



**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE
AGENDA**

Thursday, October 10, 2024, 9:30 a.m.

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

	Pages
1. CALL TO ORDER	
2. AGENDA	
2.1 Adoption of Agenda	
3. PRESENTATIONS AND DELEGATIONS	
4. REPORTS	
4.1 Transit Improvement Program (TIP) - 2025 Expansion Priorities - General Manager, Community Services (Voting - B, D, E, F, Sechelt, sNGD, Gibsons)	3
4.2 Fire Department Wildfire Deployment Post Season Report 2024 - Fire Chief, Gibsons and District Volunteer Fire Department - Fire Chief, Roberts Creek Volunteer Fire Department - Fire Chief, Halfmoon Bay Volunteer Fire Department (Voting - B, D, E, F, Gibsons)	9
4.3 Official Community Plan (OCP) Renewal Project Update <i>Report to Follow</i> - Senior Planner, Planning and Development - Manager, Planning and Development Rural Planning (Voting - A, B, D, E, F)	
4.4 Sunshine Coast Regional Accessibility Advisory Committee Minutes of September 23, 2024 (Voting - All Directors)	12
5. COMMUNICATIONS	
6. NEW BUSINESS	
7. IN CAMERA	

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e) and (k) of the *Community Charter* - "personal information about an identifiable individual who holds or is being considered for a position..."; "labour relations or other employee relations"; "the acquisition, disposition or expropriation of land or improvements..."; "negotiations and related discussions respecting the proposed provision of a municipal service..."

8. ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 10, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: TRANSIT IMPROVEMENT PROGRAM (TIP) - 2025 EXPANSION PRIORITIES

RECOMMENDATION(S)

- (1) THAT the report titled Transit Improvement Program (TIP) - 2025 Transit Expansion Priorities be received for information;**
 - (2) AND THAT the Year 1 (2025/2026) through Year 3 (2027/2028) expansion priorities be approved in principle;**
 - (3) AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;**
 - (4) AND THAT a Budget Proposal be brought forward to the 2025 Budget deliberations to incorporate the projected revenues and expenses for the Year 1 (2025/2026) expansion priorities;**
 - (5) AND FURTHER THAT that this recommendation be forwarded to the Regular Board meeting of October 10, 2024.**
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BACKGROUND

The purpose of this report is to seek approval in principle for the 2025/2026 through 2027/2028 transit expansion priorities through the signing of a Memorandum of Understanding with BC Transit.

At the Regular Meeting of the Sunshine Coast Regional District (SCRD) Board on July 11, 2024, the following resolution was adopted:

208/24 **Recommendation No. 1** *Transit Improvement Program (TIP) – 2025/26-2027/28 Priorities*

THAT the report titled Transit Improvement Program (TIP) – 2025/26- 2027/28 Priorities be received for information;

AND THAT the 2025/26 Memorandum of Understanding for the Transit Improvement Program be prepared to include the following service expansions:

2025/26:

- Route 90: Increase frequency to 30 minutes from 6am to 6pm weekdays
- Additional handyDART hours of operation
- Addition of a light duty handyDART bus and the associated hours to increase ridership capacity at peak times
- Consideration of adjustments to weekend services hours to meet peak demand

2026/27:

- Route 90: Increase frequency to 30 minutes for the entire service span on weekdays
- Route 2: Increase frequency to 60 minutes Monday to Saturday and 30 minutes at peak times
- Additional handyDART hours of operation and service span on weekends
- Consideration of adjustments to weekend services hours to meet peak demand

2027/28:

- Modifications and realignment of Route 1 coupled with the introduction for a new Route 5 (Gibsons connection)
- Additional handyDART hours of operation and service span on weekday evenings

A Memorandum of Understanding (MOU) for the priorities as identified in the July 11, 2024 Board Resolution has been provided by BC Transit. If the MOU is executed, 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 year 2nd and 3rd priorities are for budget planning purposes. Following the confirmation of the provincial budget, first year commitments are then formally adopted into the subsequent Annual Operating Agreement (AOA). This advanced planning is also required to provide the lead time necessary to acquire any additional fleet (can take up to 18-24 months).

