



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, November 29, 2018
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. Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer
Regarding Pre-Budget Overview *Presentation to follow*

REPORTS

3. General Manager, Corporate Services / Chief Financial Officer
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(Voting – All Directors) Annex A
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4. General Manager, Corporate Services / Chief Financial Officer
Annual Support Service Allocation Policy Review
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pp. 5-12
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(Voting – All Directors) Annex C
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6. Senior Leadership Team
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COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 29, 2018
AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
SUBJECT: 2019-2023 FINANCIAL PLAN OVERVIEW

RECOMMENDATION(S)

THAT the report titled 2019-2023 Financial Plan Overview be received.

BACKGROUND

Sections 374 and 375 of the *Local Government Act* requires Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. The process for development of the SCRD's Financial Plan was presented at the November 22, 2018 Corporate and Administrative Services Committee (*2019-2023 Financial Plan Process and Timetable*).

Following the Budget adoption, a de-brief meeting is held with the Board. This is an opportunity for the Board to identify improvements to the process for the following year. At the April 26, 2018 Corporate and Administrative Services Committee, staff recommended changes for the 2018-2022 Financial Planning process which have been incorporated. The most significant impact for pre-budget is that mandatory proposals relating to safety, imminent asset failure, and regulatory compliance are incorporated into the pre-budget figures. Proposals relating to business continuity will still come to Round 1 (R1) Budget as they relate to maintaining or setting service level standards.

The purpose of this report is to present preliminary budgetary information on changes which may affect the upcoming budget and taxation. This information does not contain any impacts of assessment changes as the information is not available from BC Assessment until January 1, 2019 and will be presented at R1 Budget deliberations.

DISCUSSION

External Scan

The Vancouver Consumer Price Indices (CPI) at the end of September 2018, 12-month average percent change is up 2.9% over 2017, with the Canadian average up 2.2% (Source: Statistics Canada - September 2018).

Non-residential construction values in Vancouver are up an average of 5.8% over Q3 2017 (source: Stats Can- table 18-10-0135-01). This increase has been reflected in recent tenders for Sunshine Coast Regional District (SCRD) projects.

Short term borrowing interest rates have increased over the past year with the daily floating rate increasing from 1.86% in December 2017 to the current rate of 2.62%. A rate of 3.08% has been applied for budgeting purposes in anticipation of further rate increases through 2019. As a result, budgeted interest payments in 2019 for short term borrowing will increase by an estimated \$10,000 in the 2019-2023 Financial Plan.

Interest earned on investments for SCRD funds range from 2.05% for short term placements up to 3.00% for longer term deposits.

BC Assessment released the preliminary non-market change to the assessment base on November 16. This figure is mainly attributable to growth but does include other items such as changes in use/zoning or change in exemption status. For 2019, the preliminary increases in assessment due to non-market change are as follows: Sechelt Indian Government District (SIGD) – 0.05%, Town of Gibsons (ToG) – 1.30%, District of Sechelt (DoS) – 1.88%, Rural Areas – 1.34%, Overall – 1.47%.

SCRD Current Situation

There were several one-time projects in 2018 which were funded through taxation totaling \$180,700 which will drop off in the 2019 budget.

The implementation of the Employer Health Payroll Tax will have a material impact on the salaries and benefits budget in 2019 with an estimated cost of \$260,000. Approximately \$160,000 of this increase is funded from taxation which is equivalent to a 0.85% increase. This increase will be offset by an estimated \$163,000 reduction in 2020 when MSP Premiums are eliminated. Combined with the 50% reduction in MSP Premiums implemented for 2018, the SCRD will see a net reduction in expenses of \$80,000 as compared to 2017 once all changes have been implemented.

In addition, there are items which were previously approved by the Board which will impact the 2019-2023 Financial Plan as summarized below:

- The collective agreement with UNIFOR was ratified at the end of in 2015 for a four year term (2016-2019). Wage increases were approved in the amounts of 1%-2016, 1.5%-2017, 1.75%-2018 and 2.0%-2019. The 2019 impact is approximately \$274,000 with approximately \$162,000 to be funded from taxation and the remaining coming from user fees and parcel taxes.
- The full year impact of new hires in 2018 and additional capital funding for Information Technology (IT) Hardware are included in the support services budget and allocated to services based on the support services allocation policy. Funding from taxation for support services will increase by approximately \$164,000 based on increased costs and changes to the allocation base resulting from service expansion.
- Contract increases for ongoing services totaling \$84,000 have been included in the preliminary base budget. These include renewed contracts for recycling depot operations, 911 fire dispatch and Dakota Ridge snow clearing.
- In 2017, the Board approved an annual increase of \$125,000 to the landfill closure reserve contribution, funded from taxation, over a four year period beginning in 2018.

The budgeted contribution in 2019 is \$550,000 and will increase to \$800,000 annually in 2021.

The following table summarizes the preliminary overall Ad Valorem Tax for 2019 (increase over the 2018 Approved Budget) with all the above related items included.

Area	Base Budget (without Mandatory)	Pre-Budget with Mandatory included	Change in Dollars
A	5.01%	5.11%	\$116,304
B	2.04%	2.28%	\$72,152
D	1.92%	2.12%	\$50,970
E	3.05%	3.58%	\$67,987
F	1.67%	2.02%	\$61,337
SIGD	3.92%	4.34%	\$13,527
DoS	3.84%	4.27%	\$154,100
ToG	2.47%	3.19%	\$73,208
Total	2.85%	3.21%	\$609,585

2019 user rates and parcel taxes have yet to be approved for Regional Water Service [370], North Pender Harbour Water Service [365] and South Pender Harbour Water Service [366], and Rural Refuse Collection Service [355], and are scheduled to be presented through January 2019 Committee meetings. These are typically approved in December, however, some items related to these services are still in-progress like the results of the curbside Request for Proposal which will most likely impact fees for the Rural Refuse Collection Service [355]. The Community Recreation Facilities [615] and Pender Harbour Pool [625] parcel taxes for debt servicing are expected to remain the same for 2019.

5 Year Historical Budget Data

Below is an updated five year summary of taxes, full time employee counts and inflation data.

