

Sunshine Coast Regional District 2019-2023 Financial Plan Overview

February 4-5, 2019

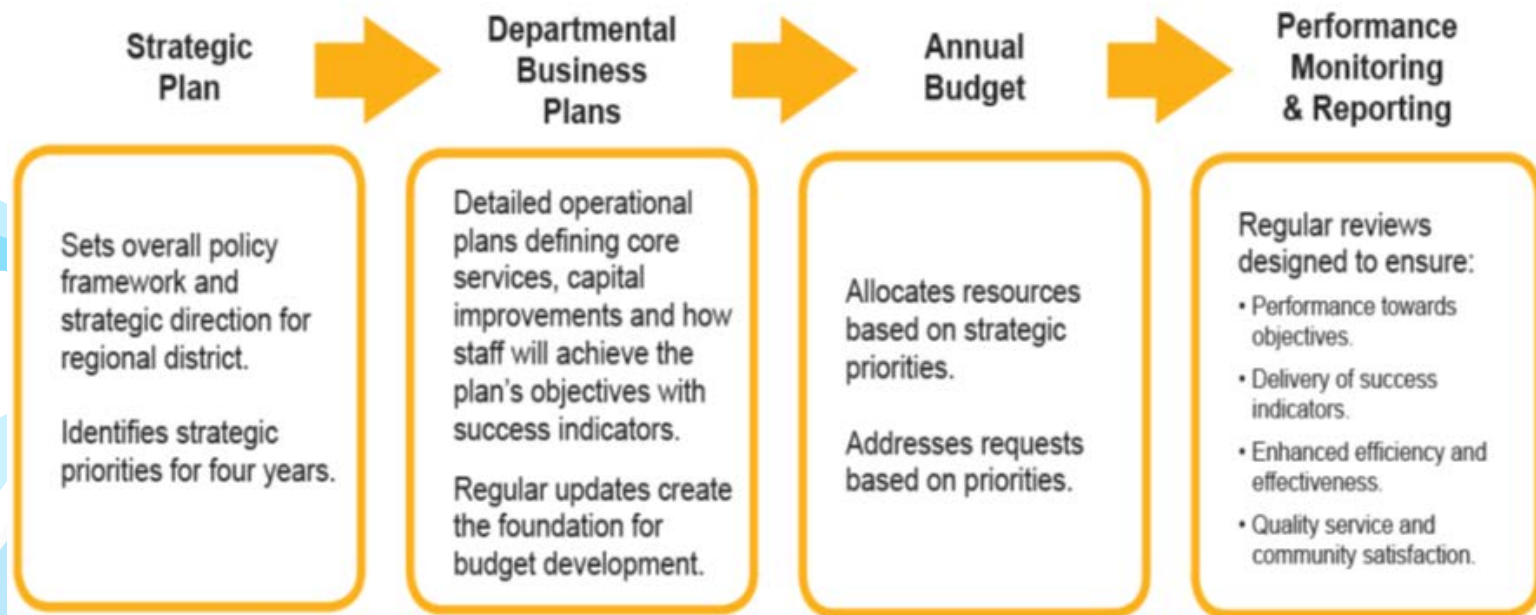


2019 Budget Overview

- Process overview & documentation
- 2019-2022 Financial Plan Overview & Update
- 2019 BC Assessment Impacts
- Budget Proposal and Reports



Strategic and Financial Plan



Process Overview and Review

- Pre-Budget- November 30 & December 1, 2018
 - Review project carry-forwards & proposed initiatives
 - Receive information from Community Partners and Stakeholders
- December, January Committee Meetings
 - Provide the Board with additional information in support of Round 1 Budget Proposals:
 - SCRD Fire and Emergency Services Reviews (January PCD)
 - Groundwater Investigation (January ISC)
 - Wastewater Asset Management & Rate Review (January CAS)
 - Recreation Capital (January CAS)
 - Various Contract Information and Award Reports (Dec & Jan)



Overview & Update

- **Key items for 2019 Budget:**
 - Changes in assessments
 - Collective agreement and exempt salaries and benefits
 - New Employer Health Tax
 - Increase in landfill post-closure liability funding
 - Operational contract increases
 - Increase for BC Transit Annual Operating Agreement
- **2018 Carry-Forward Projects**
 - Included in 2019 R1 with no financial impact