DISCUSSION

Conventional transit currently provides ~32,700 service hours per year (operates daily from approximately 04:30 a.m. - 02:00 a.m.). The last service expansion for conventional transit was in 2017 and included increasing the frequency on Route 90. Almost 55% of transit ridership is attributed to Route 90.

Custom transit (handyDART) received expansion funding in 2024, increasing weekday service hours with total service hours of ~ 4,320 hours per year (operates Monday through Saturday from 8:30 a.m. to 4:00 p.m.).

The proposed service expansions for Year 1 (2025/26) through Year 3 (2027/2028) include an order of magnitude costing (shared costs) for each initiative based on the estimated annual expansion hours required. Estimated annual total costs also include lease fees related to additional buses (if required).

The first-year priorities require a formal commitment through the signing of an MOU. The proposed expansion initiatives for Year 1 (2025/2026) are outlined below, along with the estimated annual costs, shared between BCT and the SCRD as per the percentages outlined in the Master Agreement.

PROPOSED CONVENTIONAL YEAR 1 EXPANSION INITIATIVES						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	May-25	800	0	12,280	132,562	58,389
		Description	Route 90 - To address critical ridership levels and passups on weekends. Implementation for Summer 2025			
2025/26	Jan-26	2,700	1	41,444	544,853	265,337
		Description	Regional Priority One: Route 90 Langdale Ferry/Sechelt Express Phase 1 - Increase frequency to 30 minutes from 6 a.m. to 6 p.m.			

PROPOSED CUSTOM YEAR 1 EXPANSION INITIATIVES						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	Jan-26	2,912	1	3,207	374,323	130,568
		Description	Add peak handyDART capacity on weekdays and weekends with addition of one peak bus.			

It has been determined that the current transit facility (Mason Road Yards) will be able to accommodate Year 1 expansion initiatives, but further transit expansion will require additional parking spaces to be sourced (e.g. satellite site).

BC Transit and SCRD staff are currently working on additional parking options to allow for Year 2 expansion fleet requirements and are continuing to refine a transit facility master plan that will outline future facility options to allow for future transit expansions. SCRD staff and BC Transit staff will bring forward a report with more information on this planning later in Q4 2024. Parking options will need to be implemented by the end of 2026 to accommodate fleet required for Year 2 proposed expansions (anticipated for delivery and in-service January 2027).

NOTE: There is a one change in the Year 2 & 3 expansion priorities proposed by BC Transit (as opposed to the Board resolutions noted above). Due to the nature of the current blocking of buses and routing in an effort to maintain efficiencies in the system, the ability to introduce a new route 5 (upper and lower Gibsons connector) is directly tied to increasing the frequency of Route 2 AND modifications to Route 1. Therefore, these expansion initiatives are coupled together in Year 2 and not split between Year 2 & 3 as per the Board resolution.

Further, handyDART expansion priorities for Year 2 & 3 will be further considered after the implementation of Year 1 and fully costed options will be brought forward in next year's TIPs cycle. We will continue to use the recently completed Custom Transit Service Review document and the options outlined within to establish our next set of handyDART priorities.

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. Year 2 & 3 initiatives may be further refined based on local government priorities and potential infrastructure constraints and are subject to change.

FINANCIAL IMPLICATIONS

The estimated net municipal share of the proposed Year 1 (2025/26) expansion priorities totals \$454,294 and 4.12 FTE. This amount represents the SCRD's estimated portion of sharable costs and net of additional fare revenue, which would be included in the AOA as a result of the expansion, should provincial funding also be approved.

Note: It should be noted that within the Year 1 estimated costs, BC Transit has included an ongoing contribution to the Superintendent FTE approved by the Board in 2024.