Historical Budget Details	2015	2016	2017	2018	Change 2015-2018	Preliminary 2019
Ad Valorem Taxation	17,367,491	17,599,897	18,199,440	18,990,440	1,622,949	19,600,330
% Change Over Prior Year		1.34%	3.41%	4.35%	9.35%	3.21%
FTE Count	187.89	187.50	190.77	195.65	7.76	195.35
% Change Over Prior Year		0.53%	1.75%	1.75%	4.13%	-0.16%
Inflation*	1.0%	1.1%	2.2%	2.4%	6.7%	2.9%

Other potential budget impacts for 2019

The following items are currently in progress and have the potential to significantly impact the budget in 2019:

- Curbside Organics and Recycling Collection – tender closing imminent with report to follow prior to R1 Budget;
- Water Projects – review of project and funding options currently underway;
- Utility Rate Reviews – water, wastewater and curbside collection rate reviews targeted for January 2019;
- Protective Services Budgets – proposed budgetary changes based on results of service review will be forthcoming;
- Transit Annual Operating Agreement (AOA) – summary of proposed AOA will be presented prior to R1 Budget; final AOA is not executed until after budget adoption.

Timeline for next steps or estimated completion date

R1 Budget meetings are scheduled for January 21-23, 2019 with R2 Budget meetings scheduled for March 4 and 5, 2019.

Final adoption of the 2019-2022 Financial Plan Bylaw is scheduled for March 28, 2019 Regular SCRD Board meeting.

STRATEGIC PLAN AND RELATED POLICIES

The financial planning process is directly linked to the Board's Financial Substantiality Policy.

CONCLUSION

Preliminary budgetary information shows an overall increase of taxation of 3.21% over 2018 which includes mandatory proposals. Factors such as assessments, year-end results or are not included and future proposals may have significant impacts to the actual budget results.

This report summarizes the preliminary status of the 2019-2023 Financial Plan.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 29, 2018

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

SUBJECT: ANNUAL SUPPORT SERVICE ALLOCATION POLICY REVIEW

RECOMMENDATION(S)

THAT the report titled Annual Support Service Allocation Policy Review be received;

AND THAT the 2019 Support Services Allocation Policy be amended to reflect the Sunshine Coast Regional District's (SCRD) updated financial account structure;

AND FURTHER THAT the Support Services Allocation Policy be approved as amended.

BACKGROUND

The Support Services Allocation Policy (Attachment A) is the method used to apply various support costs to benefiting functions. Section 379 (1) of the *Local Government Act* stipulates that “*All costs incurred by a regional district in relation to a service, including costs of administration attributable to the service, are part of the costs of that service*”. The Policy is to be reviewed on an annual basis as part of the pre-budget process for the upcoming year.

The purpose of this report is to review the Support Service Allocation Policy prior to the 2019-2023 Financial Planning process and to ensure support costs continue to be apportioned in an equitable and transparent manner.

DISCUSSION

The Support Service Allocation Policy apportions costs to be recovered through the various Sunshine Coast Regional District (SCRD) functions. Support Services include the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> i. Administrative Expenses: <ul style="list-style-type: none"> a. Liability Insurance and Legal Fees b. Photocopier and Reception c. Mail and Records Management d. Communications Officer e. Chief Administrative Officer ii. Financial Management <ul style="list-style-type: none"> a. Asset Management b. Financial Services c. Payroll | <ul style="list-style-type: none"> d. Purchasing and Risk Management iii. Field Road Administrative Offices iv. Human Resources v. Information Services vi. Corporate Sustainability Services vii. Property Information and Mapping Services (PIMS) / Geographical Information Systems (GIS); |
|--|---|

For 2019, staff are not recommending any material changes, however, there are a few “housekeeping” items that should be updated in the Policy to reflect the new account structure in the SCRD’s new Financial/ERP System (Unit 4-Business World). These have been reflected with track changes in Attachment A for review and approval.

Staff continue to look at areas where support allocations can be apportioned in a more equitable manner as systems and processes change.

Financial Implications

The preliminary financial allocations for the 2019 Support Service Allocations can be found in Attachment B.

Overall, the preliminary values for Support Services have increased \$178,531 or 4.1% over 2018. Changes for 2019 include: approved increase for Information Technology (IT) capital funding (\$50,000); increases related to salaries and benefits (e.g. Collective bargaining unit agreement changes 2% for 2019); financial impacts related to new employer health tax mandated by the Provincial Government; and full year impact of new IT and Human Resource (HR) positions approved in 2018 (only partially funded in prior budget).

These value have been reflected in the pre-budget values and will be further provided as part of the Round 1 (R1) Budget deliberations in January 2019.

Communications Strategy

Budget Managers have been provided the draft 2019 Support Service Allocations which will be reflected in the 2019-2023 Financial Plan. This information is also available to the public and included as part of the budget deliberations.

STRATEGIC PLAN AND RELATED POLICIES

Regular amendments to the Support Services Allocation Policy.

CONCLUSION

The Support Services Allocation Policy is to be reviewed on an annual basis as part of the pre-budget process with impacts for the coming year. For 2019, staff recommend updating the Policy to reflect the new Financial/ERP system account structure. Staff continue to look at areas where support allocations can be apportioned in a more equitable way.

Attachments:

- A – Support Services Allocation Policy
- B – 2019 Preliminary Budget- Support Services Summary

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	General	1610
Title:	Support Service Allocation	1

POLICY

The Sunshine Coast Regional District will allocate all costs incurred in relation to a particular service to that service. This includes the cost of administration attributable to that service.

REASON FOR POLICY

The policy's purpose is to define the process for allocating the costs of general administration (support service costs) for the Regional District to all budgeted functions within the Regional District on an equitable basis.

AUTHORITY TO ACT

The Chief Financial Officer will administer the allocation of all support services consistent with this policy. Exceptions to this policy may be made by the Chief Administrative Officer or designate.

PROCEDURE

Definitions:

Direct costs – those that can be specifically identified and assigned to a particular project or function relatively easily and with a high degree of accuracy;

Indirect costs – those incurred that cannot be identified readily and specifically with a particular project or function;

Support Services (includes the following functions):

- i. Administrative Expenses:
 - a. Liability Insurance and Legal Fees
 - b. Photocopier and Reception
 - c. Mail and Records Management
 - d. Communications Officer
 - e. Chief Administrative Officer
- ii. Financial Management
 - a. Asset Management
 - b. Financial Services
 - c. Payroll
 - d. Purchasing and Risk Management
- iii. Field Road Administrative Offices Building Maintenance]
- iv. Human Resources
- v. Information Services

- vi. Corporate Sustainability Services
- vii. Property Information and Mapping Services (PIMS) / Geographical Information Systems (GIS);

Net operating budget – the total operating expense budget for each function of the Regional District, exclusive of Internal Recoveries (Line Item 4999), Administrative Support Services (Line Item 5000 200), Support Services Recovery/Transfer to Capital (Line Item 50016215 480), Interest on Long Term Debt/Transfer to Reserves (Line Items 53006210 485 and 486), Member Municipality Debt Payments (Line Items 53056230 505 to 513) and Amortization Expense/Prior Year's Deficit (Line Item 54006200 550);

Tangible Capital Assets – are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations;

Recoverable costs – the total current year budget less any offsetting revenues.