2019 Round 1 Preliminary Taxation

Area	Overall Increase/ (Decrease)	Overall Change in Dollars	Average Change-Residential Property Class*
A	1.92%	\$43,671	7.30%
B	5.86%	\$185,597	3.42%
D	5.65%	\$135,815	3.24%
E	5.20%	\$98,803	3.80%
F	(-0.05%)	(\$1,543)	2.73%
SIGD	0.46%	\$1,432	5.88%
DoS	5.48%	\$197,580	5.87%
ToG	3.84%	\$88,205	3.25%
Total	3.95%	\$749,561	

*based on average SCRD residential property

**excludes Egmont & District Fire Protection

***mainland only for B & F

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Parcel Taxes & User Fees

Type	Actual % Increase	2018 Rate	2019 Proposed Rate	Overall Difference
Regional Water	2.0% P/T	\$257.84 P/T	\$263.00P/T	\$18.84
	5.0% U/R	\$273.63 U/R	\$287.31 U/R	
North Pender	2.0% P/T	\$320.23 P/T	\$326.63 P/T	\$28.16
	8.5% U/R	\$255.98 U/R	\$277.74 U/R	
South Pender	2.0% P/T	\$324.38 P/T	\$330.87 P/T	\$28.13
	5.5% U/R	\$393.37 U/R	\$415.01 U/R	
Community Recreation	(-0.07%)	\$114.60 P/T	\$113.75 P/T	(-\$0.85)
PH Recreation	2.16%	\$24.96 P/T	\$25.50 P/T	\$0.54
Refuse Collection (Single Family Dwelling)		\$146.90	\$ tbd	
Waste Water Rates		Various	\$ tbd	

P/T= Parcel Tax; U/F- User Fee

*Community Recreation Parcel Tax charged on improvements only



2018 Year-End Financials



- Staff continue to work on the 2018 Year-End and will provide the Board with progress updates.
- Final surplus / deficit position for 2018 will be reported at Round 2 Budget in March 2019.
- Any surpluses will be transferred into reserves per the Financial Sustainability Policy.



2019 BC Assessment Impacts

- Overall assessments in the SCRD increased by 12.3% in 2019 as compared to the 2018 assessment roll.
- Converted assessed values also increased by 12.3%.
- Converted assessed values for the utilities, business and managed forest property classes all increased more than the overall average.



2019 Assessments

Overall Change in Assessed Values

	Assessed Value	% Change
2018 (Cycle 10)	12,091,405,489	
Increase due to NMC*	182,911,280	1.51%
Increase due to Market	1,304,450,157	10.79%
2018 Total	13,578,766,926	12.30%
*Non-market Change		

- Non-market change (NMC) is generally related to growth
- Market change refers to changes in assessment related to market shifts



Impacts of Assessments

Overall Change in Tax Apportionment Due to Assessments

Area	2018	2019	\$Change	%Change
Area A	2,278,123	2,204,896	(\$73,227)	(-3.21%)
Area B	3,165,387	3,240,025	\$74,638	2.36%
Area D	2,404,904	2,442,602	\$37,698	1.57%
Area E	1,899,006	1,920,309	\$21,303	1.12%
Area F	3,029,290	2,943,924	(\$85,366)	(-2.82%)
DoS	3,606,416	3,632,970	\$26,554	0.74%
ToG	2,296,098	2,307,102	\$11,004	0.48%
SIGD	311,521	298,917	(\$12,604)	(-4.05%)



Documentation

- New Financial Plan Report
 - Format to align with Annual Report presentation
- Guiding Documents
 - Property Tax, User Rates, Service Listing, Assessment, Support Services, HR Plan, Debt Summary, and Preliminary Reserve Balances
- Carry Forward & Budget Proposal Summaries