In addition to this, non-sharable costs for corporate support service and fleet maintenance overhead, will increase by an estimated \$121,230 for a total annual impact of \$575,424. The resulting impact on taxation is reduced by \$56,208 in recognition of the new ongoing contribution towards the existing Superintendent FTE by BC Transit, resulting in a net estimated taxation impact of \$519,496.

As expanded conventional transit service for a portion of Route 90 service would begin in May 2025 with the balance of conventional service expansion and handyDART (custom transit) expansion effective January 2026, the budget impact for 2025 would be pro-rated accordingly resulting in a 0.18% increase to the 2025 tax levy for this service. On an annualized basis, the tax increase is estimated to be 1.20% when the 2026 expansion hours are in-service. Final budget values will be known when the draft 2025-26 AOA is received from BC Transit.

For taxational context, the estimated cost of \$100,000 of taxation per \$100,000 of assessment value is \$0.52.

Finally, it should be noted that following the agreement to the MOU, BC Transit will begin the process of vehicle procurement. If for some reason a determination is made that expansion is

no longer desired by the local government, the SCRD may still be responsible for the lease fees related to the new vehicles for a minimum of one year.

ORGANIZATIONAL IMPLICATIONS

The 2025/2026 transit service expansion amounts to a 17.7% increase in service hours, an additional bus AND handyDART vehicle, and approximately 4.12 additional FTEs (included in the estimated annual total costs).

OPTIONS

Although the SCRD Board supported an expansion of both conventional and custom services in 2024, provincial funding was only confirmed for the handyDART (custom transit) service expansion. The last expansion of conventional services was in 2017 and resulted in increased ridership. The choice to expand services or hold steady is at the discretion of the local government.

Option #1 (Recommended):

Commit to the 2025/2026 service expansion by signing the Memorandum of Understanding (MOU) and bring forward a 2025 Budget Proposal to Round 1 Budget deliberations ensuring the 2025-2029 financial plan reflects the projected revenues and expenses for Year 1 expansion priorities.

Option #2 (Not recommended):

Delay expansion considerations and not enter into the MOU.

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, Transit Future Action Plan 2022, Custom Transit Review 2024 and the Province's Clean BC Initiative.

CONCLUSION

The BC Transit 2025-2026 TIP has presented service expansion priorities for the next three years.

Staff recommend that the Board commit to the 2025/26 service expansion options by signing the MOU and that staff bring forward a Budget Proposal to Round 1 Budget deliberations ensuring the 2025-2029 Financial Plan reflects the projected revenues and expenses for the 2025/26 expansion priorities.

Reviewed by:			
Manager		Finance	X - B. Wing X - A. Taylor
GM		Legislative	
CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 10, 2024

AUTHOR: Rob Michael, Fire Chief, Gibsons and District Volunteer Fire Department
Pat Higgins, Fire Chief, Roberts Creek Volunteer Fire Department
Ryan Daley, Fire Chief, Halfmoon Bay Volunteer Fire Department

SUBJECT: Fire Departments Wildfire Deployment Post-Season Report 2024

RECOMMENDATION(S)

(1) THAT the report titled Fire Departments Wildfire Deployment Post-Season Report 2024 be received for information.

BACKGROUND

The SCRD Board adopted the following resolution on May 23, 2024:

151/24 **Recommendation No. 3** *SCRD Fire Departments – Provincial Wildfire Deployment*

AND THAT the SCRD Board provide authorization to continue to support the Province and other local communities to respond to requests for deployment to wildland urban interface fires where feasible;

AND FURTHER THAT going forward SCRD Protective Services prepare a post-season report to the Board on deployments.

DISCUSSION

The following SCRD fire department resources were requested by the BC Wildfire Service for the 2024 wildfire season:

Dates	Type of Resource	Department	Details
July 23 – August 13	Structure protection crew (SPC)	GDFVD, RCVFD, HBVFD	10 personnel (not consecutively) two command vehicles (consecutively) Deployed to Slokan Valley
August 4 – August 11	Task force leader (TFL)	GDFVD	Chief Michael one command vehicle Deployed to Slokan Valley

August 9 – August 11	Initial attack (IA) standby crew	RCVFD	Three personnel (as needed to backstop BC Wildfire Service on Sunshine Coast) and one type 6 wildland vehicle Not tasked.
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Fire Chiefs report that deployments went smoothly, had a positive operational impact in host locations, and that no equipment damage or injuries were sustained. Training on structure protection, structure defense and leadership was utilized by SCRD firefighters and is directly relevant to local operations.

