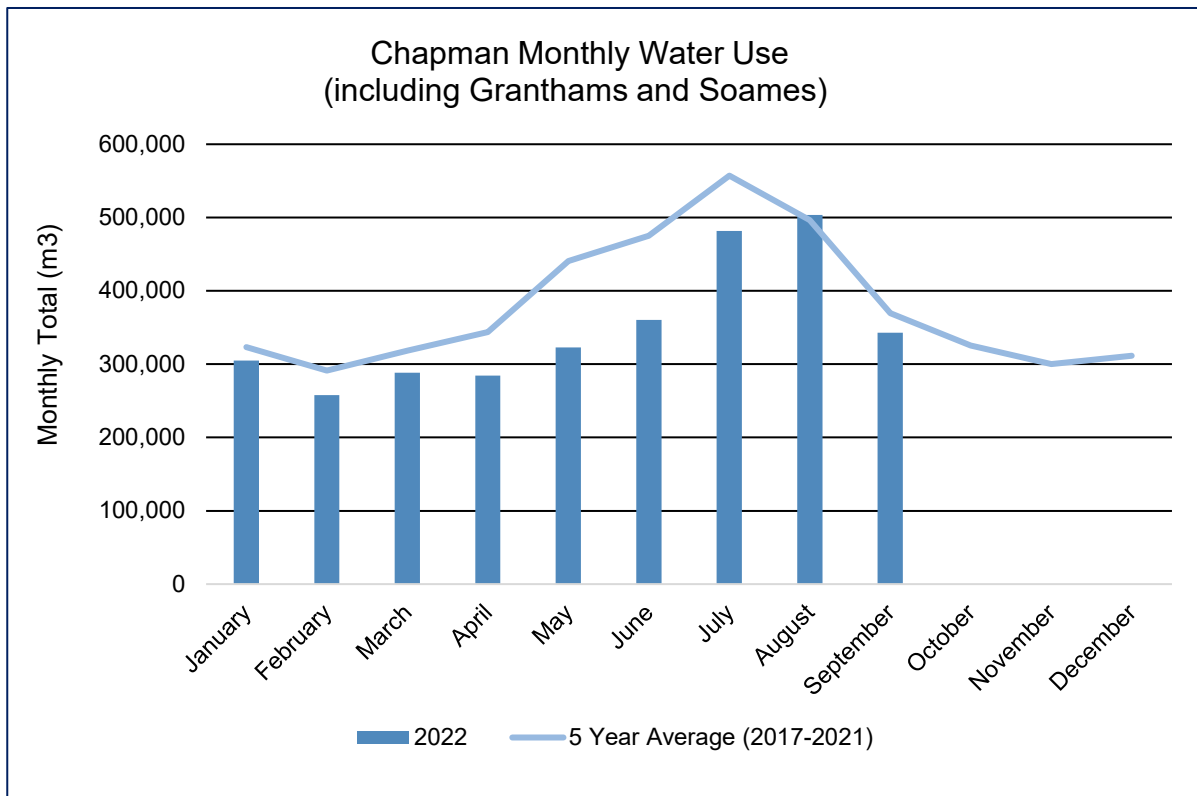
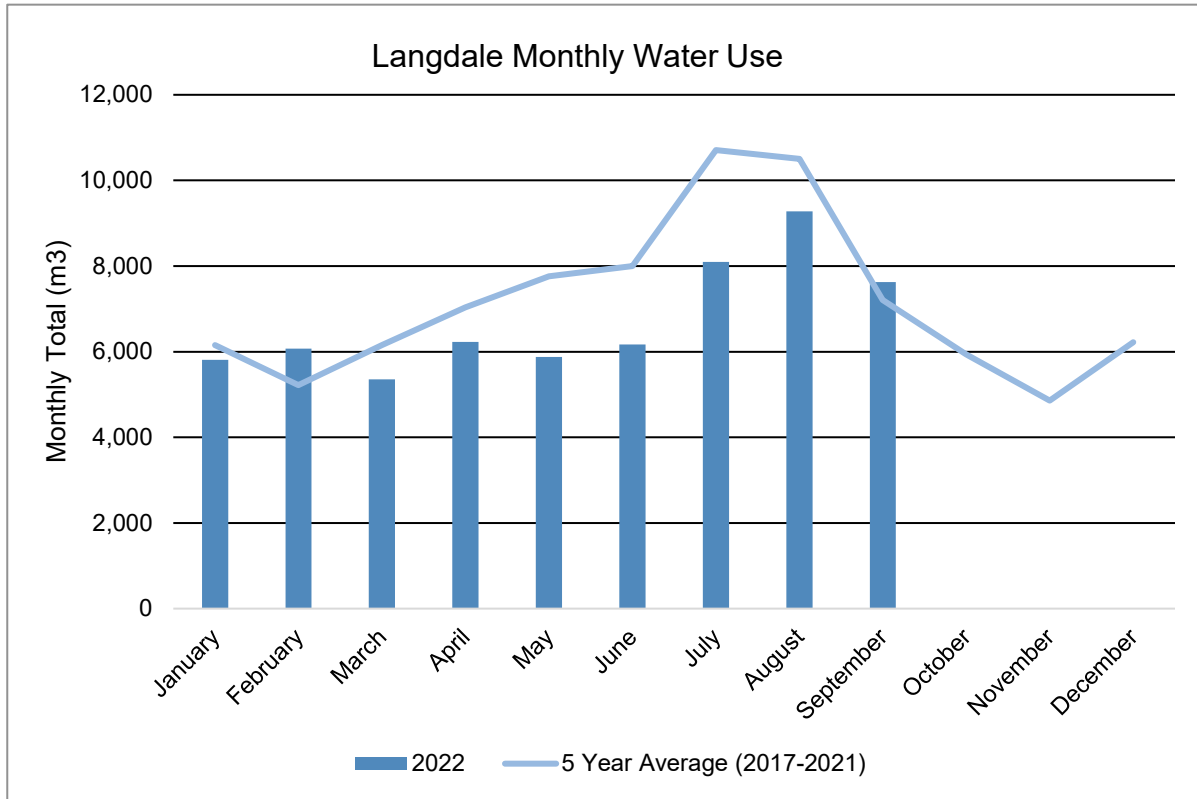
- SCRD Water Strategy
 - In September the SCRD Board appointed 11 members for the second term of the Water Supply Advisory Committee (WASAC). The WASAC will support the development and implementation of the forthcoming SCRD Water Strategy.
 - Staff compiled a draft engagement summary report on the eight-week engagement period that took place in Q2 and began incorporating feedback to develop the Water Strategy.

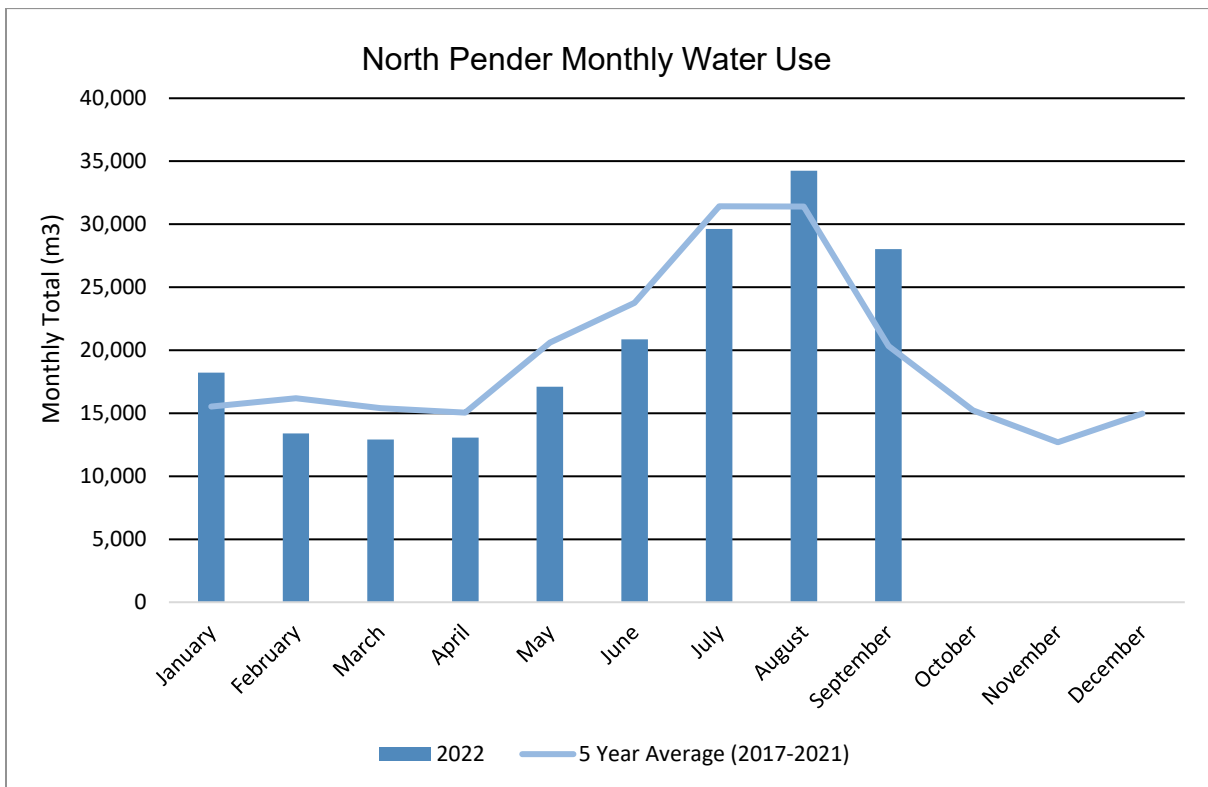
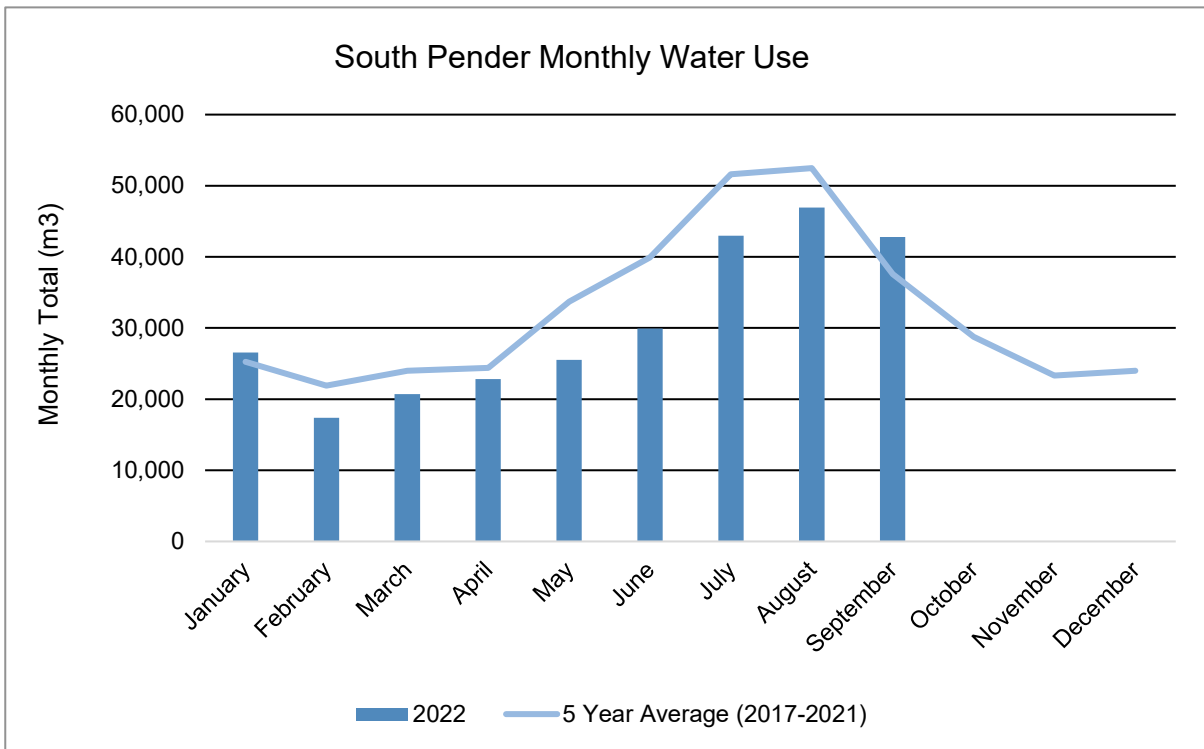
OPERATIONS - WATER DISTRIBUTION SYSTEMS