Budget Proposal Summary

Function No.	Project Title	Description	Comprehensia Only - Approved 2018 Budget	Carry Forward Amounts	Service Participants	Locations of Work/ Proposal	Category	Proj #	Amount	Funding Source Code	Funding Source	Additional Funding Source (for other descriptions)	FTE Request	Approved/FTE #	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	R1 General Government - Website (Phase 1) - Consulting Services	Consulting services to review and make recommendations on the SCRD 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	1	\$ 10,000.00	4	4-Reserves					
110	*NEW General Government - Video Streaming Meetings	Allow for recording and streaming Standing Committee and Board meetings to YouTube.			All	Regional	OTHER	2	\$ 10,000.00	1	1-Taxation	Amount \$10,000 to \$45,000 Plus annual maintenance fee estimated at \$12,000 to \$20,000				
113	Finance - Asset Management / Maintenance Management System Project	Scope of Grant amended to include facility condition assessments, Ports as well as Wastewater. Projects scheduled to be complete by Q1 and Q2 2019. A Grant extension was allowed to June 30, 2019.	190,183	176,808	All	Corporate										
113	*NEW Finance (Asset Management [111]) - Manager, Asset Management and Corporate Projects	New staff position (Professional Engineer and Project Manager) will lead the strategic development of the corporate wide asset management plan, capital plans, risk assessments, rate models, service plans, and will act as a corporate wide capital projects manager. Technical staff, such as the Asset Management Coordinator will report to this position.			All	Regional	M-BC	1	\$ 108,000.00	3	3-Support Services	Support Services, Capital Projects and prior funding. Future \$135,000	1.00			
113	R1 Finance (Purchasing and Risk Management [116]) - Insurance Asset Appraisal	Determine Statement of Values required for insurance coverage (last done in 2014)			All	Regional	M-BC	1	\$ 25,000.00	4	4-Reserves					
114	Admin Office Building Maintenance - Corporate Space and Site Planning	Charter, Plan, RFP completed. Project scheduled to be completed in Q2 2019.	75,000	75,000	All	Regional										
115	*NEW Human Resources - Collective Agreement Negotiations Support	The Collective Agreement expires December 31, 2019 and will need to be renegotiated between September - December, 2019. Additional assistance for consultant and/or legal services is anticipated.			All	Regional	M-BC	1	\$ 20,000.00	4	4-Reserves	Annual Contributions \$6,000 in 2019 and \$10,000 in 2020				
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	R1 Bylaw Enforcement - Increase Human Resource Plan by 0.2 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	1	\$ 15,680.00	1	1-Taxation	Ongoing - Base Budget Increase	0.20			
506 / 510	Geographic Information Systems / Civic Addressing - Ortho-Photo Acquisition	RFP 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 SCRD webmap scheduled for Dec 2018.	79,710	41,508	All	Regional										
SUBTOTAL CS			\$ 476,893.00	\$ 428,177.19					\$ 188,680.00				1.20			\$ -



Function No.	Project Title	Description	Carry Forward Only - Approved 2019 Budget	Carry Forward Amounts	Service Participants	Local/Other / of Work / Proposal	Category	Proj #	Amount	Funding Source Code	Funding Source	Additional Funding Source (for Other Description)	P/E Request	Approver/Ref #	HR Adjust	Amount
PLANNING AND COMMUNITY DEVELOPMENT																
210	Gibsons and District Fire Protection 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 Fire Protection Roof replacement at Cliff Mahiman fire station	Roof replacement for Cliff Mahiman fire station and Frank West hall. Combined initiative with Community Parks (850).	75,000	75,000	E, F and ToG	E										
210	Gibsons and District Fire Protection 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 Fire Protection Fire Department Records Management Software	Records management system for all SCRD fire departments.	10,000	10,000	E, F and ToG	Regional										
210	A Gibsons and District Fire Protection 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		\$ 50,000.00	4	4-Reserves					
210	A Gibsons and District Fire Protection Replace Auto Extermination Equipment	Replacement of 25-30 year old auto extinction 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	A Gibsons and District Fire Protection 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 Fire Protection - Roof Replacement	Scope being prepared.	150,000	150,000	D	D										
212	Roberts Creek Fire Protection - Site Design	Scope being prepared.	5,000	5,000	D	D										
212	A Roberts Creek Fire Protection - 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					
218	A Halfmoon Bay Fire Protection - 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	A Egmont Fire Protection - 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										
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										
210, 212, 218, 218	*NEW Protective Services - Manager, Protective Services	Per Recommendation 4 of the SCRD Fire Department Strategic Plan; a Manager of Protective Services position be created, reporting to the Chief Administrative Officer			Various	Various	M-BC	1	\$ 32,000.00	1	1-Taxation	Approx. \$52,000	0.40			
222	*NEW Sunshine Coast Emergency Planning	Changes to SCEP resources as outlined in the service review conducted by Dave Mitchell and Associates			All	Regional	M-BC	1	\$ -			No funding in 2019 - future year \$15,000 through Taxation				