Organizational and Intergovernmental Implications

Coordinated planning between all Sunshine Coast fire departments ensured that local firefighting capacity was maintained at all times.

Financial Implications

SCRD resources are compensated using the interagency operational procedures and reimbursement rates agreement between the BC Wildfire Service and Fire Chiefs Association of BC. The cost recovery rate/mechanism is dependent on the type of resource required.

	Structure protection	Task force leader	Initial attack standby
Recovery	\$ 135,194.59	\$ 9,430.46	\$ 9,801.00
Staffing costs	-\$ 82,039.20	-\$ 7,845.85	-\$ 4,294.14
Travel	-\$ 3,919.75	-\$ 180.25	
Fuel	-\$ 2,476.03	-\$ 394.42	
Supplies	-\$ 1,230.64		
Net Cost/Revenue	\$ 45,528.97	\$ 1,009.94	\$ 5,506.86

**Values are subject to minor change pending any final invoicing*

Revenue for the structure protection crew will be allocated equally between Gibsons & District Volunteer Fire Department and Halfmoon Bay Volunteer Fire Department given the use of the department’s command vehicles. This revenue/any year end surplus will be allocated to reserve funds in accordance with the Financial Sustainability Policy.

Timeline for next steps or estimated completion date

Reporting on wildfire response support deployments will be completed annually.

The cumulative impact of SCRD volunteer fire department support to the Province's wildfire response through off-coast deployments will continue to be monitored.

Communications Strategy

The service of SCRD firefighters serving on deployments has been and/or will be acknowledged at the fire department level.

STRATEGIC PLAN AND RELATED POLICIES

N/A - operational

CONCLUSION

On three occasions in 2024 SCRD Volunteer Fire Departments were requested to support Provincial wildfire response, resulting in the tasking of 14 personnel.

Reviewed by:			
Manager		Finance	X - B. Wing
GM	X - I. Hall	Legislative	
CAO	X - T. Perreault		



SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE MEETING

SEPTEMBER 23, 2024

MEETING HELD IN THE DISTRICT OF SECHELT COMMUNITY MEETING ROOM AT
5797 COWRIE STREET, SECHELT, B.C. AND VIA ZOOM

PRESENT:

(Voting Members)

W. Conway
E. Eaton
L. Forrest
A. Gursche
R. Kiewitz
A. Lattanzi
B. Straw
S. Tompkins (. Pirillo, SCACL)

ALSO PRESENT:

(Non-Voting)

Councillor, TOG
Councillor, DOS
SCRD Director, Electoral Area B
D. Croal
D. Inkster
J. Gabias

REGRETS:

Member
Member
Member
D. Dutto
Student Representative
K. Cramer

STAFF

Corporate Officer, DOS
Staff, SCR D
Staff, DOS
Staff, TOG
Recorder
K. Poulsen
R. Porte
M. Stjepovic
K. Thomas
C. Kidd

CALL TO ORDER

The Corporate Officer assumed the Chair, called the meeting to order at 5:37 pm. and acknowledged traditional lands of the shíshálh Nation, sharing her gratitude for the privilege of being able to work, live and raise a family within the swiya.

INTRODUCTIONS

Committee members participated in a round table of introductions.

AGENDA**Recommendation No. 1**

Moved/Seconded

That the agenda be amended to add an item for discussion on the Accessibility Advisory Committee Student Council representative seat; and

That the September 23, 2024 agenda of the Sunshine Coast Regional Accessibility Advisory Committee be adopted as amended.

