



SUNSHINE COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING  
AGENDA

Thursday, October 10, 2024, 1:00 p.m.

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

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**13. IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the Community Charter - "personal information about an identifiable individual..."; "labour relations or other employee relations"; "negotiations and related discussions respecting the proposed provision of a municipal service..."

**14. ADJOURNMENT**



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

September 26, 2024  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: A. Toth, District of Sechelt  
J. Gabias, Electoral Area B  
K. Backs, Electoral Area D  
D. McMahon, Electoral Area E  
K. Stamford, Electoral Area F  
D. Inkster, District of Sechelt  
S. White, Town of Gibsons  
C. Alexander, Electoral Area A (Alt.)

ALSO PRESENT: T. Perreault, GM Corporate Services  
I. Hall, GM Planning and Development  
R. Rosenboom, GM Infrastructure Services  
S. Gagnon, GM Community Services  
S. Reid, Corporate Officer  
B. Kennett, Chief Building Official (part)  
K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS: Media: 0  
Public: 3

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**CALL TO ORDER**

*The meeting was called to order at 1:01 p.m.*

**AGENDA**

**269/24** It was moved and seconded

THAT Director McMahon be appointed as vice chair for the Regular Board meeting of September 26, 2024.

**CARRIED**

**270/24** It was moved and seconded

THAT the Agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

**Regular Board Meeting minutes of September 12, 2024**

**271/24** It was moved and seconded

THAT the Regular Board meeting minutes of September 12, 2024 be adopted.

**CARRIED**

**REPORTS**

**Committee of the Whole meeting recommendation nos. 1 - 3 of September 12, 2024**

**272/24** It was moved and seconded

THAT Committee of the Whole meeting recommendations nos. 1-3 of September 12, 2024 be received, adopted, and acted upon as follows:

**Recommendation No. 1**    *Water Supply Update*

THAT the verbal report titled Water Supply Update be received for information.

**Recommendation No. 2**    *Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant Contract Amendment (2337005)*

THAT the report titled Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant Contract Amendment (2337005) be received for information;

AND THAT the contract with ISL Engineering and Land Services Ltd. be increased by an additional \$100,000 for a total up to contract value of \$350,000 (excluding GST);

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

**Recommendation No. 3**    *Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training*

THAT the report titled Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training be received for information;

AND THAT a grant application of up to \$160,000 for Fire Department Equipment and Training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND FURTHER THAT the Sunshine Coast Regional District supports the proposed activities identified in the application and is willing to provide overall grant management.

**CARRIED**

**Placement of Notice on Title**

**273/24** It was moved and seconded

THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the Community Charter against the land title of Lot I, District Lot 1365, Plan LMP5923, PID 017-913-969, Folio 746.03329.100.

**CARRIED**

**DIRECTORS' REPORTS**

*The Directors provided an update of their activities.*

**IN CAMERA**

*The Board moved In Camera at 1:19 p.m.*

**274/24** It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the *Community Charter* - "personal information about an identifiable individual..."; "labour relations or other employee relations"; "negotiations and related discussions respecting the proposed provision of a municipal service...".

**CARRIED**

*The Board moved out of In Camera at 2:25 p.m.*

**ADJOURNMENT**

**275/24** It was moved and seconded

THAT the Regular Board meeting of September 26, 2024 be adjourned.

**CARRIED**

*The meeting adjourned at 2:25 p.m.*

\_\_\_\_\_  
Certified Correct by the Corporate Officer

\_\_\_\_\_  
Date Confirmed

\_\_\_\_\_  
Chair



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

September 26, 2024, 9:30 a.m.  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: S. White, Town of Gibsons  
J. Gabias, Electoral Area B  
K. Backs, Electoral Area D  
D. McMahon, Electoral Area E  
K. Stamford, Electoral Area F  
A. Toth, District of Sechelt  
D. Inkster, District of Sechelt  
C. Alexander, Electoral Area A (Alt.)