Principles:

- Fairness – functions should pay for the administrative services they consume;
- Transparency – it should be clear what administrative services a function pays for and the amount for those services;
- Consistent and equitable application;
- Application of generally accepted accounting principles;
- Ease of administration;
- Easily understood by the Board, administration and service participants.

Allocation Method:

Where costs can be identified as direct costs, they will be budgeted and charged to the function or project to which they apply.

a. Overall Allocation

Fifteen percent (15%) of the total recoverable costs for all support service functions will be allocated proportionately to all functions, based on the function's prior year net operating budget. This allocation is in recognition that all functions receive a benefit from support services that may not be recognized in the allocation method utilized.

b. Liability Insurance and Legal Fees

Liability Insurance and Legal Fees are included in function 1102 and will be allocated proportionately to individual functions, based on the function's prior year net operating budget.

c. Photocopier and Reception

Includes the cost associated with the photocopiers and reception for the Field Road Administrative Building. The recoverable costs of this function will be allocated proportionately, based on the square footage of office space assigned to each department.

d. Mail and Records Management

The costs for mail and records management are included in function 1102 and will be allocated proportionately to individual functions, based on the function's prior year net operating budget.

e. Communications Officer

Includes costs associated with providing advertising, media and communications for the Regional District. The recoverable costs for function 1102 will be allocated based on prior year's historical use.

f. Chief Administrative Officer

Includes the staffing and related costs to provide core administrative oversight to the Regional District. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget.

g. Asset Management

Includes costs associated with the development, implementation, and ongoing operation of the Corporate Asset Management Plan and Program, which ensures that all corporate capital assets/infrastructure are operated and maintained to optimize life cycle costs and that there are long term financial strategies in place for their end of life replacement. The recoverable costs for function 113 will be allocated proportionately, based on prior year's historical cost value of the "Tangible Capital Assets" (excluding land or work-in-progress) managed by each individual function.

h. Financial Services

Includes the staffing and related costs to provide core financial services to the Regional District. The recoverable amounts of this function, excluding costs associated with payroll, will be allocated proportionately to individual functions, based on the function's prior year net operating budget, excluding the cost of wages and benefits, multiplied by the usage factor. The usage factor is a ratio from 1 to 3 that reflects the draw on financial resources by a particular service.

The recoverable amount associated with Payroll will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget (Line Items [5100 to 5140](#)~~220 to 227~~).

i. Payroll

The recoverable amount associated with Payroll will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget (Line Items [5100 to 5140](#)~~220 to 227~~).

j. Purchasing and Risk Management

Includes costs associated with providing the support for procurement of goods and services and risk management for the Regional District. The recoverable costs will be allocated based on prior year's historical use with a portion for general benefit to the organization.

k. Field Road Administrative Offices Building Maintenance

Includes the cost of maintenance, utilities and debt costs associated with the Field Road Administrative Building. The recoverable costs of this function will be allocated proportionately, based on the square footage of office space assigned to each department.

l. Human Resources

Includes the Human Resources' staffing costs, legal fees, and corporate training. The recoverable costs will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget (Line Items [5100 to 5140](#)~~220 to 227~~).

m. Information Services

Includes costs of providing computer hardware and software, telephones, network connectivity, and support for the Regional District. The recoverable costs of this function will be allocated based on the following methods:

- i. The costs associated with computer hardware and software and networks will be allocated based on the number of computers assigned to each department.
- ii. The costs of telephone service will be allocated based on the number of telephones assigned to each department.
- iii. The cost of support will be allocated based on the number of users.

n. Corporate Sustainability

Includes costs to support the Regional District's Sustainable Community Policy and Integrated Community Sustainability Policy. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget. When a sustainability project is undertaken that is of regional nature, the costs of that project will be recovered by way of direct taxation.

o. Property Information and Mapping Services (PIMS)

Includes costs associated with providing core spatial data services, systems and mapping for the Regional District. The recoverable costs for function 506 will be allocated based on the following:

Allocation	Methodology	Percent of Budget
General Administration/Overall	40% overall	40%
Tempest-Land Management	Apportioned based on the overall allocation of Tempest Software Maintenance Fees.	10%
Cityworks (Enterprise Asset Management)	Apportioned based on same method as Asset Management	30%
Project based	Only 20% of the budget will be reserved/apportioned to projects and reviewed annually	20%

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Five-Year Plan Allocation:

Budget Years 2 through 5 of the five-year financial plan will be based on the Year 1 (current budget year) allocation, adjusted for any significant changes in individual operating plans.

New Services:

A new service with no base year will be allocated a support services charge based on a projected budget amount or a charge as set by the Chief Financial Officer.

Review:

In the fall of each year, as part of the base budget process, each function's allocations are updated according to the policy, and the changes are applied. This may result in an increase or decrease to the respective functions support service cost for the following year.

Once the amendments have been made, the Support Service Policy and Allocation Method will be brought to the Board for review on an annual basis, as part of the pre-budget. At this time, any questions or concerns regarding specific functions allocations can be identified. Resolutions will be addressed prior to Round 2 of the proceeding year's budget.

Approval Date:	November 25, 2010	Resolution No.	484/10 Rec. No. 5
Amendment Date:	February 14, 2013	Resolution No.	048/13 Rec. No. 1
Amendment Date:	December 12, 2013	Resolution No.	577/13 Rec. No. 3
Amendment Date:	December 11, 2014	Resolution No.	579/14 Rec. No. 8
Amendment Date:	December 10, 2015	Resolution No.	443/15 Rec. No. 5
Amendment Date:	December 8, 2016	Resolution No.	452/16 Rec. No. 3
Amendment Date:		Resolution No:	

**2019 Preliminary Budget
Support Services Summary**

	2015	2016	2017	2018	2019	Difference 2018 to 2019	%
110 General Government	486,390	797,743	697,622	668,582	690,894	22,312	3.34%
113 Finance	1,174,067	1,155,661	1,368,005	1,409,655	1,446,949	37,294	2.65%
114 Field Rd	440,096	431,480	526,269	471,711	472,278	567	0.12%
115 Human Resources	427,424	417,514	447,190	533,840	555,395	21,555	4.04%
117 Information Technology	613,590	628,017	773,790	913,351	1,001,814	88,463	9.69%
135 Corporate Sustainability	58,473	59,627	63,364	20,894	21,216	322	1.54%
506 Property Information Mapping Services	320,287	323,979	338,386	333,522	341,540	8,018	2.40%
Total	3,520,327	3,814,021	4,214,626	4,351,555	4,530,086	178,531	4.10%
Change from Prior Year		293,694	400,605	136,929	178,531		
% Change from Prior Year		8.34%	10.50%	3.25%	4.10%		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 29, 2018

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
Janette Loveys, Chief Administrative Officer

SUBJECT: 2018 PROJECT CARRY-FORWARD REQUESTS

RECOMMENDATION(S)

THAT the report titled 2018 Project Carry-Forward Requests be received;

AND THAT the recommended carry forward projects and associated funding be included in the 2019-2023 Financial Plan;

AND THAT the Universal Water Meter Installations - Phase 3 - District of Sechelt and Bicycle and Walking Path Projects not be carry-forwarded to the 2019-2023 Financial Plan and staff will provide future reports on next steps and options related to these projects in 2019;

AND FURTHER THAT staff be authorized to continue and proceed with these projects prior to adoption of the 2019-2023 Financial Plan.