CARRIED**MINUTES FOR APPROVAL****Recommendation No. 2**

Moved/Seconded

That the June 25, 2024 Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes be approved.

CARRIED

The Corporate Officer provided an overview of Sunshine Coast local governments and reviewed the Committee Terms of Reference.

NEW BUSINESS**ELECTION OF THE COMMITTEE CHAIR AND ALTERNATE CHAIR**

The Corporate Officer called for nominations for SCRAAC Chair. W. Conway was nominated, and accepted the nomination.

The Corporate Officer called for nominations for the position of SCRAAC Alternate Chair. B. Straw was nominated and accepted the nomination.

Recommendation No. 3

Moved/Seconded

That W. Conway be elected as Chair and that B. Straw be elected as Alternate Chair for the Sunshine Coast Regional Accessibility Advisory Committee for a one-year term.

CARRIED**ACCESSIBILITY PLAN FRAMEWORK**

The Corporate Officer provided a brief overview of the legislation requiring the creation of the Accessibility Plan and explained that copies of Accessibility Plans from other municipalities had been shared with the Committee for reference. Staff provided an overview of potential timelines for creation of the framework, public engagement and the resources required for the development of a Plan.

The Committee discussed the following topics:

- Process for identifying barriers and opportunities in the most efficient means possible.

- Options for the scope of the Accessibility Plan.
- The possibility of funding to hire a consultant to assist with creation of the Accessibility Plan.

Recommendation No. 4

Moved/Seconded

That staff representatives apply for grant funding to support Sunshine Coast Accessibility Advisory Committee initiatives including, but not limited to, hiring a consultant to create the Accessibility Plan and projects that reduce or eliminate accessibility barriers on the Sunshine Coast.

CARRIED

STUDENT REPRESENTATIVE

Councillor Croal explained that the student representative appointed to the Sunshine Coast Accessibility Advisory Committee had graduated and that a new student had been appointed to the Town of Gibsons Council in their place. The Councillor informed the Committee that:

- The student representatives have proven valuable on the Town of Gibsons Council to be able to highlight the needs of youth and children on a variety of topics.
- The student representative in Gibsons communicates with leadership groups from other schools in Sechelt, Pender Harbour and Powell River to help ensure they are aware of student perspectives across the upper and lower Sunshine Coast.
- A motion to appoint the Town of Gibsons student representative each year to the SCRAAC would allow the appointment to automatically transfer to the new grade 11 or 12 student that had been appointed by the Town of Gibsons, without the need to have the District of Sechelt Council, Town of Gibsons Council and SCRD Board to each pass a resolution to appoint a new student each year.

Recommendation No. 5

Moved/Seconded

That the Town of Gibsons student representative be appointed to the Sunshine Coast Regional Accessibility Advisory Committee each year.

CARRIED

Recommendation No. 6

Moved/Seconded

That a letter be sent to School District 46 to inquire about the implementation of their accessibility plan and to inquire about opportunities for collaboration; and

That the letter be approved by the Chair before it is sent.

CARRIED

COMMITTEE VISION

The Committee discussed options for a vision statement.

ACCESSIBILITY BARRIERS AND OPPORTUNITIES ON THE SUNSHINE COAST

The Committee discussed barriers that they have faced and a list of these barriers was recorded. Processes for creating a list of barriers and opportunities, prioritizing this list and ensuring alignment with the accessibility plan were discussed.

Committee members will send additional accessibility barriers and opportunities for improvement to legislative@scrd.ca, where staff will consolidate all of the Committee suggestions into a list for review the next meeting.

NEXT MEETING

Options for the next meeting were discussed, including accessible locations and time of day. The Town of Gibsons will circulate options for the next meeting, to take place in October 2024, to the Committee by email.

ADJOURNMENT

Recommendation No. 7

Moved/Seconded

That the September 23, 2024 Sunshine Coast Regional Accessibility Advisory Committee Meeting be adjourned at 7:38 pm.

CARRIED

Certified Correct:

William Conway, Chair

Kerianne Poulsen, Corporate Officer