ALSO PRESENT: T. Perreault, GM Corporate Services  
S. Reid, Corporate Officer  
I. Hall, GM Planning and Development  
R. Rosenboom, GM Infrastructure Services  
S. Gagnon, GM Community Services  
K. Doyle Manager, Asset Management  
J. Jackson, Manager, Planning and Development  
K. Jones, Assistant Manager, Planning and Development  
N. Copes, Planner II  
T. Crosby, Recorder

OTHERS: Public: 8  
Media: 1

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**1. CALL TO ORDER**

*The meeting was called to order at 9:30 a.m.*

**2. AGENDA**

**2.1 Adoption of Agenda**

**3. PRESENTATIONS AND DELEGATIONS**

**3.1 Update from the Regional Housing Coordinator and the Sunshine Coast Affordable Housing Society**

**Recommendation No. 1** *Update from the Regional Housing Coordinator and Sunshine Coast Affordable Housing Society*

The Committee of the Whole recommended that the presentation by Kelly Foley, Regional Housing Coordinator and Kim Darwin, President, Sunshine Coast Housing Society titled Housing for All be received for information.

**4. REPORTS**

**4.1 Budget Project Status Report - September 2024**

**Recommendation No. 2** *Budget Project Status Report*

The Committee of the Whole recommended that the report titled Budget Project Status Report – September 2024 be received for information.

**4.2 Volumetric Billing Rate Considerations**

**Recommendation No. 3** *Volumetric Billing Rate Considerations*

The Committee of the Whole recommended that the report titled Volumetric Billing Rate Considerations be received for information;

AND THAT a Uniform Block rate structure be developed for the North and South Pender Harbour Water systems for the implementation of ‘mock billing’ in 2025 and actual volumetric billing in 2026;

AND THAT an Inclining Block rate structure be developed for consideration as soon as possible;

AND THAT leak resolution and the development of policy be considered as part of the rate setting process;

AND FURTHER THAT customer classifications be established based on BC Assessment Property Classes in consideration of establishing variable usage rates.

**Recommendation No. 4** *Volumetric Billing for High Water Users*

The Committee of the Whole recommended that staff explore the implementation of volumetric billing for high water users as soon as possible.

*The Committee recessed at 10:39 a.m. and reconvened at 10:49 a.m.*

**4.3 Agricultural Land Commission Application ALR00028 (801 Leek Road)**

**Recommendation No. 5** *Agricultural Land Commission Application ALR00028 (801 Leek Road)*

The Committee of the Whole recommended that the report titled Agricultural Land Commission Application ALR00028 (801 Leek Road) be received for information;

AND THAT Agricultural Land Commission Application ALR00028 for the approval of placement of fill be forwarded to the Agricultural Land Commission for review and decision.



**4.4 Development Variance Permit Application DVP00099 (7531 Cove Beach Road)**

**Recommendation No. 6** *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

The Committee of the Whole recommended that the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) varying the Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be denied, as follows:

(a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m.

**Recommendation No. 7** *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) varying the Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:

(b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m<sup>2</sup> in the RU1 Zone from 15% to 20.5%.

*Director Gabias opposed.*

**4.5 Development Variance Permit for 3444 McNair Forest Service Road**

**Recommendation No. 9** *Development Variance Permit DVP00105 (3444 McNair Forest Service Road)*

The Committee of the Whole recommended that the report titled Development Variance Permit DVP00105 (3444 McNair Forest Service Road) - Electoral Area F be received for information;

AND THAT Development Variance Permit DVP00105 (3444 McNair Forest Service Road) be issued to vary Zoning Bylaw No. 722 as follows:

(a) Section 5.11.1 to increase the maximum height of all buildings and structures from 11 metres to 15.5 metres, to permit the construction of a mobile equipment maintenance shop as an addition to the existing mill operation.

**4.6 Grants Status Update**

**Recommendation No. 10** *Grants Status Update*

The Committee of the Whole recommended that the report titled Grants Status Update be received for information.

**4.7 Water Supply Advisory Committee Meeting Minutes of September 9, 2024**

**Recommendation No. 11** *Water Supply Advisory Committee Meeting Minutes*

The Committee of the Whole recommended that the Water Supply Advisory Committee Meeting Minutes of September 9, 2024 be received for information.

