



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, June 22, 2017
SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Manager, Financial Services – Financial Reporting Requirements and Statement of Financial Information, Year Ended December 31, 2016
(Voting – All Directors) Annex A
Pages 1-62
3. General Manager, Corporate Services / Chief Financial Officer – 2016 Sunshine Coast Regional District (SCRD) Corporate Annual Report – available on the web at <http://www.scrd.ca/Annual-Reports>
(Voting – All Directors) Annex B
p. 63
4. Chief Administrative Officer – Budget Project Status Report Update
(Voting – All Directors) Annex C
pp. 64-70
5. General Manager, Planning and Community Development – Recreation Facilities Capital Maintenance Update and 2017 Projects
(Voting – B, D, E, F, DoS, ToG and SIGD) Annex D
pp. 71-75
6. Manager, Transit and Fleet – 2018 Transit Expansion Memorandum of Understanding
(Voting – B, D, E, F, DoS, ToG, SIGD) Annex E
pp. 76-82
7. Senior Manager, Legislation and Administrative Services – Standing Committee Structure Review
(Voting – All Directors) Annex F
pp. 83-84

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|-----|--|------------------------|
| 8. | Deputy Corporate Officer – Union of British Columbia Municipalities (UBCM) Resolution Report
(Voting – All Directors) | Annex G
pp. 85-86 |
| 9. | Manager, Solid Waste Services – Recycle BC – Update
(Voting – All Directors) | Annex H
pp. 87-97 |
| 10. | Fire Chief – Gibsons and District Volunteer Fire Department Self-Contained Breathing Apparatus Replacement
(Voting – E, F and ToG) | Annex I
pp. 98-101 |
| 11. | Manager, Purchasing and Risk Management – Contracts between \$20,000 and \$100,000
(Voting – All Directors) | Annex J
pp. 102-103 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Sara Zacharias, Manager, Financial Services

SUBJECT: **FINANCIAL REPORTING REQUIREMENTS**
STATEMENT OF FINANCIAL INFORMATION, YEAR ENDED DECEMBER 31, 2016

RECOMMENDATIONS

THAT the report titled Financial Reporting Requirements – Statement of Financial information, Year Ended December 31, 2016 be received;

AND THAT the Statement of Financial Information for the year ended December 31, 2016 be approved as presented;

AND FURTHER THAT this recommendation be forwarded to the June 22, 2017 Regular Board Meeting for adoption.

BACKGROUND

The purpose of this report is to meet the legislative requirements for reporting of the Sunshine Coast Regional District's financial information.

Pursuant to Section 376 of the *Local Government Act*, by June 30 in each year, a regional district must hold a public meeting for the purpose of presenting the financial information for the preceding year. This information includes:

- (a) the audited financial statements;
- (b) the reporting of remuneration and expenses.

Under the *Financial Information Act*, the information presented must also include:

- (c) a schedule of guarantee and indemnity agreements;
- (d) a statement of severance agreements;
- (e) a schedule of suppliers of goods and services.

DISCUSSION

In accordance with the above, the attached Statement of Financial Information package includes the following:

1. **Attachment #1 – Financial Section** of the 2016 Annual Report provides the audited financial statements for the fiscal year ended December 31, 2016 in accordance with Section 376 of the *Local Government Act*, Section 167 of the *Community Charter* and Schedule 1 Sections 1 to 4 of the *Financial Information Regulations*. Please note the complete 2016 Annual Report will be available on our website. Only the financial Section presented by our auditors in April and approved by the Board on April 27, 2017 is attached to this document.
2. **Attachment #2 – 2016 Schedule of Guarantee and Indemnity Agreements** – Schedule 1 Section 5 of the *Financial Information Regulations* requires that a list of guarantee and indemnity agreements be provided. The SCRD had no such agreements in 2016; however, a “NIL” Statement has been provided as required.
3. **Attachment #3 – 2016 Schedule of Remuneration and Expenses** – Schedule 1 Section 6 of the *Financial Information Regulations* provides:
 - Total remuneration and expenses for each elected official and member of the Board of Directors.
 - Each employee whose total remuneration exceeds \$75,000 and the total expenses for each employee.
 - A consolidated total for employees whose remuneration is \$75,000 or less.
4. **Attachment #4 – 2016 Statement of Severance Agreements** – Schedule 1 Section 6 (7) of the *Financial Information Regulations* requires that a list of severance agreements be provided. The SCRD entered into one (1) severance agreement in 2016.
5. **Attachment #5 – 2016 Schedule of Payments to Suppliers of Goods and Services** – Schedule 1 Section 7 of the *Financial Information Regulations* provides:
 - All suppliers of goods and services who received aggregate payments exceeding \$25,000.
 - A consolidation total of all payments to suppliers who received \$25,000 or less.
6. **Attachment #6 – 2016 Statement of Financial Information Approval** – Schedule 1 Section 9 of the *Financial Information Regulations* provides approval for the Statement of Financial Information as required.

STRATEGIC PLAN AND RELATED POLICIES

The Financial Reporting Requirement is a statutory requirement and aligns with the Board's Strategic Value of “Transparency”.

CONCLUSION

Staff recommend that this report be received for information and approved by the Corporate and Administrative Services Committee, and that the recommendation be forwarded to the June 22, 2017 Regular Board meeting for adoption.

As legislated, this package will also be available for public inspection at the SCRD office during regular office hours until June 30, 2017.

Reviewed by:			
Manager	S. Zacharias	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

Sunshine Coast Regional District

Statement of Financial Information Year Ended December 31, 2016

Table of Contents

Description	Page
2016 Financial Section	
Independent Auditor's Report	
Financial Statements and Notes	Page 1-50
Supplemental Financial Information Schedules	Page 51-70
Schedule of Guarantee and Indemnity Agreements	
Nil Report - 1 page	Fir Schedule 1 Section (5)
Schedule of Remuneration and Expenses	
Director and Employee - 3 pages	Fir Schedule 1 Section (6)
Statement of Severance Agreements	
Report - 1 page	Fir Schedule 1 Section 6 (7)
Schedule of Payments to Suppliers of Goods and Services	
Individual Accounts Over \$25,000 & Summary - 5 pages	Fir Schedule 1 Section (7)
Statement of Financial Information Approval	Fir Schedule 1 Section (9)

FINANCIAL SECTION

Audited Financial Statements of

SUNSHINE COAST REGIONAL DISTRICT

For the Years Ended December 31, 2016 and 2015



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Independent Auditor's Report

**To the Chairperson and Directors of the
Sunshine Coast Regional District**

We have audited the accompanying financial statements of the Sunshine Coast Regional District, which comprise the Statement of Financial Position as at December 31, 2016, and the Statements of Operations, Change in Net Debt and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Sunshine Coast Regional District as at December 31, 2016, and the results of its operations, change in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia
April 27, 2017

Sunshine Coast Regional District

Statement Of Financial Position December 31, 2016 and 2015

	2016	2015
Financial Assets		
Cash and equivalents	\$ 133,906	\$ 1,602,877
Portfolio investments (Note 3)	22,587,720	18,740,758
Accounts receivable (Note 4)	3,186,082	1,657,705
Debt recoverable from member municipalities	14,983,219	16,606,413
Restricted cash: MFA debt reserve fund (Note 12)	443,963	438,175
	41,334,890	39,045,928
Liabilities		
Accounts payable and accrued liabilities (Note 5)	3,092,455	3,511,981
Employee future benefits (Note 17)	226,300	303,800
Deferred revenue:		
Development cost charges (Note 6)	1,246,831	1,162,893
Future parks acquisition (Note 7)	431,467	297,033
Other (Note 8)	654,268	546,881
Provision for landfill closure and post closure (Note 9)	5,245,705	4,803,825
Long-term debt (Note 10)	33,521,074	37,041,019
	44,418,100	47,667,432
Net Debt	(3,083,210)	(8,621,504)
Non-Financial Assets		
Inventory and prepaids	691,403	686,650
Land held for resale (Note 13)	2,114,089	2,129,698
Tangible capital assets (Note 11)	126,531,489	126,370,692
	129,336,981	129,187,040
Accumulated Surplus (Note 15)	\$126,253,771	\$120,565,536



Tina Perreault

Chief Financial Officer



Garry Nohr

Chair

The accompanying section "Notes to Financial Statements" form an integral part of these financial statements.

Sunshine Coast Regional District

Statement Of Change In Net Debt

For the Years Ended December 31, 2016 and 2015

	Fiscal Plan 2016 (Note 21)	2016	2015
Annual operating surplus	\$ 5,954,874	\$ 5,688,235	\$ 4,377,284
Acquisition of tangible capital assets	(15,835,250)	(4,324,583)	(3,879,076)
Amortization of tangible capital assets	3,659,879	4,103,886	3,968,914
Loss on disposal of tangible capital assets	-	56,500	8,704
Proceeds from sale of tangible capital assets	-	3,400	44,255
Gain from sale of land held for resale	-	-	(212,917)
Proceeds from sale of land held for resale	-	-	419,000
Change in inventory and prepaids	-	(4,753)	(13,566)
Development of land held for resale	-	15,609	(30,713)
	(6,220,497)	5,538,294	4,681,885
Net debt, beginning of year	(8,621,504)	(8,621,504)	(13,303,389)
Net debt, end of year	\$(14,842,001)	\$ (3,083,210)	\$ (8,621,504)

The accompanying section "Notes to Financial Statements" form an integral part of these financial statements.