Budget Proposal

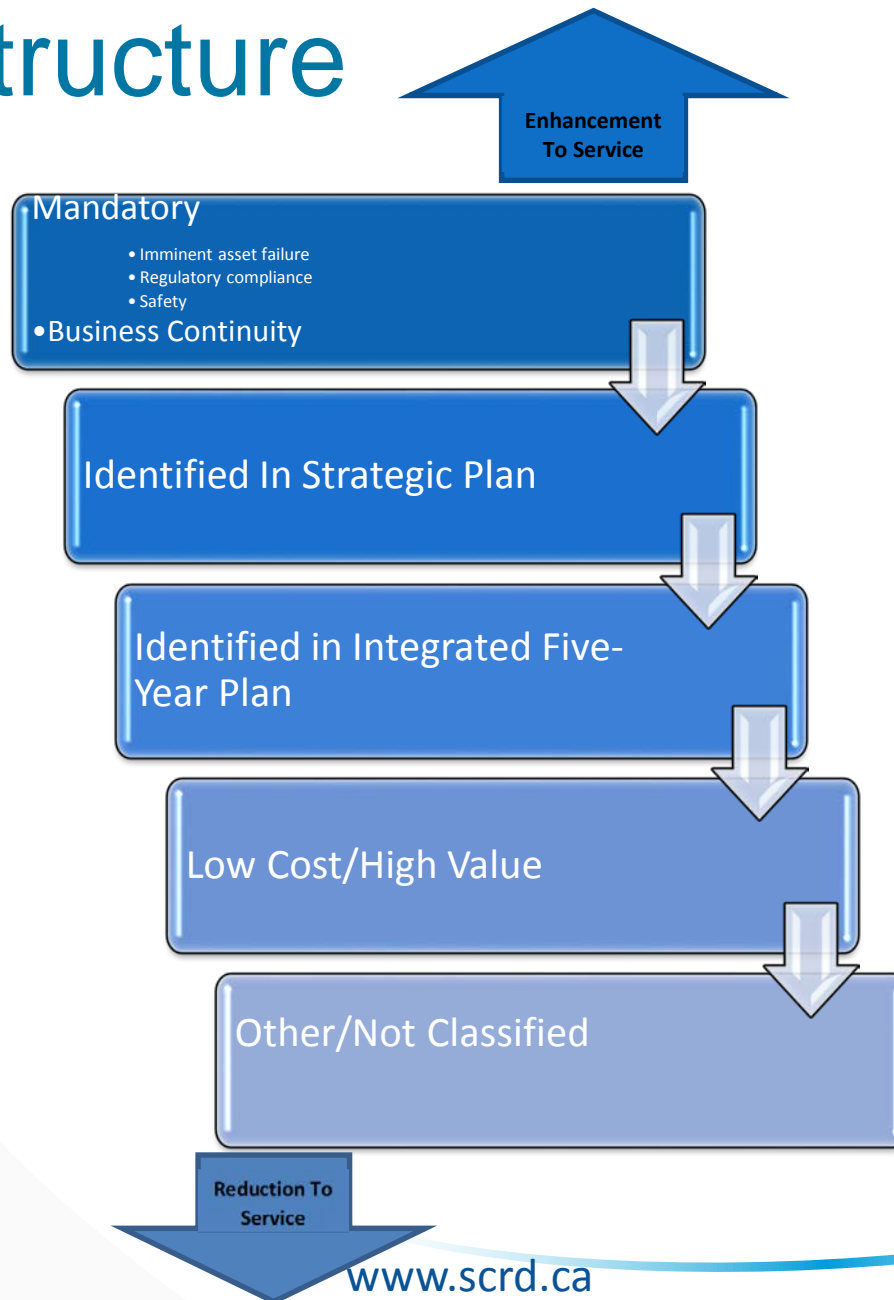
2019 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	Function Number – Project Name:	[###] – Project Name
	Rating:	Choose an item.
	Areas Affected (A-F, Regional, Islands):	(text)
	2019 Funding Required:	\$/,###.##
	Funding Source(s):	(text)
	Asset Management Plan Implications:	(text)
	Rational / Service Impacts:	(text)
	Energy Saving Potential (if applicable):	(text)
	Future Funding Implications (if applicable):	(text)



Rating Structure



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Sample Budget Recommendations

Budget Proposals:

- THAT the following Budget Proposal be incorporated into the 2019 Round 2 Budget
- THAT the following Budget Proposal be referred to the 2019 Round 2 Budget pending _____ (e.g. further explanation / information being received / staff report).
- THAT the following Budget Proposal's 2019 be incorporated into Function [No.] and the Budget Proposal be referred to 2019 Round 2 Budget for additional consideration. (e.g. financial implications, etc.)
- THAT the following Budget Proposal be denied/abandoned



Questions?