**Recommendation No. 12** *Water Supply Advisory Committee Terms of Reference*

The Committee of the Whole recommended that staff bring forward the Water Supply Advisory Committee (WASAC) Terms of Reference to an In Camera Committee meeting for review prior to commencing recruitment of WASAC members.

*Director McMahon opposed.*

**4.8 Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of June 25, 2024**

**Recommendation No. 13** *Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes*

The Committee of the Whole recommended that the Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of June 25, 2024 be received for information.

**8. ADJOURNMENT**

*The meeting adjourned at 11:44 a.m.*

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Chair

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – October 10, 2024

**AUTHOR:** Jesse Waldorf, Manager, Capital Projects

**SUBJECT:** REQUEST FOR PROPOSAL 2437001 COVE CAY PUMP STATION AND WATER TREATMENT UPGRADES AWARD REPORT

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## RECOMMENDATION(S)

- (1) THAT the report titled Request for Proposal (RFP) 2437001 Cove Cay Pump Station and Water Treatment Upgrades Award Report be received for information;**
  - (2) AND THAT a contract for engineering services for Cove Cay Pump Station and Water Treatment Upgrades be awarded to EHD Engineering in the amount up to \$215,622 (plus GST);**
  - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
- 

## BACKGROUND

The Cove Cay Water System supplies over 17 million litres of potable water per year to approximately 75 metered connections in the Cove Cay and Jervis Inlet Road communities near Earls Cove, including the BC Ferries Earls Cove ferry terminal. Upgrades to the pump station and treatment system are required due to aging equipment and evolving regulatory requirements.

Recent changes to Vancouver Coast Health (VCH) standards have required the Sunshine Coast Regional District (SCRD) to issue a Water Quality Advisory (WQA) for this service area. All surface water sources should now meet the Design Guidelines for Drinking Water Systems in British Columbia, revised January 2024 – from the Ministry of Health.

The purpose of this report is to request that the Board award the contract for Cove Cay Pump Station and Water Treatment Upgrades to EHD Engineering for a value not to exceed \$215,622 (plus GST).

## DISCUSSION

### *Analysis*

In accordance with the SCR D's Procurement Policy, RFP 2437001 Cove Cay Pump Station and Water Treatment Upgrades was published on July 24, 2024, and closed on September 6, 2024. The RFP sought competitive proposals from a qualified consultant to provide professional engineering services to design the most cost effective and efficient upgrade to the Cove Cay Water System pump station and treatment system and to provide construction management.

Purchasing received five compliant proposals. Led by Purchasing, the evaluation committee reviewed and scored the proposals against the criteria set out in the RFP. Staff recommend that

a contract be awarded to EHD Engineering as they meet the specifications as outlined and are the highest scoring proponent and best value for the above-mentioned project.

*Financial Implications*

EHD Engineering proposes a fee of \$172,497 for the Scope of Work detailed in RFP 2437001, which includes design, assessment, tender services, and construction management for the proposed improvements. The construction management component of the bid, totaling \$33,453, will only be utilized if the construction phase is awarded.

Given the proximity of Ruby Lake and potential unknown environmental risks requiring engineering mitigations, we recommend including a 25% contingency for engineering services, bringing the total contract amount to \$215,622.

The current approved budget for this project (including construction) is \$900,000. Throughout the design, assessment, and tender services process, staff and EHD will develop a detailed construction budget, allowing staff to assess whether the overall budget is sufficient prior to construction.

*Timeline for next steps or estimated completion date*

Based on the preliminary construction schedule provided by EHD Engineering, it is expected that work will begin in November 2024 and be completed by the end of June 2025.

*Communications Strategy*

Staff will develop a communication plan for the construction phase. At 90% design, staff will work with EHD Engineering to facilitate a public information meeting for community feedback on the proposed improvements.

**STRATEGIC PLAN AND RELATED POLICIES**

This staff report is aligned with the Board's Service Delivery Focus Area of Water Stewardship: Continually improve the operations of all the Regional District's aging water systems.

**CONCLUSION**

In accordance with the SCRD Procurement Policy, RFP 2437001 was issued for Engineering Services for Cove Cay Pump Station and Water Treatment Upgrades. Five qualified proposals were received.