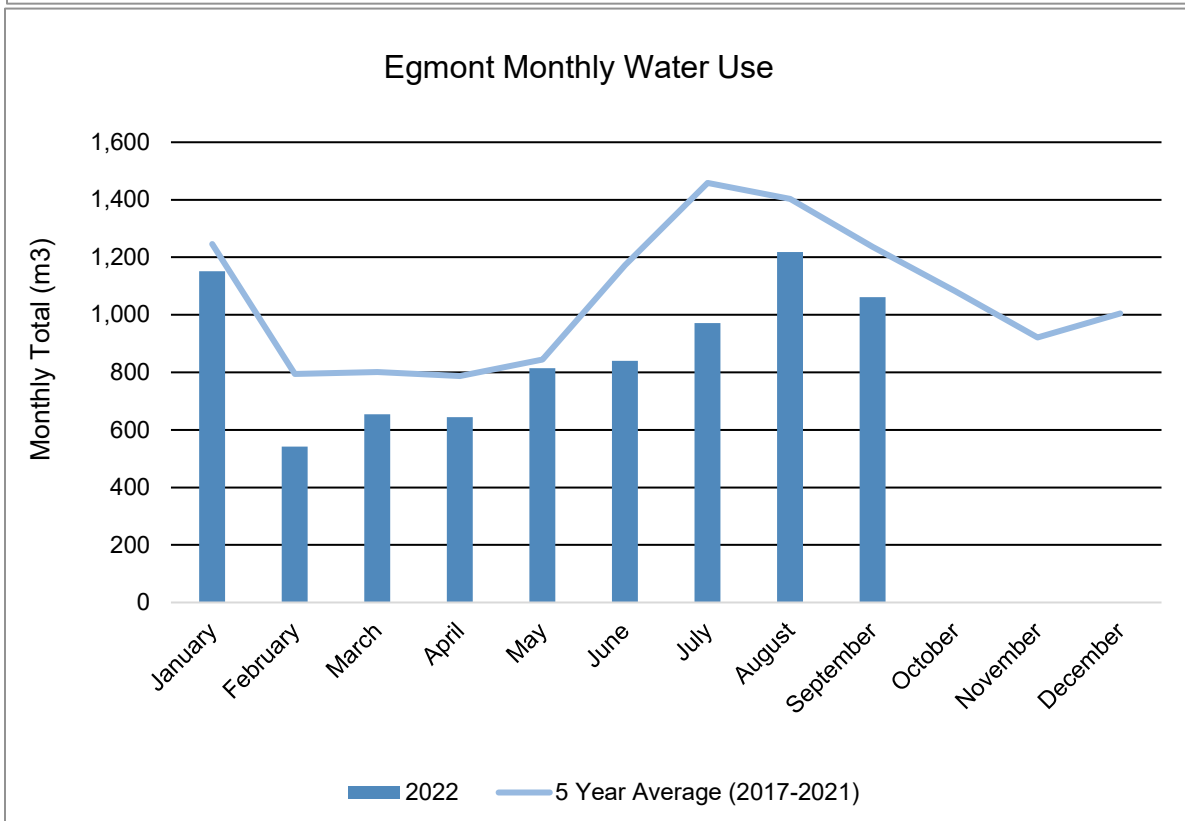
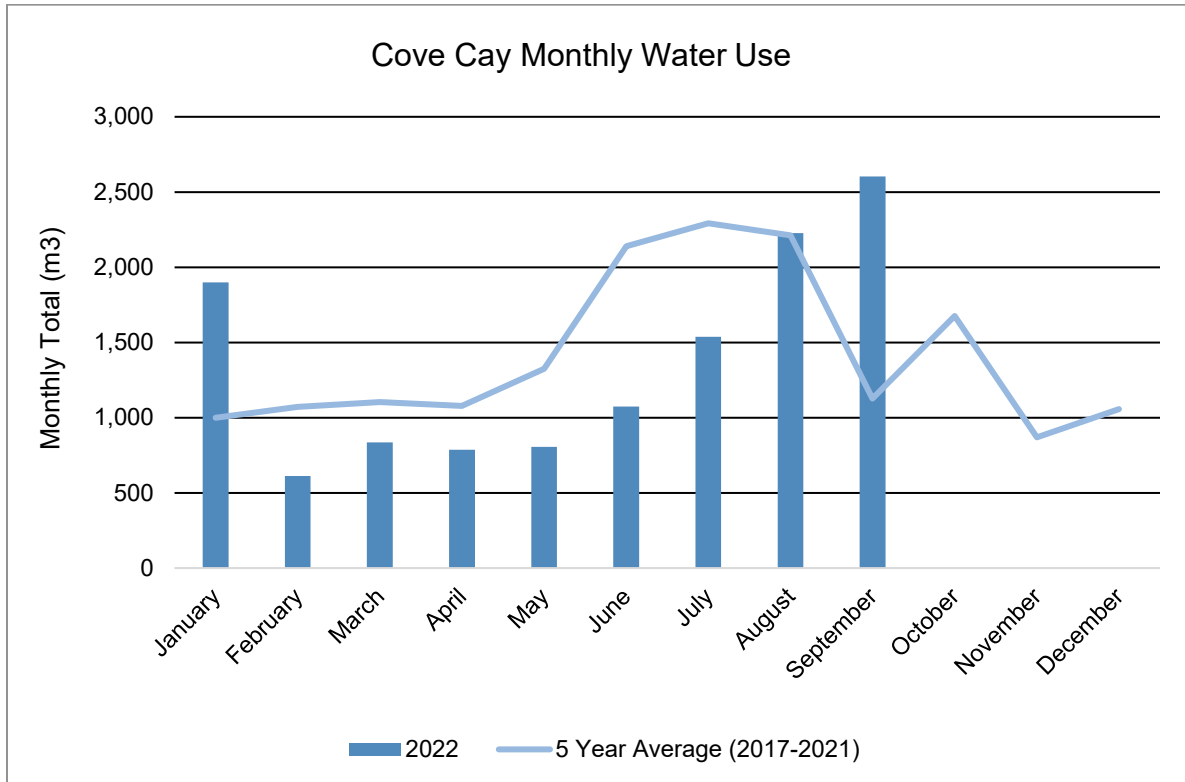
WATER USE PER WATER SYSTEM

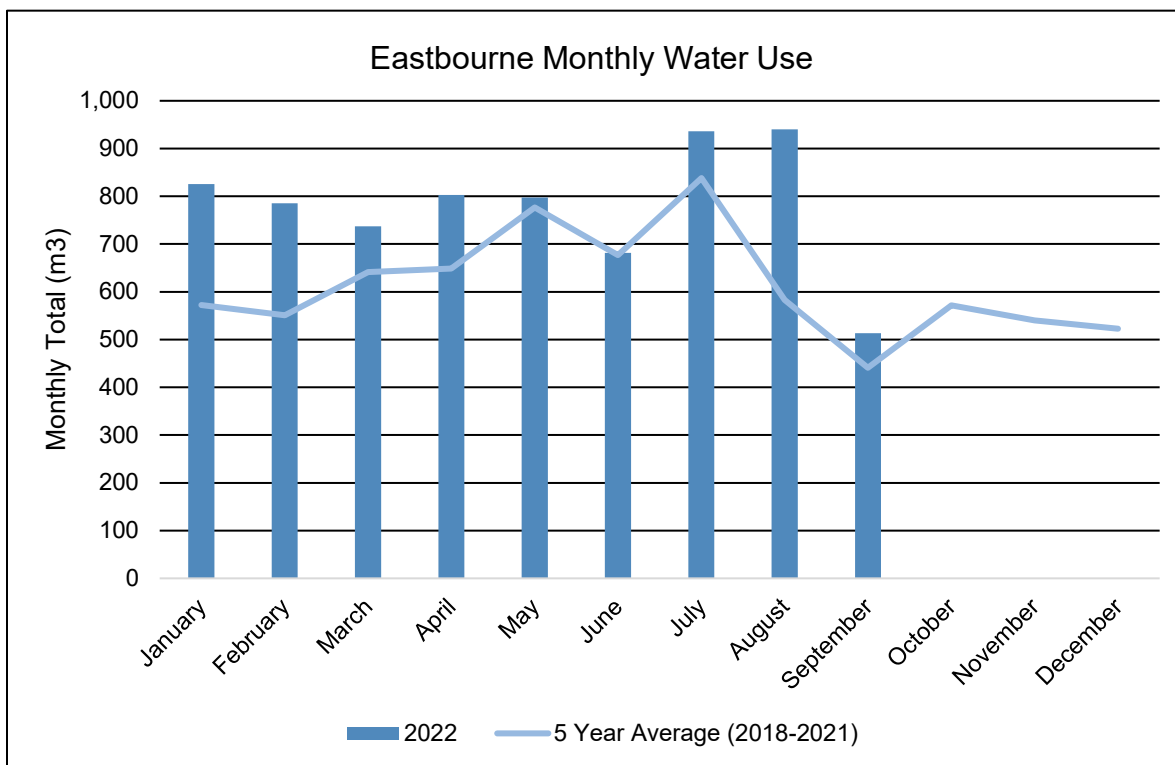
The following graphs show the 2022 monthly total water use per water system managed by the SCRD. Each graph presents the average monthly water use over the past five years (2017-2021).

Higher than average temperatures in August and September, and a prolonged summer drought where the Sunshine Coast experienced below-normal precipitation, impacted the water use in all water systems. Some water systems saw a higher-than-average monthly water use, while others a lower, in part due to the Water Conservation Regulations being in place.