Sunshine Coast Regional District

Statement Of Operations

For the Years Ended December 31, 2016 and 2015

	Fiscal Plan 2016 (Note 21)	Actual 2016	Actual 2015
Revenue			
Grants in lieu of taxes	\$ 61,881	\$ 72,303	\$ 62,528
Tax requisitions	17,599,897	17,599,893	17,367,493
Frontage and parcel taxes	5,237,124	5,248,538	5,121,006
Government transfers (Note 14)	5,882,985	2,753,112	2,386,145
User fees and service charges	10,275,082	11,016,756	10,292,612
Member municipality debt	1,963,747	1,945,224	1,541,278
Investment income	58,000	373,174	367,149
Contributed assets	-	152,190	439,098
Gain on sale of land	-	-	212,917
Other revenue	405,232	1,687,862	1,008,314
	41,483,948	40,849,052	38,798,540
Expenses (Note 20)			
General government	2,074,177	1,636,647	2,145,490
Protective services	2,608,861	2,415,771	2,396,490
Transportation services	4,223,643	4,170,322	4,026,373
Environmental services	4,145,145	5,077,145	4,543,213
Public health services	279,152	278,738	274,452
Planning and development services	2,110,570	1,779,200	1,880,616
Recreation and cultural services	11,376,013	11,139,380	11,029,185
Water utilities	6,480,042	6,531,031	6,348,134
Sewer utilities	267,722	202,023	263,365
Debt charges member municipalities	1,963,749	1,945,224	1,541,278
Unfunded post-employment benefits	-	(14,664)	(27,340)
	35,529,074	35,160,817	34,421,256
Annual Operating Surplus	5,954,874	5,688,235	4,377,284
Accumulated Surplus, beginning of year	120,565,536	120,565,536	116,188,252
Accumulated Surplus, end of year	\$126,520,410	\$126,253,771	\$120,565,536

The accompanying section "Notes to Financial Statements" form an integral part of these financial statements.

Sunshine Coast Regional District

Statement Of Cash Flows

For the Years Ended December 31, 2016 and 2015

	2016	2015
Operating Transactions:		
Annual operating surplus	\$ 5,688,235	\$ 4,377,284
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	4,103,886	3,968,914
Loss on disposal of tangible capital assets	56,500	8,704
Gain from sale of land held for resale	-	(212,917)
Contributed tangible capital assets	(152,190)	(439,098)
Employee future benefits	(77,500)	(2,300)
Change in financial assets and liabilities involving cash:		
Provision for landfill closure and post-closure costs	441,880	(236,727)
(Increase) decrease in accounts receivable	(1,528,377)	628,813
(Decrease) increase in accounts payable and accrued liabilities	(419,526)	142,099
Increase in deferred revenue	107,387	19,485
Change in inventory and prepaids	(4,753)	(13,566)
Net Change in Cash from Operating Transactions	8,215,542	8,240,691
Investing Transaction:		
Net increase in portfolio investments	(3,846,962)	(3,952,583)
Financing Transactions:		
Debt proceeds	139,230	891,970
Repayment of long-term debt	(2,035,981)	(1,974,431)
Restricted cash: MFA debt reserve fund	(5,788)	(20,731)
Collection of DCC and parkland aquisition (deferred revenue)	218,372	168,573
Net Change in Cash from Financing Transactions	(1,684,167)	(934,619)
Capital Transactions:		
Cash used to acquire tangible capital assets	(4,172,393)	(3,439,978)
Proceeds from sale of tangible capital assets	3,400	44,255
Proceeds from sale of land held for resale	-	419,000
Development of land held for resale	15,609	(30,713)
Net Change in Cash from Capital Transactions	(4,153,384)	(3,007,436)
Net (decrease) increase in cash and cash equivalents	(1,468,971)	346,053
Cash and equivalents, beginning of year	1,602,877	1,256,824
Cash and equivalents, end of year	\$ 133,906	\$ 1,602,877

The accompanying section "Notes to Financial Statements" form an integral part of these financial statements.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

1. Significant Accounting Policies

The preparation of the Financial Statements is the responsibility of the management of the Sunshine Coast Regional District. The accounting policies used within these statements conform to Canadian Public Sector Accounting Standards. They have been prepared in accordance with current recommendations issued by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

(a) Reporting entity and consolidation:

The Financial Statements combine the activities of the various funds of the reporting entity - Sunshine Coast Regional District. Interfund transactions and fund balances have been eliminated for reporting purposes. There are no other organizations under the control of the Regional District Board that meet the criteria for inclusion and consolidation in these statements.

(b) Budget:

The budget is part of the statutory five-year financial plan adopted by the Regional District Board and reflects the anticipated revenues and expenditures for a given year. The budget is prepared on a basis consistent with that used to report the actual results achieved. See Note 21.

(c) Government transfers:

Government transfers are recognized as revenue when authorized and eligibility criteria have been met unless the transfer contains stipulations that create a liability. If the transfer contains stipulations that create a liability, the related revenue is recognized over the period that the liability is extinguished. See Note 14.

(d) Revenue recognition:

Sources of revenue are recorded on an accrual basis and recognized in the period in which they are earned. Unearned revenue in the current period is reported on the Statement of Financial Position as deferred revenue.

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. The Regional District requisitions each Municipality and Electoral Area for their portion of each service in which they participate. Taxes are collected on behalf of the Regional District by the Municipalities and the Province (for Electoral Areas) and are paid to the Regional District by August 1 of each year.

(e) Expense recognition:

Operating expenses are recognized on an accrual basis in the period in which they are incurred.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

1. Significant Accounting Policies (Continued)

(f) Use of estimates:

Estimates are required to determine the accrued liabilities for employee future benefit, landfill closure and post closure costs, and useful lives of tangible capital assets. Actual results could differ from these estimates. Adjustments, if any, will be reflected in the operations in the period of settlement.

(g) Cash and equivalents:

Cash consists of cash on hand, cash in transit, and cash on deposit. Cash equivalents are short-term investments with an original maturity of three months or less, made to obtain a return on a temporary basis, and are carried at cost.

(h) Portfolio investments:

Investments include both Municipal Finance Authority of British Columbia (MFA) pooled investments, by which market-based unit values are allocated amongst the participants in the investment pool, and other long-term investments in securities, including money market investments, which are carried at cost, but written down when there has been a permanent decline in value.

(i) Deferred revenues:

Deferred revenues are those which are received in advance of the expenses to which they are associated. They will be recognized as revenue in future years when they can be matched against expenses for the related service or capital projects.

(j) Hillside Development Project land costs:

The cost of Hillside Development Project Land Held for Resale (Note 13) is comprised of acquisition costs and development costs, including interest on borrowing and other direct costs. The cost of land sold, excluding development costs, is prorated to each parcel of land on an acreage basis. Development costs are allocated as incurred evenly across remaining saleable parcels of land as they are incurred. Undeveloped land and water space leases owned by the Regional District are recorded at historical cost.

(k) Service severance pay:

Service severance pay to full-time employees hired prior to 1994 with over 20 years of continuous service with any B.C. municipality or regional district is payable upon their leaving the employment of the Regional District. The liability for such payments has been accrued and included in employee future benefits liability as set out in (Note 17).

(l) Trusts under administration:

Public Sector Accounting Standards require that trusts administered by a government should be excluded from the government reporting entity. The Regional District does not have any accounts that meet the definition of a trust.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

1. Significant Accounting Policies (Continued)

(m) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

(n) Inventory:

Inventories are valued at the lower of cost and net realizable value and are classified as non-financial assets.

(o) Tangible capital assets:

Tangible capital assets are a special class of non-financial assets and are recorded at cost less accumulated amortization and classified based on their functional use. Cost includes the capital expenditures, excluding interest, directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair market value at the time of the donation, with the corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into service.

Estimated useful lives of tangible capital assets are as follows:

Land Improvements	15 to 20 years
Buildings	20 to 50 years
Furniture, Fixtures & Equipment	5 to 40 years
Technology Equipment	4 to 5 years
Machinery & Equipment	10 to 20 years
Vehicles	6 to 15 years
Sewer Treatment Infrastructure	50 years
Water Supply Infrastructure	5 to 100 years
Water Distribution Infrastructure	20 to 100 years
Leasehold Improvements	10 to 40 years
Work in Progress	not amortized until the assets are in use

(p) Liability for Contaminated Sites:

The Regional District recognizes a liability for the costs to remediate a contaminated site when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made. There were no such sites that had contamination in excess of environmental standards as at December 31, 2016.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

2. Related Party Transactions:

The Sunshine Coast Regional Hospital District is related to the Sunshine Coast Regional District since the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Sunshine Coast Regional District are the corresponding officers and employees of the Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Hospital District purchased, at cost, \$112,663 (2015 - \$110,097) of administrative support services from the Sunshine Coast Regional District. These transactions are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

3. Portfolio Investments:

	2016	2015
Municipal Finance Authority ¹	\$ 9,142,400	\$ 6,555,090
Raymond James ²	2,011,560	2,020,317
Blue Shore Financial ³	3,000,027	1,022,526
Sunshine Coast Credit Union ⁴	3,183,733	9,142,825
HollisWealth ⁵	5,250,000	-
	\$ 22,587,720	\$ 18,740,758

¹ Municipal Finance Authority investments are pooled investment funds by which municipalities in B.C. can access high-quality investments, while maintaining a high degree of security and liquidity. Interest rates are variable. The average yield in 2016 was 1.41% (2015 - 2.40%). These investments are for restricted funds, including reserves and development cost charges.