BACKGROUND

As part of the pre-budget process, staff present a summary of prior year projects that are either in-progress or delayed (See 2018 Carry-Forwards and 2019 Proposed Initiatives List).

The purpose of this report is to request these projects and the associated funding be included in the 2019-2023 Financial Plan. This step is legislatively required to ensure staff have the authority to continue with the projects and the values (revenue and expense) are reflected in the upcoming Financial Plan Bylaw.

In addition, staff recommend deferral or removal of certain projects from the 2019-2023 Financial Plan, with rationale outlined in this report.

DISCUSSION

As part of the Financial Planning process, staff provide a summary of projects which require funding to be carried-forward to the 2019-2022 Financial Plan. This report focuses on the funding, whereas the subsequent reports relate to work-plans and proposed initiatives will provide status of the projects and related detail as the Budget Project Status Report (BPSR) would.

The status, original scope or market conditions of some projects included in the 2018-2022 Financial Plan have changed or are not reflective of the current situation. Therefore, it is recommend that the following projects not be carried forward into the 2019-2023 Financial Plan, with the following rationale:

1. **Project:** Regional Water - Universal Water Meter Installations - Phase 3 - District of Sechelt
Budget Value: \$5,896,550
Funding Source: Long-term Debt

Phase 3 of the Universal Water Meter Installations for the District of Sechelt was approved as part of the 2018 Budget, and proposed to be funded from long-term debt. Earlier this year, the Sunshine Coast Regional District (SCRD) also applied for a federal infrastructure grant, however, was later notified it was unsuccessful in its application. At the July 26, 2018 Board meeting the results of the Alternative Approval Process (AAP) for the Project Loan Authorization were presented and elector approval for the borrowing was not obtained.

Staff provided a report to the September 20, 2018 Infrastructure Services Committee outlining next steps related to the Metering Program and the subsequent motion was passed at the September 27, 2018 Board meeting.

266/18 **Recommendation No. 2** *Universal Water Meter Program*

THAT the report titled Universal Water Meter Program be received;

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

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

2. **Projects:** Various Bicycle and Walking Path Projects
 - a. Lily Lake Path - Planning and Engineering (**Function 667** - Area A)
Budget Value: \$161,464
 - b. Area E - Gower to Gibsons - Construction (**Function 665**)
Budget Value: \$100,000
 - c. Area B Highway 101 to Mintie Road - Planning and Construction (**Function 665**)
Budget Value: \$158,557
 - d. Area D - Beach Avenue (south of Flume Park) curb retrofit (**Function 665**)
Budget Value: \$46,000
 - e. Area E - Highway 101 Maintenance Repairs - East of Poplars Park (Phase I) (**Function 665**)
Budget Value- \$40,000
 - f. Area D - Lower Road – Planning (**Function 665**)
Budget Value: \$20,000
 - g. Area D - Roberts Creek Village to Pier – Planning (**Function 665**)
Budget Value: \$20,000**Funding Source:** Gas Tax Agreement - Community Works Fund (CWF)

The SCR D Chief Administrative Officer (CAO), in collaboration with four other Coastal Regional Districts (Regional District of Nanaimo, Comox Regional District, Cowichan Regional District, qathet Regional District), through the Association of Vancouver Island and

Coastal Communities (AVICC) is working with the Province to develop an agreement (first of its kind) to allow Regional Districts to construct Active Transportation on Ministry of Transportation and Infrastructure (MoTI) right of way. The SCRCD CAO is the lead on this initiative. This agreement will also address tenure, liability, construction standards, and maintenance requirements. The Province anticipates this to be resolved prior to the Union of British Columbia Municipalities' (UBCM) conference in September 2019.

These projects have been dormant for some time (2013, 2014 and 2015) and market conditions have changed considerably. Once the agreement with the Province is better understood, staff will review the proposed projects and bring forward a report for the Board's consideration.

Financial Implications

Carry-Forward projects do not have a direct financial or taxation impact for the following year's budget, however, there are staff or other resources still required.

Only remaining unused funding for the projects is carried over as some projects may still expend funds prior to the end of 2018.

Communications Strategy

A final reporting of the 2018 Carry-Forwards will be included in the Round 2 (R2) Budget meetings for information once the SCRCD's year-end process is complete.

STRATEGIC PLAN AND RELATED POLICIES

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy.

CONCLUSION

In preparation for the 2019-2023 Financial Planning Process, a summary of carry-forward projects has been compiled.

In addition, it's not recommend to carry-forward the Universal Water Meter Installations - Phase 3 - District of Sechelt and Bicycle and Walking Path Projects into the 2019-2023 Financial Plan and staff will provide future reports on next steps and options related to these projects in 2019.

Carry-forward projects do not have a financial or taxation impact for the following year's budget, though there may be staff work or other resources still required.

Staff recommend that the attached list of 2018 projects and associated funding be included in the 2019-2023 Financial Plan and that staff are authorized to continue with the projects prior to the adoption of the Plan.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 29, 2018
AUTHOR: SCRD Senior Leadership Team
RE: **2018 CARRY-FORWARDS AND 2019 PROPOSED INITIATIVES**

RECOMMENDATION(S)

THAT the report titled 2018 Carry-Forwards and 2019 Proposed Initiatives be received.

BACKGROUND

Each year the Sunshine Coast Regional District (SCRD) holds a Pre-Budget Special Corporate and Administrative Services Committee meetings to bring forward carry-forward projects and to propose projects to include in the 2019 budget. The list as Appendixed in the agenda shows both of these type of projects.

DISCUSSION

This report serves as a guide as to the categories and the types of projects and how they are shown on the 2018 Carry-Forwards and 2019 Proposed Initiatives spreadsheet. The SCRD Board has been provided this list in two formats for ease of reference. One by department (included in the agenda) and one sorted by category rating.