Staff recommend awarding a contract for Cove Cay Pump Station and Water Treatment Upgrades to EHD Engineering in the amount up to \$215,622 (plus GST).

Reviewed by:			
Manager	X - S. Walkey	Finance	X - A. Taylor
GM	X - R. Rosenboom	Legislative	
CAO	X - T. Perreault	Procurement	X - V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – October 10, 2024

**AUTHOR:** Shane Walkey, Manger, Utility Services  
Bobby Rebner, Utilities Business Coordinator

**SUBJECT:** **REQUEST FOR QUOTATION 2437019 BOOM CRANE TRUCK AWARD REPORT**

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### RECOMMENDATION(S)

- (1) THAT the report titled Request for Quotation 2437019 Boom Crane Truck Award Report be received for information;**
  - (2) AND THAT a contract for the Boom Crane Truck be awarded to Commercial Truck Equipment Corp. in the amount up to \$172,912 (before GST);**
  - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
- 

### BACKGROUND

The Board adopted the following resolution, at the December 14, 2023, Regular Board meeting:

376/23 (in part) **Recommendation No. 38** *Regional Water Service [370] – 2024 R1 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 6 – Vehicle Purchase – Flatbed Crane Truck and Medium Size Truck, \$295,000 funded by Municipal Finance Authority Short-Term Loan;

AND THAT a loan of up to \$295,000 for a term of 5 years be requested through the Municipal Finance Authority section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Flat Bed Crane Truck and Medium Size Truck.

The purpose of this report is to summarize the results of the RFQ process and make a purchase recommendation for the supply and delivery of a boom crane truck.

## DISCUSSION

### *Analysis*

In accordance with the Sunshine Coast Regional District's (SCRD's) Procurement Policy, RFQ 2437019 Boom Crane Truck was published on BCBid. The RFQ sought competitive proposals from a qualified supplier to provide a replacement heavy duty 4x4 truck with crane attachment to replace the 30+ year old crane truck that is at the end of its useful life.

Purchasing received one compliant proposal. Led by Purchasing, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria and vehicle specifications set out in the RFQ. Staff have recommended that a contract be awarded to Commercial Truck Equipment Corp., as they met the specifications for the above-mentioned project.

### *Financial Implications*

The following table outlines the price received from the sole submission (i.e. Commercial Truck Equipment Corp.) as part of this RFQ:

<b>Proponent Name</b>	<b>Value</b>
Commercial Truck Equipment Corp.	\$172,912

\*Pricing inclusive of PST (does not include GST)

The Commercial Truck Equipment Corp. submission includes the supply of a 2024 Ford F-550 4x4 regular cab diesel truck with an Amco articulating knuckle boom crane attachment. Staff have reviewed the specifications of both the truck and crane and consider them to be well suited for the requirements of the SCRD's water utility.

The existing funding for the purchase of the flatbed crane truck was incorporated into the Regional Water Service Area departmental budget as part of the 2024 budget process. Out of the existing approved project budget funding of \$295,000 (see Background), \$185,000 was identified by staff as the budget estimate specifically for the crane truck, with the other \$110,000 to fund the additional vehicle included within the 2024 Budget Proposal. The total award amount of \$172,912 can be appropriately funded with existing budget funds, with additional monies left over to purchase/install any other aftermarket add-on's such as additional winter tires, SCRD logo's, fire extinguisher, etc.

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

Commercial Truck Equipment Corp. has indicated they have the vehicle on hand and can provide the delivery of the truck and crane attachment in Q4-2024.

## STRATEGIC PLAN AND RELATED POLICIES

N/A.

**CONCLUSION**

The Regional Water Service Area identified the purchase of a flatbed boom crane truck as part of the 2024 budget process.

One compliant submission was received, and staff recommend that a purchase contract be awarded to Commercial Truck Equipment Corp. as it met the specifications as outlined in the RFQ and was the highest scoring proponent and best value for the above-mentioned purchase.