² Investments with Raymond James consist of money market securities at interest rates of 2.30% to maturity in 2018, recorded at cost.

³ Investments with Blue Shore Financial consist of money market securities at interest rates ranging from 1.90% to 1.92% to maturity in 2017, recorded at cost.

⁴ Investments with Sunshine Coast Credit Union consist of money market securities at interest rates ranging from 1.55% to 2.05% to maturity in 2017, recorded at cost.

⁵ Investments with HollisWealth consist of money market securities at interest rates ranging from 1.50% to 1.55% to maturity in 2017, recorded at cost.

The Regional District does not hold any asset-backed commercial paper or hedge funds, either directly or through its pooled-fund holdings.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

4. Accounts Receivable:

	2016	2015
Trade accounts receivable	\$ 2,469,840	\$ 944,270
Taxes receivable	577,594	596,977
Accounts receivable from employees	-	6,251
Interest receivable	137,163	98,275
Other accounts receivable	1,485	11,932
	\$ 3,186,082	\$ 1,657,705

5. Accounts Payable and Accrued Liabilities:

	2016	2015
Trade accounts payable	\$ 1,139,223	\$ 1,419,249
Holdbacks payable	110,538	19,780
Other	175,342	316,527
Accrued trade payables	521,097	757,768
Accrued wages and benefits	1,105,615	961,563
Taxes payable	40,640	37,094
	\$ 3,092,455	\$ 3,511,981

6. Development Cost Charges:

Development cost charges represent funds received from developers for the sole purpose of funding the capital cost of providing, altering or expanding water facilities in order to serve directly or indirectly, to the development with respect the charges are imposed. The development cost charges are restricted for the purpose of capital improvements to the water system and will be recognized as revenue in future periods when qualifying capital projects are undertaken. The Regional District had no waivers or reductions as a result of eligible developments in 2016.

	December 31, 2015	Restricted Inflows	Revenue Earned	December 31, 2016
Development Cost Charges	\$ 1,162,893	\$ 83,938	\$ -	\$ 1,246,831

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

7. Future Parks Acquisition:

Under Section 510 of the Local Government Act, developers are required to provide parkland or pay an amount equivalent to the market value of the parkland when subdividing. The payments received are recorded as deferred revenue and the use of these funds is restricted to the acquisition of park lands. The revenue will be recognized in future periods when additional parkland is acquired.

	December 31, 2015	Restricted Inflows	Revenue Earned	December 31, 2016
Future Parks Acquisition	\$ 297,033	\$ 134,434	\$ -	\$ 431,467

8. Deferred Revenue - Other:

The Cemetery Care Fund is restricted based on the provisions of the Cremation, Interment and Funeral Services Act. The Halfmoon Bay Community Association is restricted based on the provisions of a Memorandum of Understanding. The Other amounts have been designated by the Regional District at the time of collection to be used for the provision of a specific service or capital project in future periods.

	December 31, 2015	Restricted Inflows	Revenue Earned	December 31, 2016
Cemetery Care Fund	\$ 128,588	\$ 19,184	\$ -	\$ 147,772
Halfmoon Bay Community Association	142,890	22,867	-	165,757
Other	275,403	470,423	(405,087)	340,739
	\$ 546,881	\$ 512,474	\$ (405,087)	\$ 654,268

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

9. Provision for Landfill Future Closure and Post-Closure Care Costs:

The Regional District is responsible for the closure and post-closure care costs related to two landfill sites - one in Sechelt and the other in Pender Harbour. The Regional District's estimated liability for these costs is recognized as the landfill site's capacity is used. The recorded liability of \$5,245,705 (2015 - \$4,803,825) represents the portion of the estimated total future costs recognized as at December 31, 2016. The Regional District has set aside funding for future landfill closure and post-closure care costs. The balance of this funding as at December 31, 2016 is \$508,745 (2015 - \$208,109) resulting in a current funding shortfall of \$4,736,960 (2015 - \$4,595,716).

The Sechelt landfill site is expected to reach its capacity in 2027 and the Pender Harbour landfill site reached its capacity and was converted to a transfer station in 2015. The remaining liability to be recognized for the Sechelt landfill site is estimated to be \$1,534,086 (2015 - \$1,632,509) based on the remaining capacity of 212,428 cubic meters, which is 24.17% of the total capacity. As the Pender Harbour landfill site reached its capacity in 2015, there is no remaining liability to be recognized.

The reported liability is based on estimates and assumptions with respect to events extending over the remaining life of the landfill. The liability and annual expense is calculated based on the ratio of usage to total capacity and the discounted estimated future cash flows associated with closure and post-closure activities. In 2016, the Regional District updated the basis for estimating future cash flows to reflect long-term average inflation and discount rates applicable to the Regional District. The impact of this change was a decrease to the recorded liability in 2016 of \$225,382.

In 2016, the BC Ministry of Environment issued updated landfill criteria increasing the minimum post closure care period from 25 years to 30 years. As such, post closure care costs are now expected to continue for 30 years following the year of closure at both the Pender Harbour and Sechelt Landfill sites. The impact of this change was an increase to the recorded liability in 2016 of \$247,426.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

10. Long-Term Debt:

Loan Authorization Bylaw	Purpose	Maturing	Interest Rate	2016	2015
MFA Loan Debt					
555	Recycling Vehicle & Equip.	2016	- %	-	26,259
549	Dakota Ridge	2016	- %	-	26,673
583	911	2017	4.82 %	78,835	154,638
584	Parks Master Plan	2022	4.82 %	575,870	659,350
550	Comm. Recreation Facilities	2025	4.77 %	9,446,302	10,326,552
544	Water Treatment Plant	2025	1.80 %	1,744,826	1,907,417
557	Field Rd. Admin Building	2026	4.88 %	1,761,795	1,902,892
550	Comm. Recreation Facilities	2026	4.88 %	1,214,636	1,311,913
556	Fleet Maint. Bldg. Expansion	2026	4.88 %	242,903	262,357
547	Egmont VFD	2026	4.88 %	59,681	64,461
594	Pender Harbour Pool	2029	4.90 %	635,672	672,433
676	S. Pender Water Treatment	2034	3.00 %	1,208,340	1,253,645
617	N. Pender Water Initiatives	2035	3.00 %	380,000	400,000
619	S. Pender Water Initiatives	2035	3.00 %	570,000	600,000
			2.25%		
Various	Debt issued for member municipalities	2017 to 2034	to 5.55%	14,983,219	16,606,413
				32,902,079	36,175,003
Liability Under Agreement					
MFA	Recreation Facilities Capital	2017	1.70 %	176,777	397,892
MFA	Equipment Financing Loans	2017 to 2021	1.40 %	442,218	283,836
Capital Leases					
MFA Leasing Corp.	Various vehicle & capital leases	2016	1.70 %	-	184,288
				\$ 33,521,074	\$ 37,041,019

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

10. Long-Term Debt: (Continued)

Future principal repayments on existing long-term debt:

2017	\$ 3,566,405
2018	3,368,683
2019	3,377,332
2020	3,335,692
2021	3,380,632
Thereafter	16,492,330
	<hr/>
	\$ 33,521,074

Interest paid on long-term debt:

During the year, gross interest paid or payable on long-term debt was \$2,013,084 (2015 - \$2,043,236). Of this, \$644,138 (2015 - \$610,577) was recovered from member municipalities and \$1,368,946 (2015 - \$1,432,659) was charged to Regional District operations.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

11. Tangible Capital Assets:

During the year, tangible capital assets contributed to the Regional District, totaled \$152,190 (2015 - \$439,098) consisting solely of Water Distribution Infrastructure. Revenue was recognized and the assets capitalized at their fair market value at the time of receipt.

	Land	Land Improvements	Buildings	Furniture, Fixtures & Equipment	Technology Equipment	Machinery & Equipment
Cost, beginning of year	\$21,967,604	\$ 1,468,748	\$32,138,132	\$2,719,075	\$2,137,299	\$6,588,991
Additions	-	21,634	310,259	-	245,916	295,663
Disposals	-	(7,272)	-	-	-	(45,314)
Cost, end of year	21,967,604	1,483,110	32,448,391	2,719,075	2,383,215	6,839,340
Accumulated amortization, beginning of year	-	849,030	7,427,326	1,666,939	1,450,237	2,871,670
Amortization	-	53,262	815,836	163,645	197,133	387,007
Disposals	-	(5,454)	-	-	-	(32,367)
Accumulated amortization, end of year	-	896,838	8,243,162	1,830,584	1,647,370	3,226,310
Net carrying amount, end of year	\$21,967,604	\$ 586,272	\$24,205,229	\$ 888,491	\$ 735,845	\$3,613,030

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

Vehicles	Sewer Treatment Infrastructure	Water Supply Infrastructure	Water Distribution Infrastructure	Leasehold Improvements	Work in Progress	2016	2015
\$5,407,942	\$ 1,674,869	\$25,698,336	\$62,225,940	\$ 9,691,305	\$ 1,230,422	\$172,948,663	\$169,407,700
69,232	11,219	316,943	506,218	217,708	2,911,764	4,906,556	5,850,435
(169,401)	-	-	(48,978)	-	(581,973)	(852,938)	(2,309,472)
5,307,773	1,686,088	26,015,279	62,683,180	9,909,013	3,560,213	177,002,281	172,948,663
4,070,347	531,323	7,957,965	16,906,764	2,846,370	-	46,577,971	42,894,211
236,656	39,666	814,274	913,188	483,219	-	4,103,886	3,968,914
(151,901)	-	-	(21,343)	-	-	(211,065)	(285,154)
4,155,102	570,989	8,772,239	17,798,609	3,329,589	-	50,470,792	46,577,971
\$1,152,671	\$ 1,115,099	\$17,243,040	\$44,884,571	\$ 6,579,424	\$ 3,560,213	\$126,531,489	\$126,370,692

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

12. Debt Reserve Fund:

The Municipal Finance Authority (MFA) provides long term capital financing for Regional Districts and their Member Municipalities. As protection against loan default, the MFA is required to establish a debt reserve fund into which Regional Districts and Member Municipalities contribute amounts set out in each respective loan agreement. Cash deposits (including investment earnings) are an obligation of the MFA to the Regional District. Demand notes are contingent on the MFA calling the outstanding notes in the event of a loan default. Cash deposits of Member Municipalities are not recorded in these financial statements.