2018 Carry-Forward projects are shown in pink boxes and only the project status and budget remaining are included.

New projects on the agenda version are shown as white line items with a box on each line that specifies the rating category that the project falls into. Mandatory projects which values will be included into the Round 1 Budget are shown as a dark blue box. Other categories are shown in a grey box. These projects upon approval will be presented as budget proposals at Round 1 Budget for the Board to consider.



The Senior Leadership Team (SLT) have reviewed the projects proposed and will be present to introduce each project and respond to any queries the Board may have.

STRATEGIC PLAN AND RELATED POLICIES

The purpose of the 2018 Carry-Forwards and 2019 Proposed Initiatives report meets the Core Value of “*Transparency*” and the SCRD’s Mission for an “*effective and responsive government*”.

CONCLUSION

The goal of the 2018 Carry-Forwards and 2019 Proposed Initiatives report is to provide project information for the Board to consider for the 2019 Budget deliberations.

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

Function No.	Project Title	Description	Carryforwards Only - Approved 2018 Budget	Carry-Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
CORPORATE SERVICES																
110	General Government - Strategic Plan	Consulting services to assist with development of new strategic plan. Consultant has been retained and work will continue in to 2019.	25,000	25,000	All	Regional										
110	General Government - Content Server 16 Software Upgrade	Consulting services for upgrade to latest release of Electronic Document Management System. Contract award is in progress.	50,000	49,861	All	Regional										
110	General Government - Website (Phase 1) - Consulting Services	Consulting services to review and make recommendations on the SCR D website, as well as develop a scope of work for an RFP to re-design the site. The last major update to the website was completed in 2011.			All	Regional	OTHER		\$ 10,000.00	4	4-Reserves					
113	Finance - Asset Management / Maintenance Management System Project	Scope of Grant amended to include facility condition assessments, Ports as well as Waste Water. Projects sceduled to be complete by year-end 2018 with some going into Q1 & Q2 2019, which will require a grant extension from UBCM.	190,183	176,808	All	Corporate										
113	Finance - Insurance Asset Appraisal	Determine Statement of Values required for Insurance coverage (last done in 2014)			All	Regional	M-BC		\$ 25,000.00	4	4-Reserves					
114	Admin Office Building Maintenance Corporate Space and Site Planning	Project Charter/Plan completed and scheduled to go for RFP in Sept/Oct 2018. RFP complete and scheduled for release mid-November 2018. Project scheduled to be completed in Q2 2019.	75,000	75,000	All	Regional										
135	Corporate Sustainability Services - Corporate Energy Management Program	Scope of work for energy audits coordinated with Asset Management Plan. Tendering for energy audits planned for Q4 2018.	60,000	60,000	All	Regional										
200	Bylaw Enforcement - Increase HR Plan - .2 FTE	Increase Bylaw Enforcement FTE by 0.2 (1 day/week) - due to increased demand for short term rentals and cannabis legalization			A, B, D, E, F, SIGD	A-F, Islands, SIGD	OTHER		\$ 15,680.00	1	1-Taxation		0.20			
506 / 510	Geographic information Systems / Civic Addressing - Ortho-Photo Acquisition	RPF issued and vendor selection completed. New aerial photographs taken in May 2018. Project completion will be Fall 2018 to allow for image consistency QA work. Image release to SCR D webmap scheduled for Dec 2018.	79,710	41,508	All	Regional										
SUBTOTAL CS			\$ 479,893.00	\$ 428,177.19					\$ 50,680.00			0				\$ -

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PLANNING AND COMMUNITY DEVELOPMENT																
210	Gibsons and District Volunteer Fire Department - Fire Prevention Officer Vehicle	Replacement vehicle for 2002 Ford Ranger. Purchase order issued. Delivery Q1 2019.	75,000	74,950	E, F and ToG	ToG										
210	Gibsons and District Volunteer Fire Department - Roof replacement at Cliff Mahlman fire station	Roof replacement for Cliff Mahlman fire station and Frank West hall. Combined initiative with Community Parks (650).	75,000	75,000	E, F and ToG	E										
210	Gibsons and District Volunteer Fire Department - Paint Exterior of North Road	Obtaining quotes. Purchase order issued/scheduling work. Painting completed.	15,000	10,352	E, F and ToG	ToG										
210	Gibsons and District Volunteer Fire Department - Fire Department Records Management Software	Records management system for all SCRD fire departments.	10,000	10,000	E, F and ToG	Regional										
210	Gibsons and District Volunteer Fire Department - Portable and Mobile Radio Replacements	Portable and mobile radio replacement for all SCRD Fire Departments (\$25K for Portable and \$5K for Mobile) - 25 portable for Gibsons VFD required.			E, F and ToG	ToG	CM - IAF		\$ 30,000.00	4	4-Reserves					
210	Gibsons and District Volunteer Fire Department - Replace Auto Extrication Equipment	Replacement of 25-30 year old auto extrication equipment and power plant. Condition rating of existing equipment is poor leading to high risk of failure.			E, F and ToG	ToG	CM - IAF		\$ 50,000.00	4	4-Reserves					
210	Gibsons and District Volunteer Fire Department - Hazardous Material Response Equipment	Hazardous material response equipment required for ammonia response at the Gibsons and Area Community Centre (GACC).			E, F and ToG	ToG	CM - RC		\$ 20,000.00	1	1-Taxation					
212	Roberts Creek Volunteer Fire Department - Roof Replacement	Scope being prepared.	150,000	150,000	D	D										
212	Roberts Creek Volunteer Fire Department - Site Design	Scope being prepared.	5,000	5,000	D	D										
212	Roberts Creek Volunteer Fire Department - Portable Radio Replacements	Portable radio replacement for all SCRD Fire Departments (\$24K for Portable) - 24 portable for Roberts Creek VFD required.			D	D	CM - IAF		\$ 24,000.00	4	4-Reserves					
216	Halfmoon Bay Volunteer Fire Department - Portable Radio Replacements	Portable radio replacement for all SCRD Fire Departments (\$22K for Portable) - 22 portable for Halfmoon Bay VFD required.			B	B	CM - IAF		\$ 22,000.00	4	4-Reserves					
218	Egmont and District Volunteer Fire Department - Portable Radio Replacements	Portable radio replacement for all SCRD Fire Departments (\$6K for Portable) - 6 portable for Egmont VFD required.			A	A	CM - IAF		\$ 6,000.00	4	4-Reserves					
220	Emergency Telephone 911 - Replace Gibsons Tower	Assessment of radio channels ongoing. Meeting to review scheduled for September. Emergency Services staff are completing a full evaluation of the project. Update in Q1 2019.	97,500	97,500	All	All										