Total available budgeted project funds within the Regional Water Service Area are adequate to fund the recommended vehicle purchase.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – October 10, 2024

**AUTHOR:** Shelley Gagnon, General Manager, Community Services

**SUBJECT:** FARE FREE TRANSIT FOR YOUTH – BYLAW 626 AMENDMENT

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### RECOMMENDATION(S)

- (1) THAT the report titled Fare Free Transit for Youth – Bylaw 626 Amendment be received for information;
  - (2) AND THAT Amendment Bylaw No. 626.5 be considered for first, second and third reading to implement the Fare Free Transit for Youth initiative approved by the SCRD Board of Directors.
- 

### BACKGROUND

Bylaw No. 626 is related to transit fees and other charges.

Fare free transit for youth was approved by the SCRD Board of Directors as per:

376/23      **Recommendation No. 29:** *Public Transit [310] – 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Free Transit for Youth, \$28,850 prorated start of September 2024 funded from Operating Reserves for 2024 and that the information collected be reviewed after 2024.

As per the staff report on July 25, 2024 (Attachment 1), implementation of the fare free initiative was delayed until November 1, 2024.

The purpose of this report is to present the amendments to Bylaw No. 626 to reflect the fare free transit for youth initiative which will come into effect November 1, 2024.

### DISCUSSION

Youth between the ages of 13 to 17 and still in secondary school will need to get a transit pass, known as the **S-Pass**, that allows them to ride the bus at no charge. The S-Pass will be available as a smart phone app or by obtaining a physical card. Because it is a special fare,



Sunshine Coast Regional District (SCRD) staff will need to verify eligibility and also activate the S-Pass.

The S-Pass will enable data collection on ridership (as per Board resolution 376/23) and hopefully minimize fraudulent use of this fare free product.

*Analysis*

Staff are recommending the following revisions to Bylaw No. 626 to reflect this new fare free product:

- Striking the definition of Student
- Add a definition of Youth
- Change to Schedule A to reflect fare free for Youth
- The addition of a fee for a lost UMO fare product card to Schedule A.

Note: Children aged 12 and under ride without charge as per an initiative supported by BC Transit. Ridership of children is not tracked.

*Financial Implications*

All fare revenues collected offset the local government portion of transit funding, thereby decreasing the tax subsidization. The anticipated annual revenue loss related to the fare free transit for youth is \$86,500 and has been funded through taxation in the 2024-2028 Financial Plan adopted by the Board.

*Communications Strategy*

A promotional campaign for the S-Pass will be implemented in mid-October.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Staff recommend that Bylaw No. 626 is amended as outlined in this report.

*Attachments*

Attachment A – Staff Report: 2024-July-25 – Fare Free Transit for Youth (S-Pass) Implementation Update.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – July 25, 2024

**AUTHOR:** Ahmad Kidwai, Manager, Transit and Fleet

**SUBJECT:** Fare Free Transit for Youth (S-PASS) Implementation Update

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### RECOMMENDATION(S)

**(1) THAT the report titled Fare Free Transit for Youth (S-PASS) Implementation Update be received for information.**

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### BACKGROUND

In the fall 2023, the Sunshine Coast Regional District (SCRD) initiated a feasibility review to provide free transit for youth on the Sunshine Coast, resulting in the Board approving the following recommendation on February 8, 2024:

376/23      **Recommendation No. 29:** Public Transit [310] – 2024 R2 Budget Proposal

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Free Transit for Youth, \$28,850 prorated start of September 2024 funded from Operating Reserves for 2024 and that the information collected be reviewed after 2024.

The purpose of this report is to provide the SCRD Board with an update on the planning for implementation of the program.

### DISCUSSION

Staff have been actively planning for the implementation of the fare free transit for youth (referred to as the S-Pass) for the past three months. Planning includes: working with BC Transit and the electronic fare system Vendor to set up the program (including data collection); developing parameters (including activation requirements), documenting implementation procedures, developing staff training for the annual implementation of the

program; engaging in discussions with SD46; and, the drafting of a communications plan and promotional materials.