	2016	2015
Cash Deposits:		
Restricted cash: MFA debt reserve fund	\$ 443,963	\$ 438,175
Cash deposits - Member Municipalities	305,948	329,298
Demand Notes:		
Demand notes - Regional District	950,086	974,619
Demand notes - Member Municipalities	803,916	858,755
	\$ 2,503,913	\$ 2,600,847

13. Land Held for Resale:

Included in the Capital Fund portion of Accumulated Surplus (Note 15) is an accumulated deficit of \$224,476 for 2016 (2015 - \$268,441) which represents the shortfall of funding for the development of the Hillside Industrial Park. The net proceeds from the eventual sale of lots in the Hillside Development Park will be used to eliminate the capital fund deficit. In 2016, the Regional District did not sell any of the Hillside lots. In 2015, the Regional District completed the sale of Hillside Lot G for proceeds of \$419,000.

The assets of the Hillside Development Project are as follows:

	2016	2015
Land held for resale	\$ 2,114,089	\$ 2,129,698
Protected lands-not for sale ¹	1,109,877	1,109,877
	\$ 3,223,966	\$ 3,239,575

¹ Includes demonstration forest, interpretation area, parklands and protected habitat areas. These assets are included as tangible capital assets (Note 11).

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

14. Government Transfers:

	2016	2016	2015
	Budget	Actual	Actual
Operating transfers			
Federal	\$ -	\$ -	\$ 18,617
Provincial	1,522,695	1,406,559	1,394,295
	1,522,695	1,406,559	1,412,912
Capital transfers			
Federal	4,334,630	1,320,764	886,872
Provincial	25,660	25,789	86,361
	4,360,290	1,346,553	973,233
	\$ 5,882,985	\$ 2,753,112	\$ 2,386,145

15. Accumulated Surplus:

	2016	2015
Fund Balances:		
Current Fund ¹	\$ (5,109,602)	\$ (5,340,101)
Capital Fund ²	2,592,080	2,308,903
Reserve funds	17,972,167	14,844,300
Financial Equity	15,454,645	11,813,102
Investment in Non-Financial Assets (Note 16)	110,799,126	108,752,434
Accumulated Surplus, end of year	\$ 126,253,771	\$ 120,565,536

¹ Current fund includes future liabilities such as employee future benefits (Note 17) and unfunded post-closure landfill liabilities (Note 9) contributing to the negative position.

² Includes \$3,109,457 (2015 - \$2,522,514) advanced from the Gas Tax Community Works Fund.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

16. Investment in Non-financial Assets:

The investment in Non-financial Assets represents the Regional District's equity in the non-financial assets it holds. The value is calculated as the book value of all non-financial assets minus the outstanding long-term debt associated with purchasing those assets. Member municipality debt is excluded from the calculation.

	2016	2015
Investment in Non-Financial Assets, beginning of year	\$ 108,752,434	\$ 107,974,574
Add:		
Acquisition of tangible capital assets	4,324,583	3,879,076
Change in inventory and prepaids	4,753	13,566
Development of land held for resale	(15,609)	30,713
Debt repayments	2,035,981	1,974,431
Accumulated amortization removed on sale of tangible capital assets	211,065	285,154
	6,560,773	6,182,940
Deduct:		
Debt issued and other obligations to finance capital additions	139,230	891,970
Cost of land held for resale sold	-	206,083
Costs of tangible capital assets sold or written off	270,965	338,113
Amortization of tangible capital assets	4,103,886	3,968,914
	4,514,081	5,405,080
Investment in Non-financial Assets, end of year	\$ 110,799,126	\$ 108,752,434

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

17. Employee Future Benefits:

Sick Pay

The Regional District provides paid sick leave to qualifying employees. This benefit of one day of sick leave per month accrues to a maximum of 18 days, but is not vested. When the maximum accumulated sick leave was introduced, employees with more than 18 days in their sick-leave bank were grandfathered. These employees maintained their existing sick-leave bank balance at the time this change was introduced. However, their sick-leave bank will not accrue any additional sick leave days until the bank drops below the 18-day maximum. The amount recorded for this benefit is based on an actuarial evaluation prepared by an independent firm and will be reviewed on a periodic basis. The date of the last actuarial evaluation was as of December 31, 2016.

Retirement Pay

A regular employee who was hired before 1994 and retires under the provisions of the Municipal Pension Plan is entitled to two weeks pay for each full year of service over 20 years as a retirement benefit. In all instances, the rate of pay used in the calculation of the retirement benefit shall be the rate of pay applicable on the last day worked. The amount recorded for this benefit in 2016 is based on an actuarial evaluation prepared by an independent firm and will be reviewed on a periodic basis. The date of the last actuarial evaluation was as of December 31, 2016.

As of December 31, 2016, \$189,614 (2015 - \$252,450) of the accrued benefit liability has been charged to operations. The remaining \$36,686 (2015 - \$51,350) has not yet been charged to operations. The significant actuarial assumptions adopted in measuring the Regional District's accrued benefit liability are as follows:

	2016	2015
Discount rates	2.90 %	2.70 %
Expected future inflation rates	2.50 %	2.50 %
Expected wage and salary increases	2.50 %	2.50 %

Accrued Benefit Obligation as at December 31

	2016	2015
Beginning benefit obligation	\$ 327,600	\$ 348,400
Current service cost	17,600	17,000
Interest on accrued benefit obligation	8,400	9,200
Actuarial loss (gain)	6,300	(12,800)
Benefits paid during the year	(107,900)	(34,200)
Ending benefit obligation	252,000	327,600
Less: Unamortized net actuarial loss	(25,700)	(23,800)
Accrued Benefit Liability	\$ 226,300	\$ 303,800

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

18. Contingent Liabilities:

(a) Pension Plan:

The Regional District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2016, the Plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The Sunshine Coast Regional District paid \$1,013,575 (2015 - \$986,308) for employer contributions while employees contributed \$864,694 (2015 - \$840,583) to the plan in fiscal 2016.

The next valuation will be as at December 31, 2018 with results available later in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

(b) Reciprocal insurance exchange agreement:

The Regional District is a subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Regional District is assessed a premium and a specific deductible for its claims, based on population. The obligation of the Regional District with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint-and-several. The Regional District irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

18. Contingent Liabilities: (Continued)

(c) Third party claims:

Various lawsuits and claims are pending by and against the Regional District. It is the opinion of management that the amount of settlement from these claims cannot be reasonably estimated, nor can the likelihood of their outcomes be known at this time. The final determination of these claims is not expected to materially affect the financial position of the Regional District. Any ultimate settlements will be recorded in the year the settlement occurs.

19. Contractual Obligations:

The Regional District has entered into various agreements and contracts for the provision of services that extend beyond the current year. The largest of these commitments is the Sechelt Landfill maintenance contract valued at approximately \$300,000 annually for the next 6 years. Other substantive obligations include contracts for the implementation and maintenance of asset management software, the installation of universal water meters, the provision of recycling depot collection services, green waste processing, processing of wood waste and asphalt roofing collected at landfills and landfill engineering services including services related to landfill closure. These other obligations extend for no more than 55 months beyond the financial statement date.

20. Expense and Expenditure by Object:

	2016 Budget	2016 Actual	2015 Actual
Operating Expenses:			
Salaries, wages and benefits	\$ 15,952,563	\$ 15,020,971	\$ 15,015,351
Operating goods and services	12,583,367	12,665,290	12,454,350
Debt charges - interest	1,369,516	1,368,946	1,432,659
Debt charges member municipalities	1,963,749	1,945,224	1,541,278
Amortization of tangible capital assets	3,659,879	4,103,886	3,968,914
Loss on disposal of tangible capital assets	-	56,500	8,704
Total Operating Expenses	35,529,074	35,160,817	34,421,256
Capital Expenditures:			
Capital salaries, wages and benefits	307,511	379,388	250,148
Capital expenditures	15,835,250	3,945,195	3,628,928
Total Capital Expenditures	16,142,761	4,324,583	3,879,076
Total Expenses and Expenditures	\$ 51,671,835	\$ 39,485,400	\$ 38,300,332

Sunshine Coast Regional District

Notes To The Financial Statements

For the Years Ended December 31, 2016 and 2015

21. Fiscal Plan:

Fiscal plan amounts represent the Financial Plan Bylaw No. 703 adopted by the Regional District Board on March 24, 2016 with estimates for amortization of tangible capital assets. The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current revenues. In addition, the Financial Plan anticipated capital expenditures rather than amortization expense. The following shows how these amounts were combined:

	2016
	Budget
Budgeted surplus for the year:	\$ -
Addback:	
Capital expenditures	15,835,250
Less:	
Amortization	3,659,879
Budgeted transfers from accumulated surplus	6,220,497
Fiscal Plan Surplus	\$ 5,954,874

22. Segmented Reporting:

A segment is a distinguishable activity or group of activities for which financial information is separately reported on. The Regional District applies segmented reporting for each major functional classification of services it provides. The overall summary information is included in Schedule 2. Detailed financial information regarding each segment is found in supplementary schedules in accordance with government reporting for segments. The major segments are as follows:

General Government Services (Schedule 4);
Protective Services (Schedule 5);
Transportation Services (Schedule 6);
Environmental Services (Schedule 7);
Public Health Services (Schedule 8);
Planning and Development Services (Schedule 9);
Recreation and Cultural Services (Schedule 10);
Water Utilities (Schedule 11); and
Sewer Utilities (Schedule 12).