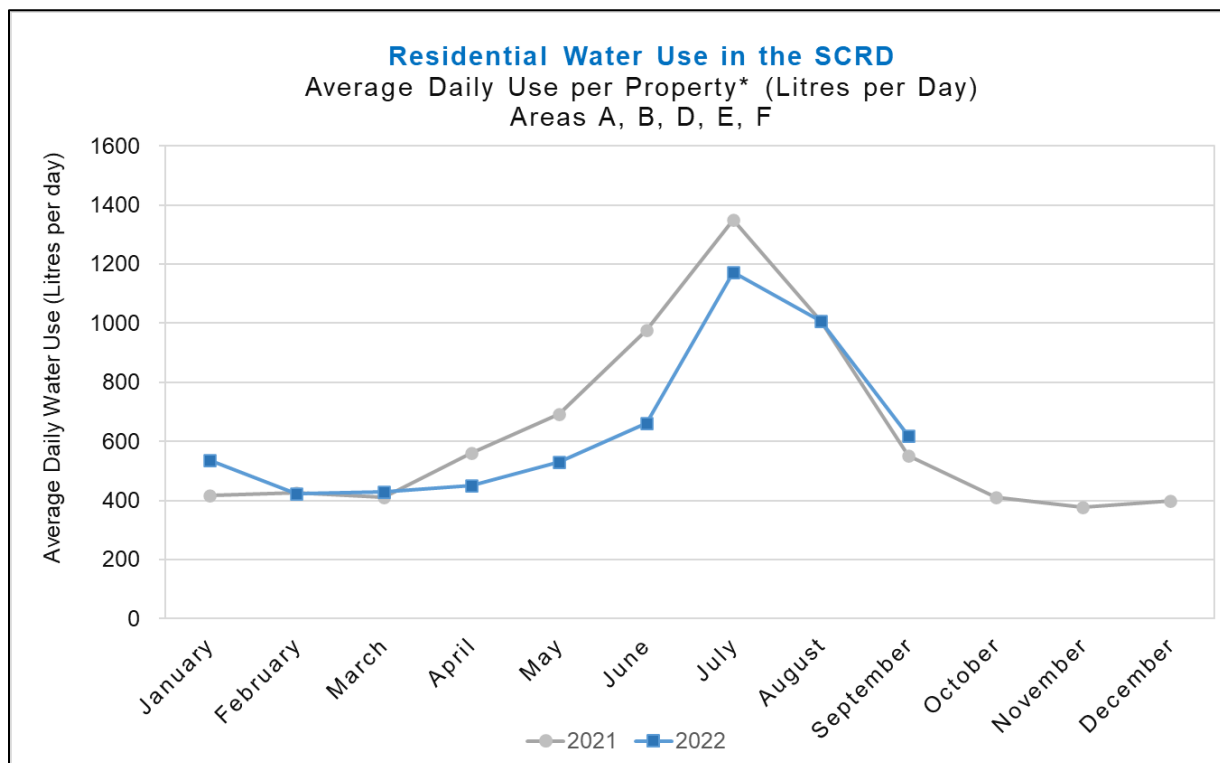






RESIDENTIAL WATER USE

Residential water use is trending near normal winter levels, with properties averaging 618 litres per day in Q3 2022.



Solid Waste Services Division [350, 355]

The Solid Waste Services Division provides solid waste management for the Sunshine Coast. In British Columbia, Regional Districts are mandated by the Provincial *Environmental Management Act* to develop Solid Waste Management Plans. The SCRD's 2011 Solid Waste Management Plan (SWMP) guides how the SCRD manages its solid waste including waste diversion programs, services and disposal activities.

The division oversees the operation and maintenance of the Sechelt Landfill and the Pender Harbour Transfer Station. The division also maintains the contracts for curbside garbage and food waste collection services for Electoral Areas B, D, E and F, three recycling depots and green waste recycling program.

The SCRD adopted the Regional Organics Diversion Strategy in January 2018. The goal of the Strategy is to develop a financially sustainable roadmap that will lead to a robust, region-wide organics diversion program.

The quarterly report provides an update on current projects, diversion programs, services and monthly statistics.

Solid Waste Projects

Future Waste Disposal Options

As directed by the Board, staff retained the services of Sperling Hansen Associates (SHA) to conduct a second opinion on the final results of the *Future Waste Disposal Options Detailed Analysis* to confirm the feasibility of developing a new landfill in the region. SHA will confirm the feasibility of developing a landfill site at the three identified sites in Halfmoon Bay and complete a preliminary scan of the region to identify if there are additional feasible sites. The analysis will be completed in early Q1 2023 and the results will be presented at a future Committee of the Whole meeting.

Solid Waste Management Plan Review and Update

Member recruitment for the Solid Waste Management Plan *Public and Technical Advisory Committee* began on August 17. The purpose of the Committee is to provide a forum for contribution from residents from a range of backgrounds to inform the review and update of the Solid Waste Management Plan. The application deadline has been extended from September 23 to October 31 due to the small number of applications. Staff plan for member selection to take place in November and the first Committee meeting to be held in January 2023.

A project initiation meeting with consultant Morrison Hershfield (MH) for the Solid Waste Management Plan Update process was held in August. Staff and MH are confirming the work plan, developing a communications and engagement approach, and conducting a comprehensive review of the current solid waste management system, including the programs, services, and costs. Staff anticipate public engagement will begin in mid-2023.

Waste Composition Study

The Waste Composition Study of residential and commercial solid waste commenced in Q2. The first of two sampling events took place in May and the second sampling event took place in October. Staff anticipate the Waste Composition Report will be completed in Q4 2022, with a

presentation to the Board in early 2023. Staff will use the information generated from this study to inform decisions on solid waste management practices.

Sechelt Landfill Stage H+ Closure

The Design, Operating and Closure Plan (DOCP) for the Sechelt Landfill requires that the landfill be progressively closed as it reaches full capacity based on final height. The Stage H+ closure consists of applying final cover to an area on the north, south and west slopes. Staff are currently working on options to relocate the contact water pond, which will alter the Stage H+ closure limits and design. The contact water pond relocation options report is expected in Q4 2022, after which the DOCP will be updated with new timelines for the Stage H+ closure works.

Clear Bag Survey

The Board directed staff to conduct a survey on the potential implementation of a clear bag requirement as an additional means to improve compliance of the organics landfill disposal regulation. Due to communication and engagement priorities associated with the Water Strategy, Drought Response Plan, and climate change, the engagement will commence in early 2023.

Biocover Feasibility Study - Phase 2

The SCRDP identified a biocover as a potential final cover for the Sechelt Landfill when it closes in mid-2025. A biocover is a type of landfill final cover that is designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. A Sechelt Landfill Biocover Feasibility Study Phase 1 was undertaken in 2020 which concluded that a biocover would provide economic benefits to the SCRDP and community and significantly reduce GHG emissions.

Staff have developed a RFP for Phase 2, a pilot study where a biocover will be added to a small portion of the Sechelt Landfill and monitored over a one-year period. A Partnership Agreement between the District of Sechelt (DOS) and SCRDP was formalized in Q4 for the provision of biosolids to complete the Phase 2 pilot should the SCRDP decide to pursue a biocover for the final cover.

The RFP for Phase 2 is anticipated to be issued in Q2 2023, pending the approval of additional funding as part of the 2023 Budget process.

SOLID WASTE PROGRAMS

Metro Vancouver Municipal Waste Reduction Coordinator Committee (MVMWRCC)

Staff attended a MVMWRCC meeting on July 20, 2022. Updates were provided on 2022 results for Think Thrice About Your Clothes, waste composition studies, and campaigns for participation in Love Food Hate Waste Canada.

British Columbia Product Stewardship Council (BCPSC)

Staff attended BCPSC meetings on September 20, 2022. The Ministry of Environment and Climate Change Strategy provided Information to the Recycling Council of BC (RCBC) regarding upcoming plans to engage on products to be added to the Recycling Regulation in the province's Extended Producer Responsibility Five-Year Action Plan: 2021-2026.

Disposal regulation for food waste, food soiled paper and paper

Education associated with the regulation for the landfill disposal of food waste, food soiled paper and paper is ongoing with the community. Outreach has focused on informing residents, businesses and institutions about the new regulation. The disposal regulations commenced on November 1, 2022.

Area A Food Waste Program

The contract to run the food waste drop off program has been secured for Pender Harbour Transfer Station. The start date for the program was November 1, 2022 to coincide with the food waste regulation start. The program is aimed at providing a food waste drop off option for residents and small businesses in Electoral Area A.

Major Appliance Recycling Program (MARR)

As of November 1, the Sechelt Landfill and Pender Harbour Transfer Station began accepting major household/residential appliances for free, in partnership with the MARR program.

Textile Recycling Program

In Q2, 2022, Diabetes Canada approached the SCRD regarding the potential to launch a textile recycling program on the Sunshine Coast. This would include multiple drop off sites, including the Sechelt Landfill and Pender Harbour Transfer Station. Diabetes Canada is currently seeking a contractor and storage. Staff anticipate the program will commence in Q1 2023.

Islands Clean Up

The 2022 Islands Clean Up Event consisted of four days of scheduled events. The schedule for events and estimated participation is indicated in the following table. The event collected scrap metal, household recycling, fridges, freezers and mattresses for recycling; garbage was collected and buried in the Sechelt Landfill. An estimated 35.82 tonnes of various waste and recyclables were collected.

2022 Schedule and Participation			
Date	Island Event	Land or Flag Stop	Estimated Participation
July 9, 2022	Nelson Island	Flag stop	98
July 23, 2022	Thormanby and Trail Islands	Flag stop	108
August 6, 2022	Gambier Island – Flag Stop	Flag stop	172
August 13, 2022	Keats Island – Flag Stop	Flag stop	86
August 13, 2022	Keats Island -Eastbourne and Keats Landing	Land	80
August 13, 2022	Gambier Island - New Brighton	Land	140

Material category	Weight in Tonnes (T)
Household garbage, durable goods and pane glass	29.34
Scrap Metal	5
Household Recyclables	1.4
Household Batteries	0.08
Total	35.82
	Number of items collected
Fridges/freezers with freon	61
Fridges/freezers with ammonia	31
Mattresses	120

Waste Reduction Initiatives Program

The 2022 Waste Reduction Initiatives Program (WRIP) launched in September and accepted applications until October 31, 2022. The aim of the program is to provide funding to community groups, non-profit societies, charitable organizations and school groups to implement projects that contribute to waste reduction or diversion. A report on the outcome of the program is included on this Committee agenda.

Home Composter Rebate Program

The Home Composter Rebate Program launched in May to coincide with compost awareness week. The last day to apply was September 1, 2022. To date, approximately 27 rebates have been issued and 33 rebates allocated. Total funding provided by the SCRD amounts to \$2,700 of a \$7,500 budget. The following table indicates a breakdown of allocated rebates by area and municipality.

Area	Total by Area
A	4
B	5
E	7
F	3
DOS	9
TOG	5
Total	33

Backroad Trash Bash

The 2022 Backroad Trash Bash occurred on September 24 and was based at Shirley Macey Park and Field. The event focused on clean ups in the Elphinstone and West Howe Sound. Approximately 5.3 tonnes were collected and 61 volunteers participated. The Gibsons Lions Club provided a BBQ for volunteers. Hauling and transportation of disposed materials was provided by Coast Bin Rentals, Salish Soils and AJM Disposal.