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220	Emergency Telephone 911 - Chapman Creek Tower	Assessment of radio channels ongoing. Emergency Services staff are completing a full evaluation of the project. Update in Q1 2019.	180,000	180,000	All	All										
220	Emergency Telephone 911 - 911 Tower and Spectrum Upgrading	To be completed by Q2 2019.	25,000	25,000	All	All										
345	Ports Services - Ports Approach Load Rating and Ports Safety Audit	Scope developed. Tendering in Q3 2019.	20,000	19,915	B, D, E, F and Islands	B, F and Islands										
345	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float)	Design work complete. Recruiting consulting engineer. Reviewing condition reports in preparation for design review. Early Q4 outreach to community planned. Construction tendering winter 2018. Construction will carryforward into 2019.	130,000	130,000	B, D, E, F and Islands	B, F and Islands										
345	Ports Services - Vaucroft Capital Works	Recruiting consulting engineer. Reviewing condition reports in preparation for design review. Early Q4 outreach to community planned. Construction tendering winter 2018. Construction will carryforward into 2019.	450,000	450,000	B, D, E, F and Islands	B										
345	Ports Services - Capital Maintenance (ongoing)	Annual capital funding to complete capital work aligned with 20-year capital plan (component replacements to sustain service) on 9 ports			B, D, E, F and Islands	B, F and Islands	M-BC		\$ 315,000.00	1	1-Taxation					
345	Ports Services - Major Inspections (ongoing)	Annual funding for major/underwater inspection of 9 ports, completed on 5-year cycle			B, D, E, F and Islands	B, F and Islands	M-BC		\$ 18,000.00	1	1-Taxation					
400	Cemetery - Business Plan	Planned for initiation of project in Q4 2019.	25,000	25,000	All	D and E with Regional Impact										

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504	Rural Planning - Zoning Bylaw 310	Consultant selected August 2017. Initial meeting conducted in August. Consultant has prepared background report identifying areas of interest with preliminary set of recommendations. Staff and consultant met in October to review background report. White paper coming to Q1 2018 Committee meeting. White paper and questionnaire in development. Status report presented to PCDC February 2018. SCRDC advisory committee engagement to commence March 2018. Advisory Committee referral has been conducted and planning is underway for two-part advisory summit. Advisory Summit 1 took place on June 4th and meeting 2 is scheduled for June 20th. Advisory committee members are assisting in setting the scope for and context for up-coming engagement with stakeholders and general public. Advisory summits completed and feedback summary provided to committees. Focus group consultation currently underway. Two public meetings scheduled for early December.	62,300	56,789	A, B, D, E, F	B, D, E, F										
540	Hillside Development Project - Dike Maintenance (Dakota Creek)	Planning ongoing. Project brief developed. Tender prepared for fall work. RFP October 2018. Schedule for work to be confirmed in October. Work to be completed by March 2019.	10,000	10,000	All	F										
540	Hillside Development Project - Investment Attraction Analysis	Economic Development Readiness Program - Grant Application pending.	60,000	60,000	All	F										
615	Community Recreation Facilities - Fall Protection Audit and Hazardous Materials Audit for Recreation Facilities	Scoping complete. Project brief complete. Fall 2018 tender.	19,150	19,150	B, D, E, F (Except F Islands)	ToG										
615	Community Recreation Facilities - Fitness Equipment Replacement	A Fitness Equipment Replacement Plan for both Sechelt Aquatic Centre and the Gibsons & Area Community Centre has been established. These funds will facilitate the replacement of equipment that have been identified and scheduled to be replaced during 2017 - 2018 because the equipment can no longer be serviced or the equipment has fulfilled its life expectancy. By replacing the equipment has planned, we will ensure continuity for both facilities.	251,650	250,866	All excluding A and F Islands	DoS and ToG										

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615	Community Recreation Facilities - Water Efficiency Plan Sunshine Coast Arena (SCA)	Proceeding with engineering for higher efficiency condenser. Condenser project completed. Final phase of project to be coordinated with sports field water efficiency project/grant (received Q4 2018). Balance of work to be complete 2019.	25,000	25,000	B, D, E, F, DoS, ToG, SIGD	DoS										
615	Community Recreation Facilities - Arena Regulatory Requirements - Base Budget Adjustment	Testing materials and staff time required to comply with new ammonia safety regulations (WorkSafeBC and Technical Safety BC).			B, D, E, F (Except F Islands), ToG, DoS, SIGD	ToG and DoS	CM - RC		\$ 33,769.00	1	1-Taxation					
625	Pender Harbour Pool - Fitness Equipment Replacement	Replacement of one piece of gym equipment	8,000	8,000	A	A										
625	Pender Harbour Fitness and Aquatic Centre - Maintenance and Capital Repairs	Annual maintenance and capital repairs including pool tank, ceiling, main drain and pump work			A	A	M-BC		\$ 50,200.00	4	4-Reserves	Operating / Capital. NOTE: Annual Requirement \$15,000 from Taxation				
625	Pender Harbour Fitness and Aquatic Centre - Facility Operation Services	0.16 FTE (1 day biweekly and 120 hours annual shutdown) for Facility Operator staff and additional support for building maintenance (1 day biweekly and 40 hours annual shutdown)			A	A	M-BC		\$ 14,000.00	1	1-Taxation	User Fees	0.16			
650	Community Parks - Granthams Hall Restoration Design and Engineering	Working with Community to support grant opportunities and fundraising initiatives. An Architect has been selected and staff continue to work with community. Drawings of existing structure received. Site survey to be completed. Hazardous material testing complete. Received renovation options. Open house/option selection on September 22, 2016. Design option selected, waiting on grant updates. Design and engineering complete; implementation funding plan in place pending grant application results. Report provided to January 2018 ISC. Grant resubmitted and report to September CAS Committee. Funding confirmed, planned for January 2019 tender.	388,357	383,295	All EA's including Islands	F										
650	Community Parks - Signage Upgrade	Collaboration with First Nations on names/translation. Local woodworker preparing sign post for large signs. Sign mockups being confirmed with shishalh Nation. Production anticipated in Q4.	14,763	9,356	All EA including Islands	All EA including Islands										