Sunshine Coast Regional District

Statement of Current Fund

Schedule 1

For the Years Ended December 31, 2016 and 2015

	2016	2015
General Fund		
General Government Services:		
Administration	\$ -	\$ -
Finance	-	-
General Office Building Maintenance	-	-
Human Resources	-	-
Information Services	-	-
Feasibility Studies	-	-
SCRHD Administration	46,579	(1,837)
Grants in Aid	37,068	63,961
UBCM	-	-
Protective Services:		
Bylaw Enforcement	-	-
Smoke Control	-	-
Fire Protection:		
Gibsons and District Fire Protection	-	-
Roberts Creek Fire Protection	-	-
Halfmoon Bay Fire Protection	-	-
Egmont Fire Department	-	-
Emergency Telephone - 911	-	-
Sunshine Coast Emergency Planning	-	-
Animal Control	2,288	2,263
Transportation Services:		
Public Transit	(62,058)	(104,475)
Maintenance Facility	-	-
Regional Street Lighting	2,274	4,834
Local Street Lighting	174	909
Ports Services	1,131	164
Environmental Services:		
Regional Solid Waste	-	-
Refuse Collection	-	-
Public Health Services:		
Cemetery	-	-
Pender Harbour Health Clinic	-	-
Planning and Development Services:		
Regional Planning	-	-
Rural Planning	-	-
Geographic Information Services	-	-
House numbering	-	-
Heritage	2,499	3,136
Building Inspection Services	-	-
Economic Development	188,865	22,981
Sub-total Carried Forward (next page)	218,820	(8,064)

Sunshine Coast Regional District

Statement of Current Fund

Schedule 1

For the Years Ended December 31, 2016 and 2015

	2016	2015
General Fund (Continued)		
Sub-total Brought Forward (previous page)	218,820	(8,064)
Recreation and Cultural Services:		
Pender Harbour Pool	-	-
School facilities - Joint Use	-	-
Gibsons and Area Library	-	(7,357)
Museum Service	-	-
Halfmoon Bay & Roberts Creek Library Service	1	2
Community Recreation Facilities Service	-	(34,294)
Community Parks	-	-
Bicycle and Walking Paths	-	-
Regional Recreation Programs	-	-
Dakota Ridge Recreation Service	-	-
Total General Fund	218,821	(49,713)
Water Fund		
Regional Water Services	-	-
Sewer Fund		
Local Sewer Plants	-	-
Total Surplus (Deficit)	218,821	(49,713)
Current Fund		
General Fund Surplus (Deficit)	218,821	(49,713)
Inventory and prepaids	(691,403)	(686,650)
Other	87,737	87,737
Appropriated surplus	105,030	199,974
Unfunded Post Employment Future Benefits	(92,827)	(295,733)
Unfunded Landfill Closure	(4,736,960)	(4,595,716)
General Current Fund	(5,109,602)	(5,340,101)
Water Fund Surplus	-	-
Sewer Fund Surplus	-	-
Total Current Fund	\$ (5,109,602)	\$ (5,340,101)

Sunshine Coast Regional District

General Revenue, Water Utility and Sewer Funds

Summary Statement of Revenue, Expenses and Transfers

Schedule 2

For the Years Ended December 31, 2016 and 2015

	General Revenue Fund	Water utilities	Sewer utilities
Revenue			
Grants in lieu of taxes	\$ 72,303	\$ -	\$ -
Tax requisitions	17,599,893	-	-
Frontage and parcel taxes	1,702,802	3,474,826	70,910
Government transfers	2,103,499	649,484	129
User fees and service charges	6,842,365	3,969,303	205,088
Member municipality debt	1,945,224	-	-
Investment income	236,587	121,052	15,535
Contributed assets	-	152,190	-
Gain on sale of land	-	-	-
Other revenue	1,496,611	191,251	-
Total Revenue	31,999,284	8,558,106	291,662
Expenses			
Administration	3,119,286	656,705	23,036
Wages and benefits	12,714,788	2,262,898	57,949
Operating	12,346,367	1,640,402	81,371
Debt charges - interest	1,242,930	126,016	-
Internal recoveries	(5,201,877)	-	-
Debt charges member municipalities	1,945,224	-	-
Amortization of tangible capital assets	2,246,844	1,817,375	39,667
Loss on disposal of tangible capital assets	28,865	27,635	-
Total Expenses	28,442,427	6,531,031	202,023
Annual Operating Surplus (Deficit)	3,556,857	2,027,075	89,639
Add: Proceeds from sale of assets	3,400	-	-
Add: Proceeds from long term debt	70,000	69,230	-
Less: Debt principle repayment	(1,765,613)	(270,368)	-
Less: Acquisition of tangible capital assets	(1,387,889)	(2,924,293)	(12,401)
Less: Change in Inventory and prepaids	-	-	-
Less: Change in Land held for resale	15,609	-	-
Increase (Decrease) in Financial Equity	492,364	(1,098,356)	77,238
Transfer (to)/from reserves	(1,884,232)	(1,125,493)	(118,142)
Transfer (to)/from appropriated surplus	(500,637)	14,924	-
Transfer (to)/from unfunded liability	(46,998)	-	-
Transfer (to)/from unfunded amortization	2,246,844	1,817,375	39,667
Transfer (to)/from unfunded loss on asset	28,865	27,635	-
Transfer (to)/from other funds	(45,893)	342,136	1,237
Interfund transfers	(21,779)	21,779	-
Surplus/(deficit) from prior year	(49,713)	-	-
Total Surplus (Deficit) for the year	\$ 218,821	\$ -	\$ -

Other	Actual 2016	Budget 2016	Actual 2015
\$ -	\$ 72,303	\$ 61,881	\$ 62,528
-	17,599,893	17,599,897	17,367,493
-	5,248,538	5,237,124	5,121,006
-	2,753,112	5,882,985	2,386,145
-	11,016,756	10,275,082	10,292,612
-	1,945,224	1,963,747	1,541,278
-	373,174	58,000	367,149
-	152,190	-	439,098
-	-	-	212,917
-	1,687,862	405,232	1,008,314
-	40,849,052	41,483,948	38,798,540
-	3,799,027	3,798,517	3,507,456
(14,664)	15,020,971	15,952,563	15,015,351
-	14,068,140	14,061,708	13,765,942
-	1,368,946	1,369,516	1,432,659
-	(5,201,877)	(5,276,858)	(4,819,048)
-	1,945,224	1,963,749	1,541,278
-	4,103,886	3,659,879	3,968,914
-	56,500	-	8,704
(14,664)	35,160,817	35,529,074	34,421,256
14,664	5,688,235	5,954,874	4,377,284
-	3,400	-	44,255
-	139,230	5,188,125	891,970
-	(2,035,981)	(1,621,299)	(1,974,431)
-	(4,324,583)	(15,835,250)	(3,879,076)
(34,304)	(34,304)	-	13,566
-	15,609	-	(175,370)
(19,640)	(548,394)	(6,313,550)	(378,914)
-	(3,127,867)	2,404,724	(2,854,315)
-	(485,713)	298,660	(310,445)
19,640	(27,358)	-	503,043
-	4,103,886	3,659,879	3,968,914
-	56,500	-	8,704
-	297,480	-	(946,158)
-	-	-	-
-	(49,713)	(49,713)	(41,263)
\$ -	\$ 218,821	\$ -	\$ (49,713)