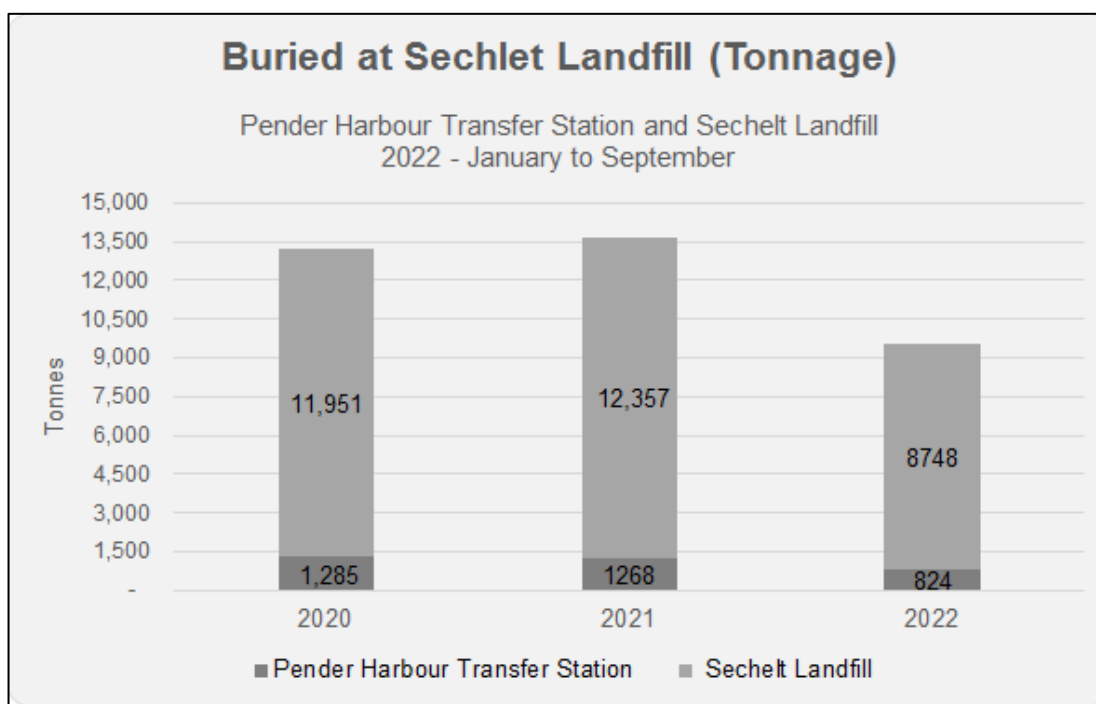
SOLID WASTE OPERATIONS

Coast Waste Management Association – Landfill Operators Working Group

Staff began attending the Landfill Operators Working Group meetings in Q4 2021. The working group was established to provide landfill operators with an opportunity for open discussion on diversion mechanisms, landfill safety and shared challenges. Discussion topics included asbestos documentation and Hazardous Waste Regulations as they relate to landfill operations.

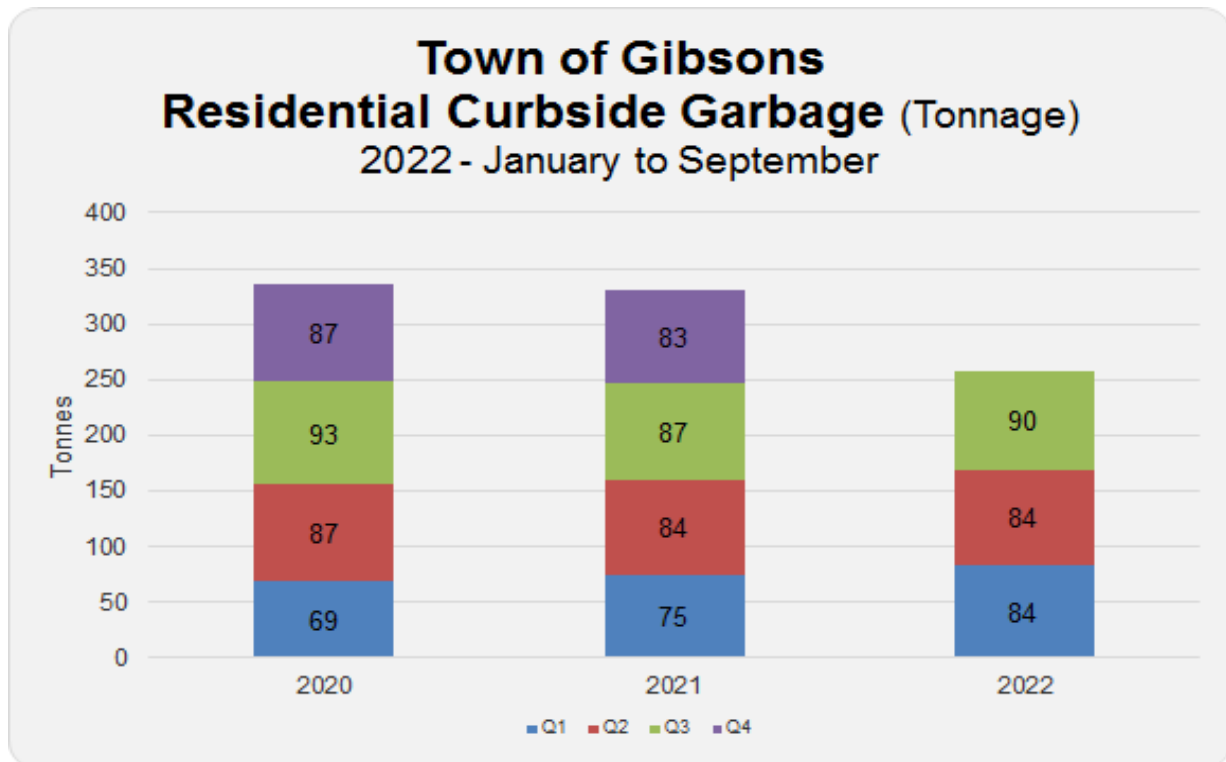
Statistics – Landfill

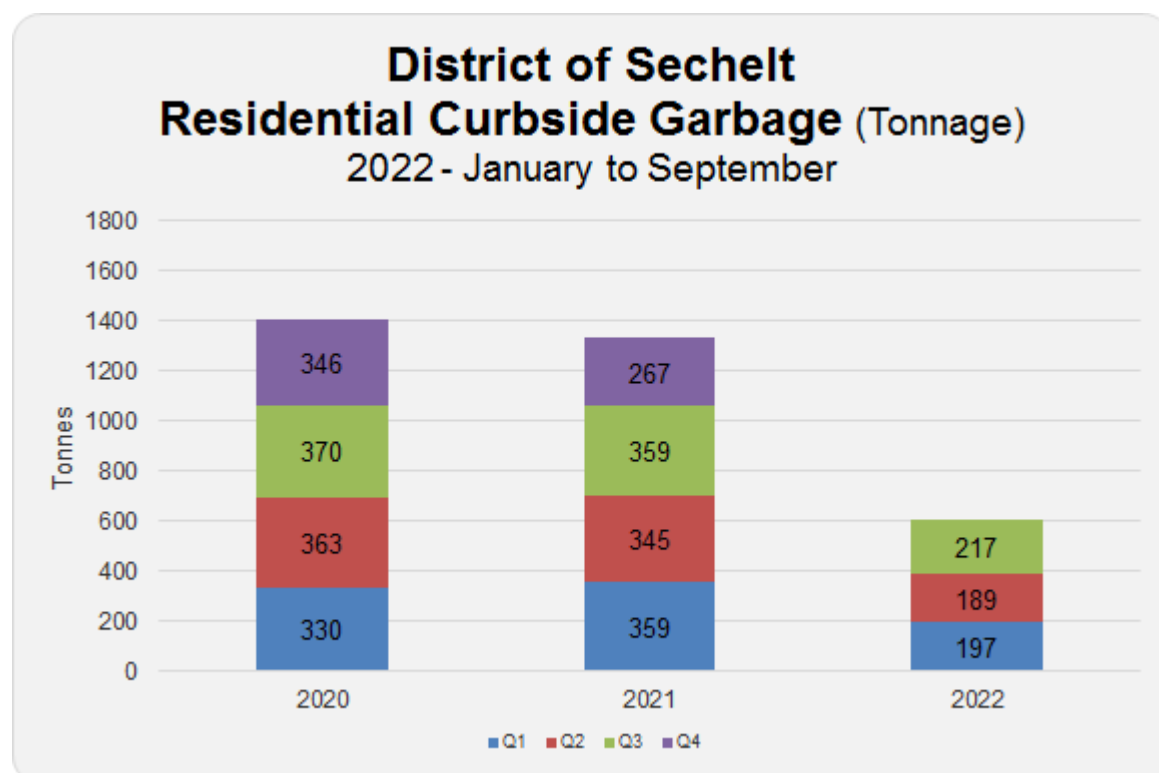
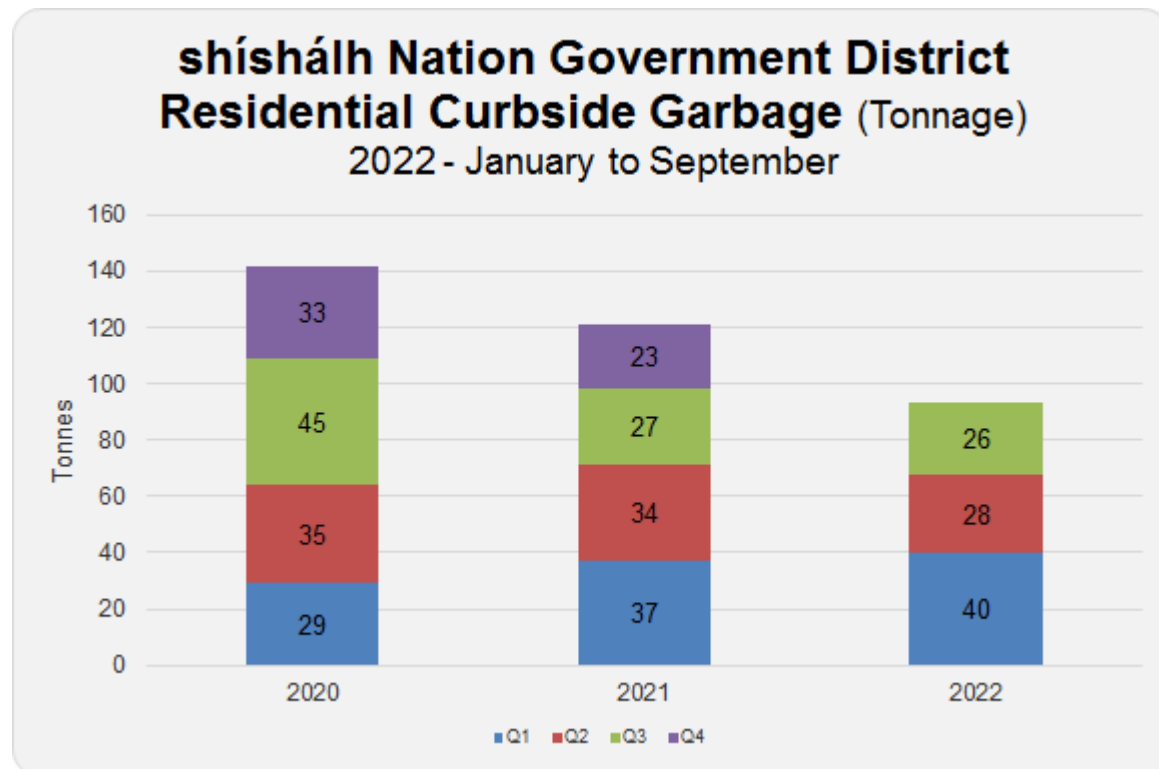
The tonnage presented in the following chart includes an estimated combined total of all material from the Pender Harbour Transfer Station that is transferred to the Sechelt Landfill for burial, and all materials received at the Sechelt Landfill for burial. This includes: residential curbside garbage, self-hauled garbage, commercial garbage, roofing, dead animals, asphalt, asbestos, durable goods (e.g. couches, chairs), concrete, dirt and rocks, and styrofoam (non-recyclable). 2020 and 2021 show full-year data, while 2022 represent Q1-Q3. Tonnage to-date for 2022 appears in-line with the previous two years.