The implementation of the program, although originally anticipated for September, has been delayed to November 1. There are a few reasons for this delay:

- Due to the fare being free, staff involvement will be necessary to activate the S-Pass. Staff will need to verify eligibility, and then activate the pass through the vendor. To confirm eligibility for the fare free pass, identification will be required. The SD46 issues a Student Picture ID card every year. Considering the majority of youth on the Sunshine Coast are enrolled in school, this provides an ideal form of identification for verification and activation of the S-Pass. These ID cards are issued by SD46 in mid-October. Of note: other strategies for eligibility verification will also be included in the roll out (ie. for youth not enrolled in school or in independent home school programs).
- Staff involved in activating the S-Pass will require training. This training is currently under development by both BC Transit and SCR D and will be provided in late September.
- This change in fare requires a Bylaw amendment, which will come forward in the fall prior to implementation.
- The planning for program implementation has taken a significant amount of time and effort by both staff and BC Transit (more than anticipated).

The S-Pass will be issued for November 1 – October 31 and will require annual re-activation.

#### *Financial Implications*

The approved budget was pro-rated for an anticipated September start-up. At this point, it is unknown what the uptake and use of this fare-free product will be, therefore staff are unable to anticipate if there will be a financial implication due to the delay. Further, staff costs associated with the activation of the S-Pass were not anticipated in the original budget proposal. Staff will track the time/costs associated with the implementation of the program and if it is material, may result in a future budget lift proposal for the Board consideration.

*Organizational Implications*

The planning for this program has taken a significant amount of SCRD and BC Transit staff time. Once the process is in place, this planning time should be minimal in future years.

SCRD staff are in discussions with the SD46 to facilitate an on-site presence shortly after the Student ID cards are issued to support the majority (hopefully) of pass activations. The staffing resources for the annual activation of the S-Pass was unanticipated. Ongoing activations throughout the rest of the year will be available at the GACC, SAC and Field Road administration office (as an active fare vendor).

*Timelines for Next Steps*

Now that the implementation strategy is nearing completion, the communications strategy and promotional materials can be completed. Promotion of the program is anticipated to begin late August and into September.

**CONCLUSION**

While the delay in the implementation of the S-PASS is regrettable, it is necessary to ensure its success and sustainability. Staff are confident that the program can be launched for November 1, 2024.

Reviewed by:			
Manager		CFO/Finance	X -A. Taylor
GM	X - S. Gagnon	Legislative	X - S. Reid
A/CAO	X- T. Perreault	Other	

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 626.5**

**A bylaw to amend Transit Fees and Charges Bylaw No. 626, 2010**

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WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Transit Fees and Charges Bylaw No. 626, 2010* to provide for changes in the Transit fare structure;

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

1. This bylaw may be cited as *Transit Fees and Charges Amendment Bylaw No. 626.5, 2024*.

2. *Transit Fees and Charges Bylaw No. 626, 2010* is hereby amended as follows:

a. Delete the definition of "Student" in section 2 in its entirety.

b. Add a new definition for "Youth" in section 2 as follows:

"Youth" means an individual who is equal to or over the age of thirteen (13) years and under the age of eighteen (18) years and is still attending secondary school.

c. Delete Schedule A in its entirety and replace with the revised Schedule A attached hereto.

3. This bylaw comes into force and effect on November 1, 2024.

READ A FIRST TIME	this	10 <sup>th</sup>	day of	October, 2024
READ A SECOND TIME	this	10 <sup>th</sup>	day of	October, 2024
READ A THIRD TIME	this	10 <sup>th</sup>	day of	October, 2024
ADOPTED	this		day of	

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CORPORATE OFFICER

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CHAIR

SCHEDULE A

Prices are inclusive of any applicable tax.

<b>Conventional Transit Fares</b>			
	<b>Cash Fare</b>	<b>Maximum Fare per Day</b>	<b>30-Day Pass</b>
<b>Adult</b> (18 to 64)	\$2.00	\$4.00	\$60
<b>Seniors*</b> (65 and over)	\$2.00	\$4.00	\$30
<b>Youth*</b> (13 to 17 and still in secondary school)	No charge	-	-
<b>Child</b> (12 and under)	No charge	-	-

<b>handyDART Fares</b>		
	<b>Cash Fare</b>	<b>Tickets (10 single)</b>
<b>Passenger</b>	\$2.00	\$18.00
<b>Attendant</b>	No charge	No charge

**Replacement fee for lost fare card (physical card): \$10**

\*with valid ID