Sunshine Coast Regional District

General Revenue Fund

Summary Statement of Revenue, Expenses and Transfers

Schedule 3

For the Years Ended December 31, 2016 and 2015

	General government Schedule 4	Protective services Schedule 5	Transportation services Schedule 6
Revenue			
Grants in lieu of taxes	\$ 64,182	\$ 110	\$ -
Tax requisitions	1,416,875	2,591,005	2,381,172
Frontage and parcel taxes	-	-	-
Government transfers	919,650	-	1,148,289
User fees and service charges	130	36,825	688,029
Member municipality debt	1,945,224	-	-
Investment income	154,015	30,642	7,282
Gain on sale of land	-	-	-
Other revenue	161,764	31,362	27,057
Total Revenue	4,661,840	2,689,944	4,251,829
Expenses			
Administration	520,843	320,911	394,267
Wages and benefits	3,056,545	761,215	2,424,517
Operating	1,214,259	951,910	2,493,350
Debt charges - interest	146,838	37,734	19,862
Internal recoveries	(3,580,170)	-	(1,297,728)
Debt charges member municipalities	1,945,224	-	-
Amortization of tangible capital assets	278,332	344,001	136,054
Loss on disposal of tangible capital assets	-	-	-
Total Expenses	3,581,871	2,415,771	4,170,322
Annual Operating Surplus (Deficit)	1,079,969	274,173	81,507
Add: Proceeds from sale of assets	-	-	-
Add: Proceeds from long term debt	70,000	-	-
Less: Debt principle repayment	(215,496)	(112,574)	(19,454)
Less: Acquisition of tangible capital assets	(654,869)	(22,697)	(16,455)
Less: Change in Land held for resale	-	-	-
Increase (Decrease) in Financial Equity	279,604	138,902	45,598
Transfer (to)/from reserves	138,816	(463,742)	(142,209)
Transfer (to)/from appropriated surplus	(644,708)	-	-
Transfer (to)/from unfunded liability	(188,242)	-	-
Transfer (to)/from unfunded amortization	278,332	344,001	136,054
Transfer (to)/from unfunded loss on asset	-	-	-
Transfer (to)/from other funds	-	(19,219)	-
Interfund transfers	157,722	83	644
Surplus/(deficit) from prior year	62,123	2,263	(98,566)
Total Surplus (Deficit) for the year	\$ 83,647	\$ 2,288	\$ (58,479)

Environmental services Schedule 7	Public health services Schedule 8	Planning and development services Schedule 9	Recreation and cultural services Schedule 10	Actual 2016	Budget 2016	Actual 2015
\$ -	\$ -	\$ 7,878	\$ 133	\$ 72,303	\$ 61,881	\$ 62,528
1,421,494	245,249	1,478,757	8,065,341	17,599,893	17,599,897	17,367,493
-	-	-	1,702,802	1,702,802	1,702,802	1,647,824
-	-	-	35,560	2,103,499	2,397,319	2,106,108
3,336,762	87,174	776,645	1,916,800	6,842,365	6,134,141	6,278,462
-	-	-	-	1,945,224	1,963,747	1,541,278
8,898	2,032	6,546	27,172	236,587	58,000	247,152
-	-	-	-	-	-	212,917
269,211	263	6,867	1,000,087	1,496,611	358,432	870,370
5,036,365	334,718	2,276,693	12,747,895	31,999,284	30,276,219	30,334,132
418,716	43,319	373,184	1,048,046	3,119,286	3,118,776	2,847,827
884,498	51,612	1,440,844	4,095,557	12,714,788	13,455,235	12,886,095
3,714,158	179,699	256,491	3,536,500	12,346,367	12,249,200	11,951,771
3,097	-	-	1,035,399	1,242,930	1,243,082	1,261,152
-	-	(323,979)	-	(5,201,877)	(5,276,858)	(4,819,006)
-	-	-	-	1,945,224	1,963,749	1,541,278
29,628	4,108	32,660	1,422,061	2,246,844	2,028,126	2,159,276
27,048	-	-	1,817	28,865	-	8,704
5,077,145	278,738	1,779,200	11,139,380	28,442,427	28,781,310	27,837,097
(40,780)	55,980	497,493	1,608,515	3,556,857	1,494,909	2,497,035
3,400	-	-	-	3,400	-	23,391
-	-	-	-	70,000	357,779	315,063
(26,259)	-	-	(1,391,830)	(1,765,613)	(1,393,903)	(1,763,308)
(60,001)	-	(38,470)	(595,397)	(1,387,889)	(3,424,216)	(2,271,890)
-	-	15,609	-	15,609	-	175,370
(123,640)	55,980	474,632	(378,712)	492,364	(2,965,431)	(1,024,339)
(82,664)	(60,089)	(299,119)	(975,225)	(1,884,232)	703,205	(1,033,247)
39,232	-	-	104,839	(500,637)	283,737	(353,684)
141,244	-	-	-	(46,998)	-	516,817
29,628	4,108	32,660	1,422,061	2,246,844	2,028,126	2,159,276
27,047	-	-	1,818	28,865	-	8,704
-	-	(43,964)	17,290	(45,893)	-	(369,251)
(30,847)	1	1,039	(150,421)	(21,779)	76	87,274
-	-	26,116	(41,649)	(49,713)	(49,713)	(41,263)
\$ -	\$ -	\$ 191,364	\$ 1	\$ 218,821	\$ -	\$ (49,713)

Sunshine Coast Regional District

General Revenue Fund - General Government Services Summary Statement of Revenue, Expenses and Transfers Schedule 4 For the Years Ended December 31, 2016 and 2015

	Administration	Finance	General Office Building Maintenance	Human Resources	Information Services
Revenue					
Grants in lieu of taxes	\$ 64,182	\$ -	\$ -	\$ -	\$ -
Tax requisitions	1,161,648	-	-	-	-
Government transfers	895,420	24,230	-	-	-
User fees and service charges	130	-	-	-	-
Member municipality debt	-	-	-	-	-
Investment income	141,605	4,306	1,799	2,866	949
Other revenue	6,351	786	41,964	-	-
Total Revenue	2,269,336	29,322	43,763	2,866	949
Expenses					
Administration	484,824	-	-	-	-
Wages and benefits	1,222,961	996,251	106,502	308,494	355,128
Operating	479,314	171,733	136,308	84,100	142,387
Debt charges - interest	-	-	144,058	-	2,780
Internal recoveries	(865,423)	(1,155,661)	(513,555)	(417,514)	(628,017)
Debt charges member municipalities	-	-	-	-	-
Amortization of tangible capital assets	57,667	8,195	109,656	-	102,814
Loss on disposal of tangible capital assets	-	-	-	-	-
Total Expenses	1,379,343	20,518	(17,031)	(24,920)	(24,908)
Annual Operating Surplus (Deficit)	889,993	8,804	60,794	27,786	25,857
Add: Proceeds from sale of assets	-	-	-	-	-
Add: Proceeds from long term debt	-	-	-	-	70,000
Less: Debt principle repayment	-	-	(141,098)	-	(74,398)
Less: Acquisition of tangible capital assets	(12,049)	(437,676)	(13,794)	(77,026)	(114,324)
Increase (Decrease) in Financial Equity	877,944	(428,872)	(94,098)	(49,240)	(92,865)
Transfer (to)/from reserves	(121,483)	298,278	(15,031)	13,584	(10,144)
Transfer (to)/from appropriated surplus	(644,708)	-	-	-	-
Transfer (to)/from unfunded liability	(169,418)	-	-	-	-
Transfer (to)/from unfunded amortization	57,667	8,195	109,656	-	102,814
Transfer (to)/from unfunded loss on asset	-	-	-	-	-
Transfer (to)/from other funds	-	-	-	-	-
Interfund transfers	(1)	122,399	(527)	35,656	195
Surplus/(deficit) from prior year	(1)	-	-	-	-
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -	\$ -	\$ -

Feasibility Studies	Grants in Aid	SCRHD Administration	UBCM	Fiscal Services	Actual 2016	Budget 2016	Actual 2015
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,182	\$ 61,881	\$ 61,557
-	169,230	-	85,997	-	1,416,875	1,416,879	1,524,923
-	-	-	-	-	919,650	868,238	917,969
-	-	-	-	-	130	-	709
-	-	-	-	1,945,224	1,945,224	1,963,747	1,541,278
804	48	-	1,638	-	154,015	58,000	158,158
-	-	112,663	-	-	161,764	155,285	192,693
804	169,278	112,663	87,635	1,945,224	4,661,840	4,524,030	4,397,287
-	15,988	14,901	5,130	-	520,843	520,843	497,509
-	8,059	27,091	32,059	-	3,056,545	3,283,201	3,296,812
-	172,075	3,432	24,910	-	1,214,259	1,422,060	1,185,963
-	-	-	-	-	146,838	146,680	145,985
-	-	-	-	-	(3,580,170)	(3,509,284)	(3,220,581)
-	-	-	-	1,945,224	1,945,224	1,963,749	1,541,278
-	-	-	-	-	278,332	210,677	239,927
-	-	-	-	-	-	-	(125)
-	196,122	45,424	62,099	1,945,224	3,581,871	4,037,926	3,686,768
804	(26,844)	67,239	25,536	-	1,079,969	486,104	710,519
-	-	-	-	-	-	-	625
-	-	-	-	-	70,000	210,297	220,215
-	-	-	-	-	(215,496)	(175,226)	(193,912)
-	-	-	-	-	(654,869)	(616,669)	(798,422)
804	(26,844)	67,239	25,536	-	279,604	(95,494)	(60,975)
(804)	(48)	-	(25,536)	-	138,816	400,290	22,890
-	-	-	-	-	(644,708)	(576,238)	(658,969)
-	-	(18,824)	-	-	(188,242)	-	244,383
-	-	-	-	-	278,332	210,677	239,927
-	-	-	-	-	-	-	(125)
-	-	-	-	-	-	-	9,918
-	-	-	-	-	157,722	(1,359)	237,874
-	63,960	(1,836)	-	-	62,123	62,124	47,037
\$ -	\$ 37,068	\$ 46,579	\$ -	\$ -	\$ 83,647	\$ -	\$ 62,124