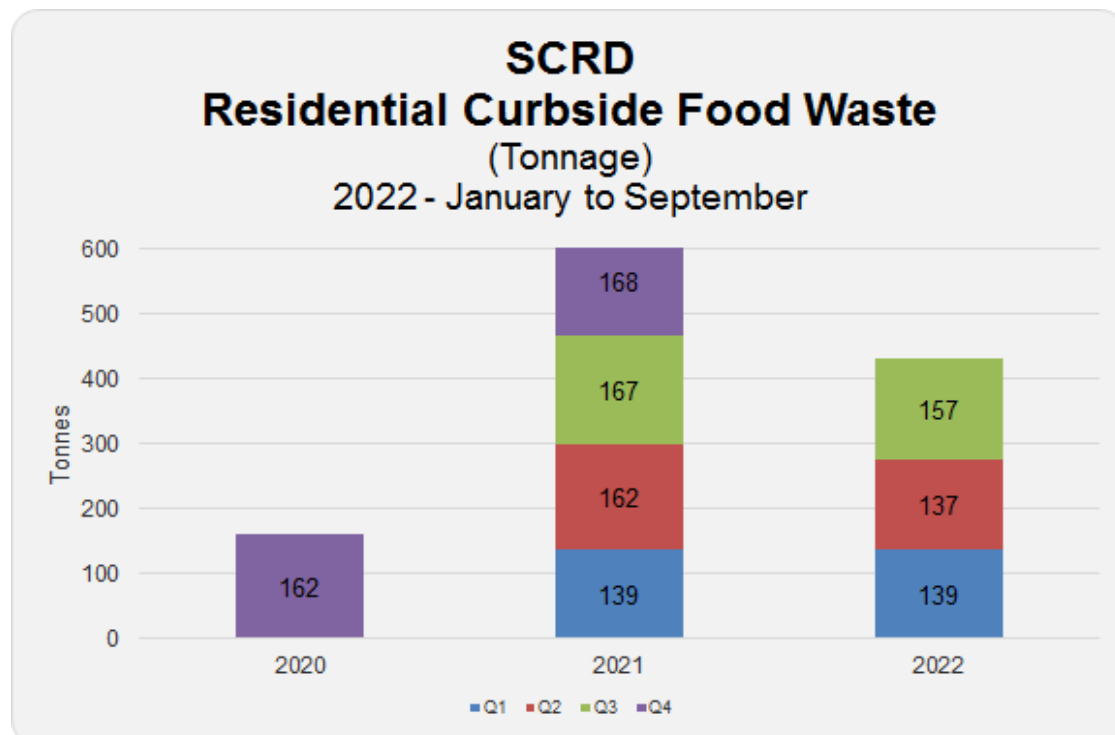
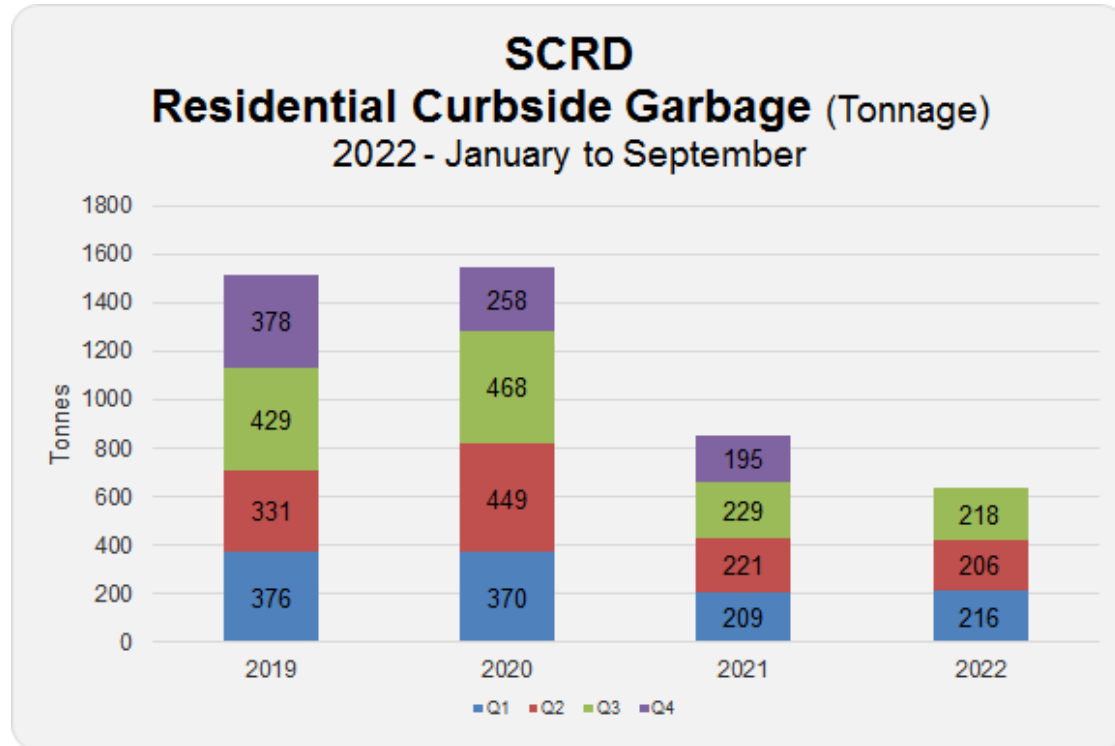
Statistics – Curbside Collection Services

The residential curbside garbage tonnage presented in the charts below include garbage collected curbside from residential dwellings in the Town of Gibsons, shíshálh Nation Government District (SNGD), and District of Sechelt. Curbside residential garbage is then delivered to the Sechelt Landfill and buried. Sechelt initiated the food waste collection program in 2022. This accounts for the decreased garbage tonnage in comparison to previous years.



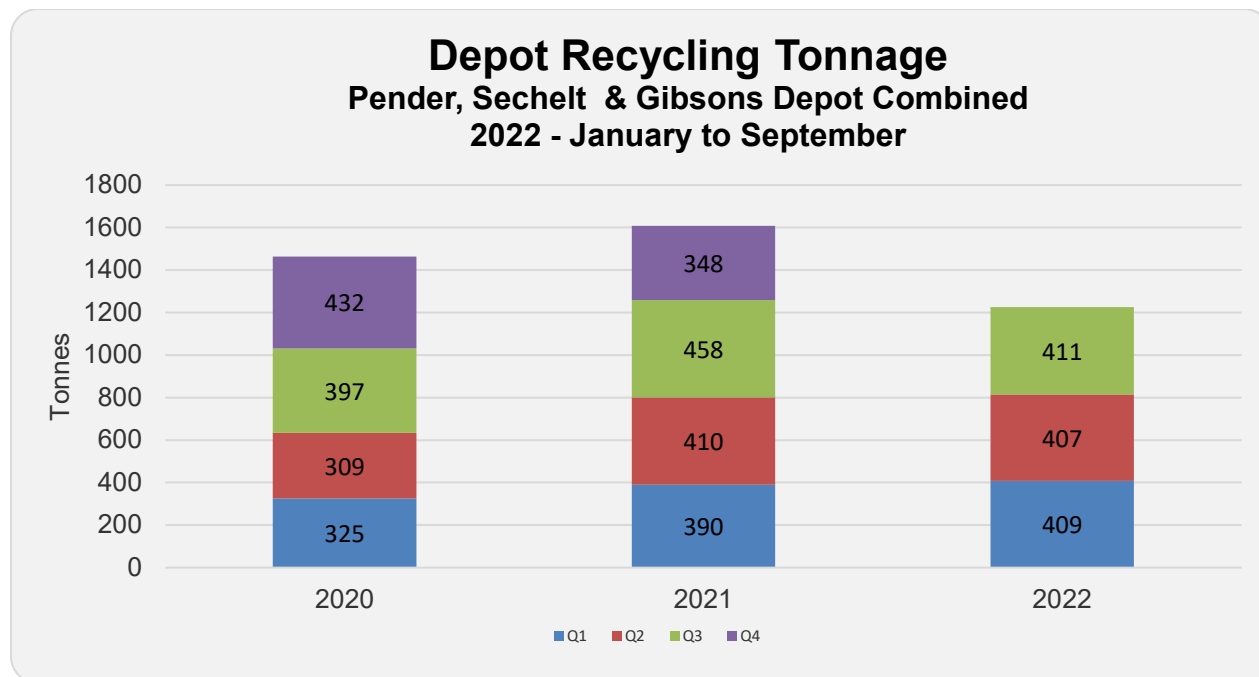


The residential curbside tonnage presented in the following charts is for the SCRD curbside collection program. Curbside residential garbage is delivered to the Sechelt Landfill and buried. Curbside residential food waste is delivered to Salish Soils for composting. The SCRD launched the Green Bin program in October 2020, which accounts for the reduction in garbage tonnage in 2021 and 2022.



Statistics – Recycling

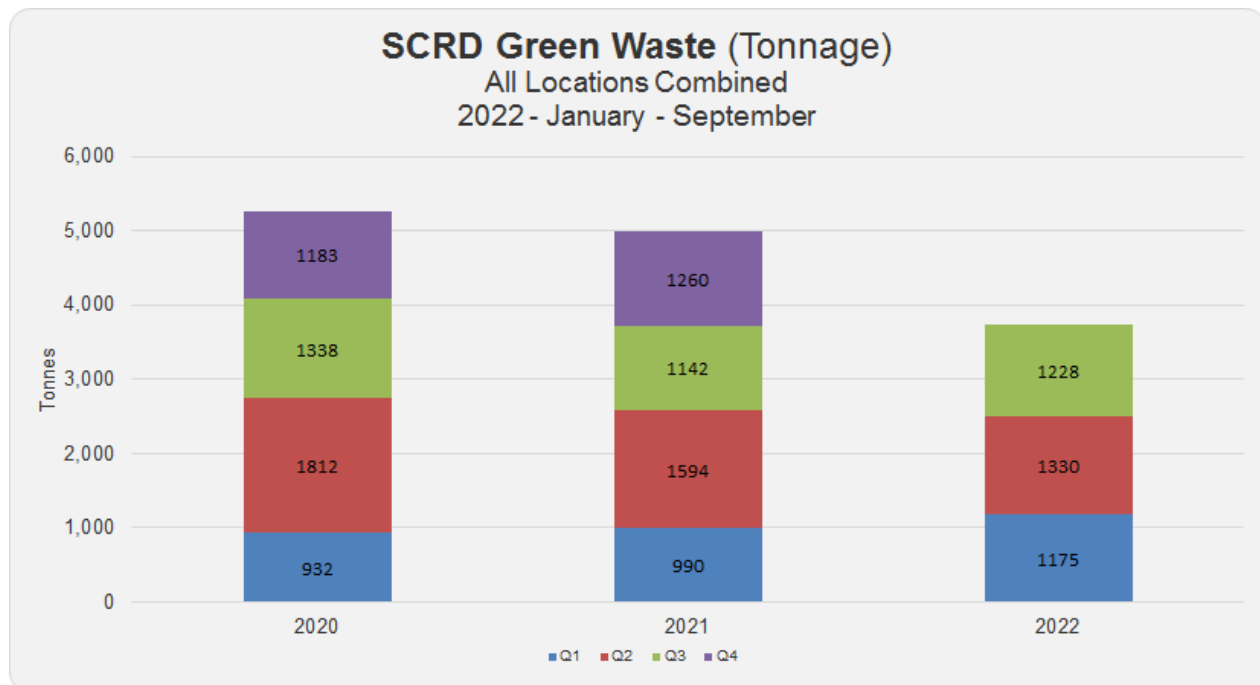
The SCRD has an agreement with RecycleBC to provide residential packaging and paper products (PPP) depot recycling services in Gibsons, Pender Harbour and Sechelt. The SCRD contracts these services to Gibsons Recycling, GRIPS and Salish Soils respectively. The data presented in the chart below is provided by RecycleBC. The data represents the combined monthly weight (by tonne) of the materials dropped off at the three recycling depots.