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650	Community Parks - Coopers Green Park - Hall and Parking Design Plans	Approval from MoTI for parking on road right of way received. Application approved by Board of Variance (2016-Sep-30). Consulting with shishálh Nation re archaeological review. Engagement activities completed. RFP released May 19. Archaeology permit application confirmed. Task Force applications being collated for Board appointment. Architect hired; Task Force underway. Report to community on progress and open house March 2018. Design revised following open house. Project update included in Q2 departmental report. Schematic design completed. Design development and project update report to CAS Committee in Q3. Design to be completed Q1 2019.	106,691	88,852	All EA's including Islands	B										
650	Community Parks - Parks Bridge Capital Maintenance	Project brief for Cliff Gilker Purple Bridge complete. Selection of new area for bridge and trees to use for bridge has been confirmed. New Cliff Gilker Purple Trail Bridge completed, open for use November 10. Work on additional bridges moving forward based on engineering assessments completed Q4 2017. Lions Park bridge deck improvement planned, other projects in development for delivery late 2018/early 2019.	14,479	14,479	A, B, D, E, F	A-F including Islands										
650	Community Parks - Suncoaster Trail Planning	Public open houses held for February 27 and March 1 2017. Proposed Route has been linked to Google Earth. SCRD has approval for a grant from VCH Healthy Communities for \$57,500 for detailed trail planning. Grant funding has been received and drafting scope of work for RFP for detailed planning work in 2018. Tendering underway. Call for public participation planned in Q1/early Q2 2018. Procurement phase complete and Diamond Head Consulting is selected. Consultant confirmed; project proceeding. Invitations to First Nations, local governments, technical advisory group and stakeholders extended. Open house/dialogues Q4 2018. Project planned for completion very early 2019.	59,688	40,713	All EA's including Islands	B, D, E, F										
650	Community Parks - Hazard Tree Assessment Plan / Phase 1 Assessment	Plan started. Progress on internal assessments, scopes of work. Training conducted in hazard tree assessments and chain saw safety to aid in implementation. Additional training completed. Remaining hazard assessment training to take place in Q4 2018.	3,349	2,104	A, B, D, E, F	A, B, D, E, F										

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650	Community Parks - Sports Field Potable Water Use Reduction	Grant successful in second round (September 2018). Project plan to be confirmed Q4 of 2018. Work will carryforward into 2019.	30,000	30,000	A, B, D, E, F	B, D, F										
650	Community Parks - Roof replacement at Frank West Hall	Roof replacement for Frank West Hall and Cliff Mahlman Fire Hall. Combined initiative with Gibsons and District VFD (210).	75,000	75,000	A, B, D, E, F	E										
650	Community Parks - Vehicle Replacement	2008 model/150,000 km diesel truck with irreparable emissions problem.			A, B, D, E, F	All	M-BC		\$ 68,000.00	5	her (Debt, Grant, Fees, etc.)					
670	Regional Recreation Programs - Recreation Partnership with SD46 - Roberts Creek School - ongoing	Formalizing funding for SD46 community space program offered Saturdays at Roberts Creek School			All (except Area F Islands)	D	M-BC		\$ 4,000.00	1	1-Taxation					
SUBTOTAL PCDC			\$ 2,385,927.00	\$ 2,326,321.71					\$ 654,969.00				0			\$ -

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INFRASTRUCTURE SERVICES																
312	Maintenance Facility (Fleet) - Rear Overhead Door on Fleet Wash Bay	Contracts about to be awarded with construction expected late 2018 and early 2019	20,000	20,000	All	Regional										
312	Fleet Maintenance Facility -Exhaust Venting System	Expansion of the current vehicle exhaust system in fleet shop to accommodate larger number of busses and trucks being repaired simultaneously			All	DoS	CM - SR		\$ 15,000.00	4	4-Reserves					
312	Mason Road Forklift Replacement	The SCR D currently owns a forklift to load and unload trucks as the Mason Road facility. The forklift does not meet safety requirements and is at the end of its useful life. This forklift will be shared by Fleet Maintenance, Regional Water Service and Community Parks.			All	All	OTHER		\$ 25,000.00	5	Other (Grant, Fees, etc)	MFA 5-Year Equipment Financing Loan				
350	Regional Solid Waste - Solid Waste Management Plan (SWMP) 5-Year Effectiveness Review	Scope of work being considered with cross reference to legislation changes. Procurement process underway, scheduled to be completed Q1 2019.	10,000	10,000	All	Regional										
350	Regional Solid Waste - Sechelt Landfill 4 x 4 Truck Replacement	Purchase of the to-be-replaced truck scheduled for March 2019.	25,000	25,000	All	Regional										
350	Regional Solid Waste - 2019 Wildsafe BC Program	WildSafe Program Coordinator for 2018 was May to November. Contribution to hiring of Wildsafe coordinator for South Coast for 2019			All	Regional	M-BC		\$ 5,500.00	1	1-Taxation					
350	Regional Solid Waste - Annual Landfill Maintenance for Various Landfill Sites	Due to increasing operational costs to maintain transfer station, landfill site and bird control (mutual type projects)			All	DoS and A	M-BC		\$ 40,000.00	1	1-Taxation					
350	Sechelt Landfill - Upgrade to Infiltration Pond	Permitting, design and construction of overflow of the infiltration pond at the Sechelt Landfill.			Regional	Regional	CM - RC		\$ 15,000.00	1	1-Taxation					
365	North Pender Harbour Water Service - Main Upgrades	Construction started in October 2018. Completion expected to be in Q1 2019.	1,590,637	1,563,357	A and SIGD	A										
365	North Pender Harbour Water Service - Pool Road Waterline Replacement	Survey for the statutory right-of-ways over private property and registration of ROW with land titles.	1,650	1,650	A and SIGD	A										
365	North Pender Harbour Water Service - Pool Road Right of Way Acquisition	Survey and legal services required as part of the water main installation project completed in 2017,			A and SIGD	A	CM - RC		\$ 10,000.00	4	4-Reserves	Capital Reserves				
365	North Pender Harbour Water Service - Garden Bay UV Reactor Purchase	Drinking Water Regulations require that treatment facilities should have redundancy in major treatment steps. The SCR D currently only has one UV reactor at the Garden Bay treatment facility and therefore does not meet this requirement and putting the SCR D at risk of not being able to provide adequately treated water when this UV-treatment system fails.			A and SIGD	A	CM - RC		\$ 145,000.00	4	4-Reserves	Capital Reserves				