Sunshine Coast Regional District

General Revenue Fund - Protective Services

Summary Statement of Revenue, Expenses and Transfers

Schedule 5

For the Years Ended December 31, 2016 and 2015

	Gibsons and District Fire Protection	Roberts Creek Fire Protection	Halfmoon Bay Fire Protection	Egmont Fire Department
Revenue				
Grants in lieu of taxes	\$ 110	\$ -	\$ -	\$ -
Tax requisitions	857,562	403,927	357,200	104,149
Government transfers	-	-	-	-
User fees and service charges	-	25	-	-
Investment income	10,257	8,866	1,794	976
Other revenue	3,726	-	-	1,422
Total Revenue	871,655	412,818	358,994	106,547
Expenses				
Administration	79,209	40,682	37,810	12,816
Wages and benefits	334,527	75,219	75,293	682
Operating	264,575	139,261	168,490	49,963
Debt charges - interest	783	-	18	4,880
Internal recoveries	-	-	-	-
Amortization of tangible capital assets	93,558	50,176	62,698	25,523
Loss on disposal of tangible capital assets	-	-	-	-
Total Expenses	772,652	305,338	344,309	93,864
Annual Operating Surplus (Deficit)	99,003	107,480	14,685	12,683
Add: Proceeds from long term debt	-	-	-	-
Less: Debt principle repayment	(23,518)	-	(8,473)	(4,780)
Less: Acquisition of tangible capital assets	(24,211)	(11,877)	-	-
Increase (Decrease) in Financial Equity	51,274	95,603	6,212	7,903
Transfer (to)/from reserves	(144,832)	(145,779)	(68,910)	(33,426)
Transfer (to)/from unfunded amortization	93,558	50,176	62,698	25,523
Transfer (to)/from unfunded loss on asset	-	-	-	-
Transfer (to)/from other funds	-	-	-	-
Interfund transfers	-	-	-	-
Surplus/(deficit) from prior year	-	-	-	-
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -	\$ -

Smoke Control	Bylaw Enforcement	Emergency Telephone - 911	Sunshine Coast Emergency Planning	Animal Control	Actual 2016	Budget 2016	Actual 2015
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110	\$ -	\$ 115
-	137,559	389,321	261,905	79,382	2,591,005	2,591,005	2,552,041
-	-	-	-	-	-	-	6,681
-	2,265	-	-	34,535	36,825	23,911	21,988
212	484	5,902	536	1,615	30,642	-	28,358
-	-	22,214	4,000	-	31,362	-	64,955
212	140,308	417,437	266,441	115,532	2,689,944	2,614,916	2,674,138
227	24,194	36,968	70,626	18,379	320,911	320,911	270,253
596	78,700	35,477	93,923	66,798	761,215	802,601	760,875
-	15,474	224,821	71,067	18,259	951,910	1,109,551	966,870
-	-	32,053	-	-	37,734	37,744	38,873
-	-	-	-	-	-	-	(6,923)
-	9,562	73,901	20,448	8,135	344,001	338,054	343,966
-	-	-	-	-	-	-	22,576
823	127,930	403,220	256,064	111,571	2,415,771	2,608,861	2,396,490
(611)	12,378	14,217	10,377	3,961	274,173	6,055	277,648
-	-	-	-	-	-	28,245	-
-	-	(75,803)	-	-	(112,574)	(92,906)	(151,943)
-	-	13,391	-	-	(22,697)	(342,555)	(199,206)
(611)	12,378	(48,195)	10,377	3,961	138,902	(401,161)	(73,501)
611	(2,818)	(25,706)	(30,825)	(12,057)	(463,742)	58,344	(266,872)
-	9,562	73,901	20,448	8,135	344,001	338,054	343,966
-	-	-	-	-	-	-	22,576
-	(19,219)	-	-	-	(19,219)	-	(19,219)
-	97	-	-	(14)	83	2,500	(29,094)
-	-	-	-	2,263	2,263	2,263	(14,031)
\$ -	\$ -	\$ -	\$ -	\$ 2,288	\$ 2,288	\$ -	\$ 2,263

Sunshine Coast Regional District

General Revenue Fund - Transportation Services

Summary Statement of Revenue, Expenses and Transfers

Schedule 6

For the Years Ended December 31, 2016 and 2015

	Public Transit	Maintenance Facility	Regional Street Lighting
Revenue			
Tax requisitions	\$ 1,957,820	\$ -	\$ 32,590
Government transfers	1,148,289	-	-
User fees and service charges	688,029	-	-
Investment income	3	2,331	-
Other revenue	12,646	9,210	-
Total Revenue	3,806,787	11,541	32,590
Expenses			
Administration	348,652	19,767	2,680
Wages and benefits	1,865,084	479,300	39
Operating	1,580,066	750,024	32,431
Debt charges - interest	-	19,862	-
Internal recoveries	-	(1,297,728)	-
Amortization of tangible capital assets	46,297	39,330	-
Total Expenses	3,840,099	10,555	35,150
Annual Operating Surplus (Deficit)	(33,312)	986	(2,560)
Less: Debt principle repayment	-	(19,454)	-
Less: Acquisition of tangible capital assets	29,552	-	-
Increase (Decrease) in Financial Equity	(3,760)	(18,468)	(2,560)
Transfer (to)/from reserves	(3)	(20,774)	-
Transfer (to)/from unfunded amortization	46,297	39,330	-
Interfund transfers	(117)	(88)	-
Surplus/(deficit) from prior year	(104,475)	-	4,834
Total Surplus (Deficit) for the year	\$ (62,058)	\$ -	\$ 2,274

Local Street Lighting	Ports Services	Actual 2016	Budget 2016	Actual 2015
\$ 8,971	\$ 381,791	\$ 2,381,172	\$ 2,381,172	\$ 2,197,725
-	-	1,148,289	1,270,695	1,096,528
-	-	688,029	707,179	682,534
-	4,948	7,282	-	9,658
-	5,201	27,057	15,114	54,923
8,971	391,940	4,251,829	4,374,160	4,041,368
619	22,549	394,267	394,267	335,981
-	80,094	2,424,517	2,435,974	2,329,830
9,089	121,740	2,493,350	2,694,387	2,478,312
-	-	19,862	19,863	19,862
-	-	(1,297,728)	(1,443,595)	(1,271,215)
-	50,427	136,054	122,748	133,603
9,708	274,810	4,170,322	4,223,644	4,026,373
(737)	117,130	81,507	150,516	14,995
-	-	(19,454)	(13,668)	(18,705)
-	(46,007)	(16,455)	(146,330)	(144,248)
(737)	71,123	45,598	(9,482)	(147,958)
-	(121,432)	(142,209)	(16,360)	(34,180)
-	50,427	136,054	122,748	133,603
-	849	644	1,662	(14,591)
911	164	(98,566)	(98,568)	(35,442)
\$ 174	\$ 1,131	\$ (58,479)	\$ -	\$ (98,568)

Sunshine Coast Regional District

General Revenue Fund - Environmental Services

Summary Statement of Revenue, Expenses and Transfers

Schedule 7

For the Years Ended December 31, 2016 and 2015

	Regional Solid Waste	Refuse Collection	Actual 2016	Actual 2015
Revenue				
Tax requisitions	\$ 1,421,494	\$ -	\$ 1,421,494	\$ 1,311,133
Government transfers	-	-	-	15,529
User fees and service charges	2,521,215	815,547	3,336,762	2,994,899
Investment income	8,586	312	8,898	15,757
Other revenue	254,782	14,429	269,211	166,561
Total Revenue	4,206,077	830,288	5,036,365	4,503,879
Expenses				
Administration	339,837	78,879	418,716	380,141
Wages and benefits	872,894	11,604	884,498	795,196
Operating	3,031,681	682,477	3,714,158	3,323,168
Debt charges - interest	3,097	-	3,097	10,322
Amortization of tangible capital assets	29,628	-	29,628	35,141
Loss on disposal of tangible capital assets	27,048	-	27,048	(755)
Total Expenses	4,304,185	772,960	5,077,145	4,543,213
Annual Operating Surplus (Deficit)	(98,108)	57,328	(40,780)	(39,334)
Add: Proceeds from sale of assets	3,400	-	3,400	1,755
Less: Debt principle repayment	(26,259)	-	(26,259)	(25,249)
Less: Acquisition of tangible capital assets	(60,001)	-	(60,001)	(41,823)
Increase (Decrease) in Financial Equity	(180,968)	57,328	(123,640)	(104,651)
Transfer (to)/from reserves	(56,124)	(26,540)	(82,664)	(159,769)
Transfer (to)/from appropriated surplus	39,232	-	39,232	-
Transfer (to)/from unfunded liability	141,244	-	141,244	272,434
Transfer (to)/from unfunded amortization	29,628	-	29,628	35,141
Transfer (to)/from unfunded loss on asset	27,047	-	27,047	(755)
Interfund transfers	(59)	(30,788)	(30,847)	(42,400)
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -	\$ -

Sunshine Coast Regional District

General Revenue Fund - Public Health Services

Summary Statement of Revenue, Expenses and Transfers

Schedule 8

For the Years Ended December 31, 2016 and 2015

	Cemetery	Pender Harbour Health Clinic	Actual 2016	Actual 2015
Revenue				
Tax requisitions	\$ 124,005	\$ 121,244	\$ 245,249	\$ 237,046
User fees and service charges	87,174	-	87,174	65,580
Investment income	1,108	924	2,032	2,238
Other revenue	263	-	263	1,766
Total Revenue	212,550	122,168	334,718	306,630
Expenses				
Administration	37,115	6,204	43,319	41,010
Wages and benefits	51,612	-	51,612	70,044
Operating	38,455	141,244	179,699	160,845
Amortization of tangible capital assets	4,108	-	4,108	2,553
Total Expenses	131,290	147,448	278,738	274,452
Annual Operating Surplus (Deficit)	81,260	(25,280)	55,980	32,178
Less: Acquisition of tangible capital assets	-	-	-	(31,096)
Increase (Decrease) in Financial Equity	81,260	(25,280)	55,980	1,082
Transfer (to)/from reserves	(85,368)	25,279	(60,089)	(937)
Transfer (to)/from unfunded amortization	4,108	-	4,108	2,553
Interfund transfers	-	1	1	(2,698)
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -	\$ -