Statistics - Green Waste

The SCRD Green Waste Recycling Program provides collection locations for residents to self-haul and drop-off yard and garden green waste at the South Coast Residential Green Waste Drop-off Depot, Pender Harbour Transfer Station and Salish Soils. The SCRD also provides commercial sector green waste drop-off at the Pender Harbour Transfer Station and Sechelt Landfill. The collected green waste is hauled to Sechelt and processed into compost.

The data presented in the following chart provides the combined weight (by tonne) of green waste dropped off at the SCRD locations.



Reviewed by:			
Managers	X - S. Walkey X - M. Edbrooke X - R. Porte X - S. Misiurak X - B. Shoji	Finance	
GM		Legislative	
CAO	X- D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – December 8, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services
Lana Smith, Manager, Financial Planning

SUBJECT: 2023 - 2025 BC TRANSIT ANNUAL OPERATING AGREEMENT DRAFT BUDGET

RECOMMENDATION(S)

THAT the report titled 2023 - 2024 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT Budget Proposals for the base budget increases and ongoing cleaning which are included in the draft AOA be brought forward to the 2023 Budget deliberations;

AND FURTHER THAT the 2023-2027 Draft Financial Plan be updated to reflect the draft Annual Operating Agreement budget values as well as the proposed 2023/24 expansion priorities while utilizing reserve funding to mitigate tax increases.

BACKGROUND

The purpose of this report is to highlight anticipated changes in the 2023 - 2024 Transit Services budget based on the draft AOA budget provided by BC Transit as well as the costs of the anticipated service level expansions for 2023, and the associated financial impact to the SCRD as a cost sharing partner.

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

In support of the AOA process, BC Transit provides a draft budget reflective of general industry trends, location-based operations and maintenance activities, and any specific initiatives planned for the transit system over the next three years. The draft budget becomes the basis for the AOA.

In addition to the 2023 financial impact of the Annual Operating Agreement budget changes based on current service levels, at the September 22, 2022, SCRD Board meeting, the Board also approved the following resolution for an expansion of service levels in 2023/24.

247/22 **Recommendation No. 1** *2023 Transit Memorandum of Understanding 2021*

THAT the delegation materials provided by BC Transit and the report titled 2023 Transit Expansion Memorandum of Understanding be received for information;

AND THAT the 2023-2027 Financial Plan include the associated revenues and expense for the 2023/24 (Year 1) expansion priorities including increased weekday frequency on Route 90 and Custom Transit to include Sunday service and extended weekday evening service to 5:30 p.m.;

AND THAT the Memorandum of Understanding be amended to providing the proposed feasibility study initiative “Feasibility study to provide analysis on potential service to Earl’s Cove and inter-regional connection opportunities” in Year 2 (2024/25);

AND FURTHER THAT the delegated authorities be authorized to sign the amended Memorandum of Understanding.

DISCUSSION

The draft budget projections are prepared based on the most current information available; however, there is some risk associated with cost volatility. According to BC Transit, if there are material changes between the release of the draft budget and the Provincial Budget in 2023, those changes will be reflected in the final budget which accompanies the AOA in March.

As the SCRD budget process usually concludes prior to receipt of the final budget from BC Transit, it is not always possible to incorporate any changes into the annual SCRD Financial Plan. This can result in funding surpluses or shortfalls.

Staff will report on any discrepancies between 2023 - 2024 draft and final AOA budget when the AOA is presented to the Board for approval in April/May.

2023 Ongoing Operations Budget Increases (current service levels)

Full service levels will be maintained in 2023 – 2024. Despite the gradual recovery in transit ridership, passenger revenue still remains below pre-pandemic levels. Although some recovery in ridership has occurred over the past year, user fee revenue is not anticipated to recover to pre-Covid levels until 2025. Given the lack of certainty regarding the precise ridership recovery trajectory, it will be important to manage this risk. Staff will continue to work with BC Transit to monitor ongoing ridership and revenue statistics.

Increased operating costs related to maintaining enhanced cleaning and disinfecting of buses, has now been built into the fixed costs of the AOA (cost shared).

Industry trends in rising expenses, many significantly greater than the cost of annual inflation (e.g. fuel, insurance) and increased BC Transit management costs are reflected in the draft budget provided by BC Transit. BC Transit continues to focus on strategies to increase ridership and build consumer confidence, as well as increasing the number of electric buses in its fleet, and rolling out the use of technology (e.g. electronic fare collection system).

2023–2024 Proposed Expansion

The proposed expansion opportunities for 2023/24 included:

- Expanding service on Route 90 by increasing the frequency to offer 30 minute service from 6:00 a.m. through 6:00 p.m. on weekdays
- Expand Custom Transit to further align days/times of service with conventional transit

If the Provincial Budget includes funding to support 2023/24 BC Transit expansion priorities, an amended AOA will be presented in the spring which will include the additional projected budget for the custom transit expansion to be implemented in July and the conventional transit expansion to be implemented in September. Again, due to the timing differences between the

SCRD approving its 2023 budget and the final budget being received by BC Transit, the SCRD needs to incorporate these anticipated changes into its 2023 Financial Planning process.

Current Financial State

The 3rd quarter variance report identified a year-to-date surplus of \$363,209 for Transit service. This surplus is mainly due to a higher year to date total in revenue and the COVID-19 Safe Restart funding received in Q2. It is expected that the service will end the year with a surplus closer to the total of the additional funding (\$221K) as there is downward pressure in Q4 due to continued staffing challenges and lower seasonal revenue.

The current operating reserve balance is \$689,406 this does not include any surplus realized at year end.

2023-24 Draft AOA and 2023 Service Expansion Financial Implications

Staff have completed a detailed analysis of the draft 2022/23 – 2025/26 AOA budget and aligned this with the SCRD fiscal year and budgets.

The key item driving cost increases for current services includes a 47% increase in fuel costs, a 30% increase in fleet maintenance costs, the standardization of enhanced cleaning, a 25% increase in IT systems costs as well as additional costs associated with the implementation of BC Transits Electronic Fare Collection System, a 12% increase in insurance costs along with many other smaller increases due to inflation. These items have large financial implications and Budget Proposals will be included as part of the 2023 Budget process.

Operating reserve funding, including COVID-19 Safe Restart funding, has been allocated in the budget analysis to mitigate tax increases that would otherwise be required to offset higher operating expenses. Amounts included are suggested and can be adjusted as necessary to meet the Board's objectives.

It is recommended that a withdrawal of \$300,000 of operating reserves be budgeted for 2023, \$300,000 for 2024 and \$125,000 for 2025 which would result in a forecasted increase in tax of 6.63% in 2023, 6.57% in 2024 and 6.74% in 2025 based on current estimates.

A summary of the projected 2023-2025 budgets is shown in the table below:

[310] Transit Service 2023-2025 Budget Projections			
	2023	2024	2025
Revenue			
Tax Requisition	(3,260,534)	(3,474,958)	(3,713,086)
BC Transit Funding	-2,321,640	-2,564,828	-2,665,133
Fare and Ticket Sales	-677,510	-734,897	-771,924
Other Revenue	-2,004	-2,009	-2,060
Total Revenues	-6,261,688	-6,776,691	-7,152,202
Expenses			
Support Services	558,773	569,948	581,347
Wages and Benefits	2,848,160	2,919,288	2,992,181
Operating	2,854,755	3,287,455	3,578,674
Total Expenses	6,261,688	6,776,691	7,152,202
Transfer to/(from) Operating Reserve	(300,000)	(300,000)	(125,000)
Financial Plan Surplus/(Deficit)	0	0	0
Taxation Increase Over Prior Year			
Draft AOA - No expansion	5.38%	3.38%	3.76%
Plus expansion	1.26%	3.20%	2.98%
Total	6.63%	6.57%	6.74%

Timeline for next steps or estimated completion date

Staff will continue to liaise with BC Transit to identify any potential material changes between the draft and final budgets and will report back, as necessary, through the budget process and upon receipt of the final AOA.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Each year, BC Transit and the SCRD enter into an AOA that governs transit service costs and funding for the BC Transit fiscal year from April 1 to March 31. In support of the AOA process, BC Transit provides a draft budget that becomes the basis for the AOA.

The Transit service currently has sufficient reserves to mitigate near-term financial challenges resulting from the pandemic and inflationary impacts. However, the large projected draws on these funds and the lack of certainty regarding the precise ridership recovery trajectory, continues to present a risk. Staff will continue to work with BC Transit to monitor ongoing ridership and revenue statistics.

A projected budget incorporating the draft 2023/24 AOA and the proposed 2023/24 conventional and custom service expansions has been presented to show a complete picture of the budget with operating reserve funding allocated through to 2025 to mitigate tax increases which would otherwise be required.

Attachment:

Attachment A: 2022-SEP-22 Transit Expansion Memorandum of Understanding Staff Report

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: 2023 TRANSIT EXPANSION MEMORANDUM OF UNDERSTANDING

RECOMMENDATIONS

THAT the report titled 2023 Transit Expansion Memorandum of Understanding be received for information;

AND THAT the 2023-2027 Financial Plan include the associated revenues and expense for the 2023/24 (Year 1) expansion priorities including increased weekday frequency on Route 90 and Custom Transit to include Sunday service and extended weekday evening service to 5:30pm;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding (Attachment 2);

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 22, 2022.

BACKGROUND

Over the summer months, as part of the annual planning cycle (see Attachment 1), BC Transit initiates a discussion with local governments to review the transit service (referred to as the Transit Improvement Program or TIP's), and identify a three-year service expansion plan along with the timing of the potential service enhancements. The TIP's priorities are derived from the Transit Future Action Plan. These expansion opportunities are presented to the local government in the form of a Memorandum of Understanding (MOU). If the priorities are supported by the local government, the associated financial requirements are then used by BC Transit to prepare a Provincial budget request for the following year, and local governments are expected to budget accordingly as well. The first-year priorities require a formal commitment/approval, while years 2 and 3 priorities are for budget planning purposes. Following confirmation of the provincial budget, first year commitments are then formally adopted into the subsequent Annual Operating Agreement. This advance planning is also required to provide the lead time necessary to acquire any additional fleet (can take up 18 months).