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365	North Pender Harbour Water Service - Daniel Point Reservoir Water Quality Monitoring Improvement	Daniel Point Reservoir Requires a chlorine analyzer to increase regulatory compliance for chlorine residual levels while reducing operational costs			A and SIGD	A	M-BC		\$ 7,500.00	4	4-Reserves	Capital Reserves				
365	North Pender Harbour Water Service - Katherine Creek Flow Monitoring	Environmental assessment to support amendment request for our current Water Licence on Katherine Creek to Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). The requested amendment would reduce the annual operating cost for flow monitoring while maintaining the current level of environmental protection.			A and SIGD	A	LC-HV		\$ 7,000.00	2	2-User Fees	User Fees (existing)				
365	North Pender Harbour Water Service - Utility Services Vehicle Replacements	Vehicle replacement of a Ford 350 Flat Deck that is retired as unrepairable in 2018 and is to be replaced with a similar sized truck with service body.			A and SIGD	A	OTHER		\$ 85,000.00	5	Other (Grant, Fees, etc)	MFA 5-Year Equipment Financing Loan				
366	South Pender Harbour Water Service - Main Upgrades	Construction started in October 2018. Completion expected to be in Q1 2019.	1,577,049	1,558,090	A and SIGD	A										
366	South Pender Harbour Water Service - Mark Way/Chris Way/Bargain Harbour Road Water Main Replacements	Replacement of 50mm PVC water main in the South Pender Harbour water service area that required a significant amount of emergency repairs in 2017 and 2018.			A and SIGD	A	CM - IAF		\$ 240,000.00	4	4-Reserves	Capital Reserves				
366	South Pender Harbour Water Service - Treatment Plant Streaming Current Monitor	The streaming current meter required to ensure compliance with water quality potability at all times is failing frequently and places the SCRd out of compliance during these events and therefore needs to be replaced urgently.			A and SIGD	A	CM - IAF		\$ 18,000.00	4	4-Reserves	Capital Reserves				
366	South Pender Harbour Water Service - Building Maintenance	Preventative Maintenance for South Pender Water Treatment Plant			A	A	M-BC		\$ 5,000.00	2	2-User Fees					
370	Regional Water Service - Soames Well Chlorination Project	New chlorination station has been commissioned and is now online. Security fencing has yet to be completed.	57,133	39,674	Regional	F										
370	Regional Water Service - Zone 2 Reservoir Repairs	Remediation work is partially complete. Further work is scheduled for the Fall of 2018 and early 2019.	75,000	71,509	A, B, D, E, F, F Islands, and DOS	All										
370	Regional Water Service - Universal Metering Phase 2 - Rural Areas	This project is nearing completion. Various installations and additional project work is outstanding that will carry forward into 2019.	1,120,341	670,412	A, B, D, E, F, F Islands, and DOS	A, B, D, E, F										

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370	Regional Water Service - Chapman Lake Supply Expansion	BC Parks' Public Consultation process on amending the Management Plan for the Tetrahedron Park concluded June 8, 2018. Recommendation from Minister to Cabinet on approval of amended management plan expect fall 2018, with potential legislative amendment early spring 2019.	4,486,334	4,485,500	Regional	D										
370	Regional Water Service - Langdale Well - Pump Station Upgrade	Design and planning underway. Preliminary design of pump station upgrading is 75% complete.	100,000	94,239	Regional	F										
370	Regional Water Service - Well Protection Planning - Phase 2	Design contract has been awarded with construction phase to follow in 2019	50,000	50,000	Regional	E										
370	Regional Water Service - Exposed Water Main Rehabilitation	Tendering process has not resulted in any bids within budget. Staff are considering options for next steps	112,500	112,500	Regional	B, D, DOS										
370	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	Engineering tendering and design is in progress. Construction tender scheduled for early 2019 and anticipated completion in late 2019.	692,000	692,000	Regional	D, E, F, DO										
370	Regional Water Service - Groundwater Investigation - Phase 2	Test well drilling is complete. Drawn-down and water testing of three of the four sites is scheduled for October 2018. Final report from consultants expected in January 2019.	325,000	292,398	Regional	E, F, DOS										
370	Regional Water Service - Regional Water Storage Capacity	Project has started. Report anticipated for early 2019.	200,000	199,927	Regional	All										
370	Regional Water Service - Vehicle Replacements	Vehicle tender has been awarded.	200,000	200,000	Regional	All										
370	Regional Water Service - Chapman Water Treatment Plant Water Quality Monitoring System Upgrades	Replacement water quality instrumentation equipment at the Chapman Water Treatment Plant required for the SCR D to remain compliant with Drinking Water Regulations. Equipment is at end of lifespan and increasingly prone to failing.			Regional	D	CM - IAF		\$ 120,000.00	4	4-Reserves	Capital Reserves				
370	Regional Water Service - Edwards Lake Dam Safety Audit	Technical assessment of the weir structure at Edwards Lake as required under the Dam Safety regulation.			Regional	D	CM - RC		\$ 15,000.00	2	2-User Fees					
370	Regional Water Service - Water Sourcing Policy	Technical engineering support for the development of the Water Sourcing Policy			Regional	All	M-BC		\$ 25,000.00	2	2-User Fees	User Fees (existing)	-			
370	Regional Water Service - Building Maintenance	Preventative Maintenance for Chapman Creek Water Treatment Plant and the building at Mason Road.			Regional	All	M-BC		\$ 25,000.00	2	2-User Fees					
370	Regional Water Service - Utility Services Vehicle Replacements	Vehicle replacements of a Ford F250 with service body (retired as unrepairable in 2018) and Ford Ranger pickup truck (approved for replacement in 2018 but not purchased due to budget shortfall)			Regional	All	OTHER		\$ 150,000.00	5	Other (Grant, Fees, etc)	MFA 5-Year Equipment Financing Loan				

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387	Square Bay Waste Water Treatment Plant - Replacement (Engineering and Construction)	Construction of new plant is nearing completion with commissioning to follow late 2018 and overall completion of project early 2019.	896,849	278,816	B	B										
389	Canoe Road Waste Water Treatment Plant - Septic Field Replacement	Engineering awarded and underway. Preliminary design discussed with staff in August, 2018. Further investigative work required by Consultant. Update to be provided in Q1 2019.	65,969	65,380	A	A										
390	Merrill Crescent Waste Water Treatment Plant - Septic Field Replacement	Engineering awarded and underway. Preliminary design received August 29, 2018 for staff review. Update to be provided in Q1 2019.	57,408	56,559	A	A										
391	Curran Road - Marine Outfall Anchor Weights Replacement	Replace all existing marine outfall anchors. 2018 underwater inspection and condition assessment revealed 80% of piping ballasts (anchors) are failing or have already failed.			A, B, D, E, F	B	CM - IAF		\$ 40,000.00	4	4-Reserves	Operating Reserves				
SUBTOTAL ISC			\$ 11,662,870.00	\$ 10,487,010.01					\$ 993,000.00				-			\$ -
Net Cost of Budget Proposals			\$ 14,528,690.00	\$ 13,241,508.91					\$ 1,698,649.00				0.36			\$ -
									TOTALS:							
									\$ 480,949.00	1	1-Taxation					
									\$ 77,000.00	2	2-User Fees					
									\$ -	3	3-Support Services					
									\$ 812,700.00	4	4-Reserves					
									\$ 328,000.00	5	5-Other (Debt, Grant, Fees, etc.)					
									\$ 1,698,649.00	TOTAL OF ALL PROJECTS						