At the Regular Meeting of the SCRD, April 28, 2022, the following resolution was adopted by the Board:

106/22 **Recommendation No. 3** *2022 Sunshine Coast Transit Future Action Plan*

THAT the report titled 2022 Sunshine Coast Transit Future Action Plan be received for information;

AND THAT the 2022 Sunshine Coast Transit Future Action Plan be approved as a planning tool for future transit services and infrastructure priorities.

The purpose of this report is to present to the Board the proposed three-year transit expansion and infrastructure initiatives (2023-2026) and to acquire Board direction.

DISCUSSION

Conventional transit currently provides 31,000 hours per year (operates daily from approximately 5:00am-1:00am). The last service expansion implemented was in 2017 and included increasing the frequency on Route 90 by 6,370 hours (and an additional 6 buses) resulting in an increase in ridership of over 100,000 rides per year. In 2019, the annual number of rides was approximately 550,000, however, ridership dropped ~40% during the pandemic. The number of rides has recovered to approximately 75% of pre-pandemic levels and is steadily increasing.

Custom transit currently provides 3,600 hours of service per year and operates Monday through Saturday from 8:30am to 4:00pm. Ridership dropped significantly during the pandemic and although it has recovered somewhat, is still 50% lower than pre-pandemic numbers.

Almost 55% of transit ridership is attributed to Route 90.

In alignment with the 2022 Transit Future Action Plan priorities, BC Transit is looking for confirmation on how the SCRD would like to proceed with the proposed 2023-2026 TIP's priorities. Expansion opportunities have been provided below and include an order of magnitude costing for each initiative based on the estimated annual expansion hours required. Estimated annual total costs also include costs related to additional fleet/buses (if required). Where proposed expansion is dependent on other infrastructure investment (e.g. operations and maintenance facilities), this dependency is noted separately.

As per the attached Memorandum of Understanding from BC Transit (Attachment 2), the proposed service expansions for Year 1 (2023/24) are as follows:

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2023/24	September	1,800	0	\$25,946	\$199,292	\$80,297
		Description	Increase weekday frequency on Route 90.			

PROPOSED CUSTOM (HandyDART) EXPANSION INITIATIVES – YEAR 1						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2023/24	July	275	0	\$349	\$26,273	\$8,403
		Description	Introduce HandyDART service on Sundays, aligning with Saturday service span.			
2023/24	July	275	0	\$349	\$26,273	\$8,403
		Description	Extend evening HandyDART service on weekdays by one hour to 5:30 pm			

Expanding service on Route 90 by increasing the frequency to offer 30 minute service from 6:00am through 6:00pm on weekdays will provide more reliable service that reduces the wait time between buses and create better connectivity within the system and with the ferry schedules. Some administrative efficiencies may also be realized. Thirty minute service is currently only offered weekdays through most hours from 8:00am-5:00pm. Current administrative support services can accommodate this expansion. It should be noted, however, that driver recruitment and retention continue to be challenging and the expansion will require additional drivers.

The opportunity to expand Custom Transit to further align days/times of service with conventional transit has also been presented. A priority for 2023 will be to partner with BC Transit and local stakeholders to better analyze the needs of the community to determine options for future custom transit expansion considerations for future TIP's recommendations.

BC Transit and the SCRD are currently undertaking a study to analyze options for accommodating a growing transit fleet at the existing Yards on Mason Road. The study, anticipated to be complete in March 2023, will inform planning for property options and future investments necessary to support further service expansions, and will be reflected in next years TIP's. Year 1 expansion priorities can be accommodated within the existing operations and maintenance facility.

Providing expansion priorities as far in advance as possible, helps provide both the local government and BC Transit the ability to forecast 3 year budgets that identify longer term funding requirements. The expansion priorities for 2024/25 and 2025/26 include:

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 2						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	September	300	1	\$4,324	\$67,223	\$47,217
		Description	Increase weekday frequency on Route 90, reallocating hours from Route 1.			
2024/25	September	820	1	\$11,820	\$121,695	\$67,011
		Description	Increase frequency on Route 2 West Sechelt to 30 minutes during peak periods.			

PROPOSED FEASIBILITY STUDY INITIATIVE YEAR 3						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	April	0	0	\$0	\$50,000	\$26,655
		Description	Feasibility Study to provide analysis on potential service to Earl's Cove and inter regional connection opportunities			

Year 2 increased frequency on Route 90 reflects 30 minute service weekdays for entire service hour span. This will be implemented along with modifications to Route 1 to balance the service hour expansions and costs.

Annual cost estimates for expansion of service in Year 2 and 3 will need to be carefully reviewed next year to ensure they capture other considerations such as garage (mechanics), dispatch, supervision and support services. The operations and maintenance facility at Mason Road can accommodate up to 2 additional buses and then will be at capacity.

BC Transit is requesting the SCRD Board provide a decision on the 2023/24 expansion priorities as presented through resolution and signing of the Memorandum of Understanding provided. The SCRD 2023/24 Financial Plan would also need to reflect this commitment. Confirmation is required for BC Transit's provincial budget submissions as well as to procure buses. Further, indicating support for the expansion of services in Year 2 and 3 is required for planning purposes and will enable BC Transit to identify three year projected budget requests.

Financial Impact

As reflected in the tables above, the estimated net municipal share of the proposed 2023/24 (Year 1) expansion opportunities totals \$97,000. This amount represents the SCRD's estimated portion of sharable costs, net of additional fare revenue, which would be included in the AOA as a result of the expansion. In addition to this, non-sharable costs for corporate support service and fleet maintenance overhead will increase by an estimated \$22,000 for a total annual impact of \$119,000 funded from taxation.

As expanded transit service would begin in July/September, the budget impact for 2023 would be pro-rated accordingly resulting in a 1.3% increase to the 2023 tax levy for this service (3.9% annualized). Final budget values will be incorporated into the 2023 Annual Budget when received as part of the formal 2023-24 Annual Operating Agreement from BC Transit, in the spring of 2023.

Organizational Implications

The 2023 transit service expansion amounts to a 6% increase in service hours, no additional fleet requirements, and approximately 1.33 additional FTE's (included in the estimated annual total costs).

Options

The last expansion of services was in 2017, resulting in increased ridership. A provincial freeze on budget increases as well as the global pandemic negated opportunities from 2018-2020. Expansion opportunities were declined in 2021 as transit services were still recovering from the pandemic and the Transit Future Action Plan update was also underway. Although ridership has not yet fully recovered, it is increasing steadily. The choice to expand services or hold steady is at the discretion of the local government.

Option #1: Commit to the 2023/24 service expansion options and support in principle the 2024/25 and 2025/26 expansion options, by signing the Memorandum of Understanding and ensuring the 2023/24 financial plan reflects the projected order of magnitude costs for the 2023/24 expansion priorities. **(Recommended)**

Option #2: Delay expansion considerations until the 2023 TIP's discussions occur. (Not recommended)

STRATEGIC PLAN AND RELATED POLICIES

Transit service expansions align with the SCRD strategic plan, Official Community Plans, Integrated Transportation Study (2011), BC Transit Strategic Plan 2020 and We Envision Plan 2011.

CONCLUSION

The BC Transit 2023-2026 Transit Improvement Program (TIP's) has presented service expansion priorities for the next three years in alignment with the 2022 Transit Future Action Plan.

Staff recommend that the Board commit to the 2023/24 service expansion options and support in principle the 2024/25 and 2025/26 expansion options, by signing the Memorandum of Understanding and ensuring the 2023/24 financial plan reflects the projected order of magnitude costs for the 2023/24 expansion priorities.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – December 8, 2022

AUTHOR: Valerie Cropp, Manager, Purchasing and Risk Management

SUBJECT: **MUNICIPAL INSURANCE ASSOCIATION OF BC (MIABC) ASSOCIATE MEMBER
INSURANCE COVERAGE - SNOW REMOVAL**

RECOMMENDATION(S)

THAT the report titled Municipal Insurance Association of BC (MIABC) Associate Member insurance Coverage - Snow Removal be received for Information;

AND THAT Board approve the Service Providers Agreements between the Sunshine Coast Regional District (SCRD) and NB Contracting Ltd., and Salish Environmental Group Inc. establishing both contractors as MIABC associate members with the date as set out in the Service Providers Agreement;

AND THAT SCRD delegated authorities be authorized to execute the Service Providers Agreement documents;

AND FURTHER THAT this recommendation be forwarded to the December 8, 2022 Regular Board Meeting.

BACKGROUND

It is important that Sunshine Coast Regional District (SCRD) properties are cleared of snow and ice on a timely basis as failure to do so could impact the services the SCRD provides, safety of the public and staff at our facilities.

The SCRD released a Request for Proposal (RFP) for salting and snow plowing services and the opportunity closed October 12, 2022. However, no responses were received. As a result of the RFP process the SCRD reached out to known vendors for direct negotiations for service.

The Contractors would provide salting and snow plowing services for the following locations:

- Gibsons and Area Community Center
- Gibsons and District Fire Halls #1 and #2
- Mason Road Works Yard
- Gibsons and District Aquatic Facility
- Dusty Road Sechelt Landfill Access.

Due to the constraints within the insurance market across British Columbia there have been changes with insurance companies as to what liabilities coverages are available. One of those coverages that have been hard to secure is snow removal liability coverage.

The purpose of this report is to address the insurance constraint for our vendor community for this service and to seek Board approval.

DISCUSSION

The above referenced contractors have general commercial liability policies, but do not have extended coverage for snow removal services. This coverage is difficult to attain and is cost prohibitive for the type of service the SCRD requires. Other local governments are also experiencing this issue and have approached the Municipal Insurance Association of BC (MIABC) to provide options for snow removal coverage.

Associate Members must be individually sponsored by a MIABC member. In this case SCRD must sponsor the Contractor to qualify for "associate member" status. Once accepted as an associate member, these parties will be entitled to full coverage under the Liability Protection Agreement, but only for services provided for, or on behalf of, the SCRD.

The SCRD's deductible will apply to claims brought against the associate member, and the SCRD will be responsible for the payment of any costs incurred below the deductible. Also, all claims brought against the associate member will form part of the SCRD's claims history and experience.

Options

Option 1– Provide insurance to the Contractor under the Associate Members Insurance Program.

In this option, staff would acquire insurance through the Associate Members Insurance program by entering into a service provider's agreement with the Contractor. This option is recommended.

Option 2- Do not provide insurance.

This option would not allow the SCRD and the Contractor to execute the contract for service.

Financial Implications

The annual cost to provide insurance is estimated \$1,800 for each member. This cost will be covered from the different services operating budgets for snow and ice removal; therefore, no Financial Plan amendments are required at this time.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

To continue operating the facilities in the event of a snow fall, staff recommend adding the Contractor to the Associate Member Insurance through MIABC.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – December 8, 2022

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: 2023 CALL FOR RESOLUTIONS TO THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC)

RECOMMENDATIONS

THAT the report titled 2023 Call for Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received for information;

AND THAT the Board confirm topics for AVICC resolutions for staff to draft and present to the January 12, 2023, Committee of the Whole meeting.

BACKGROUND

The Association of Vancouver Island and Coastal Communities (AVICC) 2023 Annual Convention is being planned as an in-person event to be held April 14-16 in Nanaimo. The convention provides members with the opportunity to bring forward issues and concerns from their communities through resolutions and debate.

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

DISCUSSION

The purpose of this report is to confirm topics for SCRD sponsored resolutions to be presented at the 2023 AVICC Annual Convention. AVICC's call for resolutions has been provided in Attachment A.

AVICC members are being asked to submit resolutions by the February 9, 2023, deadline.

AVICC encourages members to focus resolutions on new issues of provincial or AVICC-wide interest. Resolutions endorsed at AVICC will be automatically submitted to the Union of BC Municipalities (UBCM) for consideration at the 2023 Fall Convention.

Once topics have been confirmed, staff will draft AVICC resolutions to present for consideration at the January 12, 2023, Committee of the Whole meeting. Resolutions recommended for adoption by the Committee will be presented for final consideration at the January 26, 2023, Regular Board meeting.

AVICC strongly encourages members to submit their resolutions by the deadline so they may be considered. Issues that arise after the deadline of February 9, 2023, may need to be submitted directly to UBCM.

Resolutions must be adopted by the Board no later than the January 26, 2023, Regular Board meeting to meet the submission deadline. For further background context, a historical listing of SCRD sponsored resolutions from 2018 to 2022 has been provided in Attachment B.

STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to AVICC is in alignment with SCRD's strategic focus areas for advocacy and working together.

CONCLUSION

Staff recommend the Board confirm topics for AVICC resolutions that will be drafted and brought forward for consideration at the January 12, 2023, Committee of the Whole meeting.

Attachment A – AVICC Resolutions Notice – Request for Submissions

Attachment B – Historical SCRD Sponsored AVICC/UBCM Resolutions (2018 to 2022)

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



2023 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2023 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 14-16, 2023.

Members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 9, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 12th, 2023**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

SCRD Sponsored AVICC / UBCM Resolutions – From January 2018 to September 2022

Resolution Title	BRD Resolution No. & Date	AVICC Decision	UBCM Resolution No. and Decision
BC Ferries Medical Priority Loading	062/18 Feb 8/18	R11 Referred to AVICC Executive, as amended	
Re-evaluation of Resolutions by the Province	062/18 Feb 8/18	R13 Resolution Withdrawn	
Watershed Governance Model	062/18 Feb 8/18	Referred to UBCM	B67 Endorsed
Cycling Infrastructure Funding	064/18 Feb 8/18	Referred to UBCM	C5 Not admitted for debate – referred to B15 Active Transportation Strategy (North Vancouver District)
Medical Cannabis Production	202/18 June 28/18		B93 Endorsed as amended
Modernization of <i>Local Government Act</i>	204/18 June 28/18		B4 Endorsed
Parking Enforcement in Rural Areas	016/19 rec. No. 10 Jan 31/19	Referred to UBCM	B57 Endorsed
Logging in the Urban Interface	016/19 rec. No. 10 Jan 31/19	Referred to UBCM	B47 Endorsed
Climate Emergency Declaration	016/19 rec. No. 10 Jan 31/19	Referred to UBCM *Gold Star Award* for Resolution	C35 Not admitted for debate – referred to B139 Call to Action on Global Climate Emergency sponsored by LMLGA Executive
Intergovernmental Collaboration on Land Use Planning	016/19 rec. No. 10 Jan 31/19	Endorsed	C42 Referred to SR1 Provincial Consultation with Local Governments Special Resolution sponsored by the UBCM Executive
Alternative Transportation Infrastructure	172/19 rec. No. 4 Jun 13/19		B16 Endorsed
BC Ferries Foot Passenger Service	174/19 rec. No. 2 Jun 13/19		B119 Endorsed
BC Ferries Service Levels	174/19 rec. No. 2 Jun 13/19		B18 Endorsed

Resolution Title	BRD Resolution No. & Date	AVICC Decision	UBCM Resolution No. and Decision
Coast Forest Revitalization	172/19 rec. No. 4 Jun 13/19		B166 Endorsed
Recreation Sites and Trails	184/19 Jun 27/19		B50 Endorsed
Tree Cutting Authority for Regional Districts	172/19 rec. No. 4 Jun 13/19		B58 Endorsed
Abandoned Vehicles	026/20 rec. No. 10 Jan 30/20	Referred to UBCM	EB10 Endorsed
Business Licensing Authority for Regional Districts	015/20 rec. No. 8 Jan 23/20	Referred to UBCM	EB73 Endorsed
Marine Debris	015/20 rec. No. 8 Jan 23/20	Referred to UBCM	NR46 Not considered – automatic referral to UBCM Executive – Endorsed by Executive
Medical Cannabis	026/20 rec. No. 10 Jan 30/20	Referred to UBCM	EB16 Referred to UBCM Executive – Endorsed as Amended by Executive
Secondary Rural Road Maintenance	026/20 rec. No. 10 Jan 30/20	Referred to UBCM	EB18 Endorsed
Stormwater Management	026/20 rec. No. 10 Jan 30/20	Referred to UBCM	EB62 Endorsed
Police Based Victim Services	175/20 rec. No. 6 May 14/20		EB2 Endorsed
ICI Printed Paper and Packaging Recycling Regulation Amendment	235/20 rec. No. 12 June 11/20		EB54 Endorsed
Cumulative Effects of Land Use Decisions	245/20 rec. No. 4 June 25/20		EB61 Endorsed
NOTE: No resolutions submitted in 2021	N/A	N/A	N/A
Stormwater Management	026/22 Jan 27/22	Referred to UBCM	EB63 Endorsed as Amended
Enforcement Tools for Short-Term Rentals	026/22 Jan 27/22	Referred to UBCM	NR11 Endorsed

Resolution Title	BRD Resolution No. & Date	AVICC Decision	UBCM Resolution No. and Decision
Accessing Vehicular GHG Emissions Data	173/22 rec. No. 6 Jun 23/22		EB57 Endorsed as Amended
Hybrid UBCM Conferences	173/22 rec. No. 6 Jun 23/22		NEB3 Not Endorsed
Shift to Non-Fuel-Based User-Pay Taxation Mechanisms to Fund Road Infrastructure in Rural Areas of BC	173/22 rec. No. 6 Jun 23/22		NR54 Not Endorsed
Standardize Health and Safety Rules/Regulations to Facilitate Year-Round Housing in RVs	173/22 rec. No. 6 Jun 23/22		NR22 Endorsed as Amended

GIBSONS AND DISTRICT FIRE PROTECTION COMMISSION**November 22, 2022**

MINUTES OF THE GIBSONS AND DISTRICT FIRE PROTECTION COMMISSION MEETING
HELD AT THE GIBSONS #1 FIRE HALL, 790 NORTH ROAD, GIBSONS, B.C.

PRESENT:

(Voting Members)	Director, Electoral Area F	Kate-Louise Stamford
	Director, Electoral Area E	Donna McMahon
	Councillor, Town of Gibsons	David Croal

ALSO PRESENT:

(Non-Voting)	Gibsons and District Fire Protection Commission Chair	Marilyn Pederson
	Sunshine Coast Regional District GM of Planning and Development	Ian Hall
	Sunshine Coast Regional District Manger, Protective Services	Matt Treit
	Gibsons and District Volunteer Fire Department Fire Chief / Recorder	Rob Michael
	Gibsons and District Volunteer Fire Department Deputy Chief	Jordan Pratt
	Gibsons and District Volunteer Fire Department Assistant Chief	Richard White
	Sunshine Coast Regional District Alternate Director, Electoral Area F	Ian Winn
	Public	0

CALL TO ORDER 9:00 a.m.

AGENDA That the agenda be adopted as presented.

MINUTES**Recommendation No. 1** *Minutes*

The Gibsons and District Fire Protection Commission recommended that the minutes of January 07, 2022 be received.

REPORTS**Recommendation No. 2** *2022 GDVFD Third Quarter Report*

The Gibsons and District Fire Protection Commission recommended that the verbal report Fire Department and Protective Services Overview be received for information.

Recommendation No. 3 *2022 GDVFD Third Quarter Report*

The Gibsons and District Fire Protection Commission recommended that the 2022 Gibsons and District Volunteer Fire Department Third Quarter Report be received for information.

Recommendation No. 4 *2023 Budget*

The Gibsons and District Fire Protection Commission recommended that Gibsons and District Volunteer Fire Department Verbal Report 2023 Budget be received for information.

ADJOURNMENT 10:41 a.m.

**SUNSHINE COAST REGIONAL DISTRICT
WATER SUPPLY ADVISORY COMMITTEE**

November 7, 2022

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

PRESENT:	Chair	V. Macfarlane
	Vice-Chair	J. Bell
	Members	B. Fielding S. Fitchell K. Freemantle M. Hennessy S. Leech G. Moore A. St. Clair B. Thicke

ALSO PRESENT:

(Non-voting)	GM, Infrastructure Services (In Part) Manager, Strategic Initiatives Strategic Planning Technician/Recorder	R. Rosenboom M. Edbrooke S. Rempel
	Public	4
REGRETS:	Members	L. Chivers

Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.

CALL TO ORDER 3:30 p.m.

AGENDA The agenda was adopted as presented.

REPORTS

PRESENTATIONS AND DELEGATIONS

Manager, Strategic Initiatives, presented an orientation for new members.

Discussion included the following:

- 2019-2023 Board Strategic Plan objectives and overview
- Terms of Reference
- Roles and responsibilities of WASAC as a governance committee
- Overview of Regional District finances, service delivery, budgets and revenue

- Chapman Water System, recent droughts and climate change impacts
- Environmental Flow Needs
- SCRD Water Strategy process
- Current water supply projects, including Church Road Well Field, Langdale Well Field expansion, Gray Creek Water Treatment plant upgrades, and water meter installations

NEW BUSINESS

Election of the Water Supply Advisory Committee Chair and Vice-chair

- Vicki Macfarlane was elected Chair of the Water Supply Advisory Committee.
- John Bell was elected Vice-Chair of the Water Supply Advisory Committee.

The Chair led a discussion about meeting locations and dates.

Discussion included the following:

- The Committee requested combination of online and in-person meetings.
- SCRD prefers online or in-person, not hybrid.
- There was a request for a call-in phone number to listen.
- Committee discussed keeping the meeting dates as presented; every two months, on the first Monday, from 3:30 P.M. – 5:30 P.M. If it falls on a statutory holiday, then the meeting would be scheduled for the following week.

Manager, Strategic Initiatives, provided an overview of future meeting topics.

Discussion included the following:

- Proposed topics included Water Strategy engagement summary, long-term surface water options study, community engagement, and aquifer recharge.
- Committee members are interested in learning more about current supply projects and getting up to speed on the current water situation to provide insight to the Board.
 - Staff to send out information package.
 - Chapman Treatment Plant tour in coming months.
 - Committee encouraged to watch Board and Committee of the Whole meetings and to review previous WASAC agendas and minutes.
- Members can send proposed agenda items to the Chair.
- A past committee member gave a brief overview of WASAC projects from last year, including EFN reductions, reclaimed water, water meters, and Water Strategy.
- Request for name badges for upcoming in-person meetings.

NEXT MEETING January 9, 2022, 3:30 P.M.

ADJOURNMENT 5:26 P.M.