Sunshine Coast Regional District

General Revenue Fund - Planning and Development Services

Summary Statement of Revenue, Expenses and Transfers

Schedule 9

For the Years Ended December 31, 2016 and 2015

	Regional Planning	Rural Planning	Geographic Information Services	Heritage
Revenue				
Grants in lieu of taxes	\$ 3	\$ -	\$ -	\$ -
Tax requisitions	130,167	899,043	-	489
Government transfers	-	-	-	-
User fees and service charges	918	51,165	5,589	-
Investment income	483	2,334	758	-
Gain on sale of land held for resale	-	-	-	-
Other revenue	-	150	-	-
Total Revenue	131,571	952,692	6,347	489
Expenses				
Administration	31,685	212,017	-	279
Wages and benefits	63,815	612,696	247,290	847
Operating	13,486	59,555	57,877	-
Internal recoveries	-	-	(323,979)	-
Amortization of tangible capital assets	-	10,471	14,736	-
Loss on disposal of tangible capital assets	-	-	-	-
Total Expenses	108,986	894,739	(4,076)	1,126
Annual Operating Surplus (Deficit)	22,585	57,953	10,423	(637)
Add: Proceeds from sale of assets	-	-	-	-
Less: Acquisition of tangible capital assets	-	(5,213)	-	-
Less: Net change in land held for resale	-	-	-	-
Increase (Decrease) in Financial Equity	22,585	52,740	10,423	(637)
Transfer (to)/from reserves	(22,585)	(64,426)	(25,130)	-
Transfer (to)/from unfunded amortization	-	10,471	14,736	-
Transfer (to)/from unfunded loss on asset	-	-	-	-
Transfer (to)/from other funds	-	-	-	-
Interfund transfers	-	1,215	(29)	-
Surplus/(deficit) from prior year	-	-	-	3,136
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -	\$ 2,499

House numbering	Building Inspection Services	Economic Development	Hillside	Actual 2016	Budget 2016	Actual 2015
\$ -	\$ -	\$ 7,875	\$ -	\$ 7,878	\$ -	\$ 731
-	171,023	249,680	28,355	1,478,757	1,478,757	1,335,312
-	-	-	-	-	-	4,570
54,075	664,898	-	-	776,645	620,518	697,478
495	2,476	-	-	6,546	-	5,530
-	-	-	-	-	-	212,917
-	6,717	-	-	6,867	600	20,436
54,570	845,114	257,555	28,355	2,276,693	2,099,875	2,276,974
4,183	117,011	8,009	-	373,184	373,184	369,762
19,549	496,132	515	-	1,440,844	1,591,018	1,499,645
567	41,860	83,146	-	256,491	450,916	307,556
-	-	-	-	(323,979)	(323,979)	(320,287)
-	7,453	-	-	32,660	19,431	25,440
-	-	-	-	-	-	(1,500)
24,299	662,456	91,670	-	1,779,200	2,110,570	1,880,616
30,271	182,658	165,885	28,355	497,493	(10,695)	396,358
-	-	-	-	-	-	3,500
-	(33,257)	-	-	(38,470)	(64,726)	(64,565)
-	-	-	15,609	15,609	-	175,370
30,271	149,401	165,885	43,964	474,632	(75,421)	510,663
(30,271)	(156,707)	-	-	(299,119)	32,373	(85,121)
-	7,453	-	-	32,660	19,431	25,440
-	-	-	-	-	-	(1,500)
-	-	-	(43,964)	(43,964)	-	(422,889)
-	(147)	-	-	1,039	(2,500)	(28,514)
-	-	22,980	-	26,116	26,117	28,038
\$ -	\$ -	\$ 188,865	\$ -	\$ 191,364	\$ -	\$ 26,117

Sunshine Coast Regional District

General Revenue Fund - Recreation and Cultural Services

Summary Statement of Revenue, Expenses and Transfers

Schedule 10

For the Years Ended December 31, 2016 and 2015

	Pender Harbour Pool	School facilities - Joint Use	Gibsons and Area Library	Museum Service
Revenue				
Grants in lieu of taxes	\$ -	\$ -	\$ -	\$ -
Tax requisitions	438,612	15,707	675,770	131,085
Frontage and parcel taxes	70,750	-	-	-
Government transfers	26,960	-	-	-
User fees and service charges	103,847	-	-	-
Investment income	1,894	91	1,570	-
Other revenue	7,775	-	493	-
Total Revenue	649,838	15,798	677,833	131,085
Expenses				
Administration	50,975	2,272	42,675	8,333
Wages and benefits	313,831	1,867	7,515	-
Operating	133,032	4,000	613,267	122,752
Debt charges - interest	42,536	-	-	-
Amortization of tangible capital assets	90,361	-	38,401	-
Loss on disposal of tangible capital assets	-	-	-	-
Total Expenses	630,735	8,139	701,858	131,085
Annual Operating Surplus (Deficit)	19,103	7,659	(24,025)	-
Add: Proceeds from sale of assets	-	-	-	-
Add: Proceeds from long term debt	-	-	-	-
Less: Debt principle repayment	(40,141)	-	-	-
Less: Acquisition of tangible capital assets	(52,946)	-	(323,445)	-
Increase (Decrease) in Financial Equity	(73,984)	7,659	(347,470)	-
Transfer (to)/from reserves	(9,548)	(7,659)	243,430	-
Transfer (to)/from appropriated surplus	1,395	-	-	-
Transfer (to)/from unfunded amortization	90,361	-	38,401	-
Transfer to/ (from) unfunded loss on asset	-	-	-	-
Transfer (to)/from other funds	-	-	17,290	-
Interfund transfers	(8,224)	-	55,706	-
Surplus/(deficit) from prior year	-	-	(7,357)	-
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -	\$ -

Halfmoon Bay & Roberts Creek Library Service	Community Recreation Facilities Service	Community Parks	Bicycle and Walking Paths	Dakota Ridge Recreation Service	Regional Recreation Programs	Actual 2016	Actual 2015
\$ 2	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ 133	\$ 125
255,186	4,436,406	1,616,932	130,740	210,881	154,022	8,065,341	8,209,313
-	1,632,052	-	-	-	-	1,702,802	1,647,824
-	7,600	-	-	1,000	-	35,560	64,831
-	1,695,661	80,776	-	34,888	1,628	1,916,800	1,815,274
-	13,176	7,540	1,606	1,189	106	27,172	27,453
-	943,088	36,556	-	12,175	-	1,000,087	369,036
255,188	8,728,114	1,741,804	132,346	260,133	155,756	12,747,895	12,133,856
12,065	645,521	228,090	22,183	23,075	12,857	1,048,046	953,171
-	2,950,368	724,413	38,718	59,469	(624)	4,095,557	4,133,693
182,416	1,639,592	579,323	13,771	112,141	136,206	3,536,500	3,529,057
-	928,908	60,709	-	3,246	-	1,035,399	1,046,110
-	875,083	270,462	101,440	46,314	-	1,422,061	1,378,646
-	-	1,817	-	-	-	1,817	(11,492)
194,481	7,039,472	1,864,814	176,112	244,245	148,439	11,139,380	11,029,185
60,707	1,688,642	(123,010)	(43,766)	15,888	7,317	1,608,515	1,104,671
-	-	-	-	-	-	-	17,511
-	-	-	-	-	-	-	94,848
-	(1,198,638)	(124,251)	-	(28,800)	-	(1,391,830)	(1,373,499)
-	(111,677)	(40,115)	(67,214)	-	-	(595,397)	(992,530)
60,707	378,327	(287,376)	(110,980)	(12,912)	7,317	(378,712)	(1,148,999)
-	(1,087,586)	(17,812)	(57,573)	(31,160)	(7,317)	(975,225)	(509,258)
-	-	33,640	69,804	-	-	104,839	305,285
-	875,083	270,462	101,440	46,314	-	1,422,061	1,378,646
-	-	1,818	-	-	-	1,818	(11,492)
-	-	-	-	-	-	17,290	44,337
(60,707)	(131,531)	(732)	(2,691)	(2,242)	-	(150,421)	(33,303)
1	(34,293)	-	-	-	-	(41,649)	(66,865)
\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ (41,649)

Sunshine Coast Regional District

Water Utility

Summary Statement of Revenue, Expenses and Transfers

Schedule 11

For the Years Ended December 31, 2016 and 2015

	Actual 2016	Budget 2016	Actual 2015
Revenue			
Frontage and parcel taxes	\$ 3,474,826	\$ 3,463,412	\$ 3,407,112
Government transfers	649,484	3,485,666	280,037
User fees and service charges	3,969,303	3,943,946	3,813,898
Investment income	121,052	-	104,097
Contributed assets	152,190	-	439,098
Other revenue	191,251	46,800	137,944
Total Revenue	8,558,106	10,939,824	8,182,186
Expenses			
Administration	656,705	656,705	640,842
Wages and benefits	2,262,898	2,389,901	2,076,252
Operating	1,640,402	1,704,633	1,689,316
Debt charges - interest	126,016	126,434	171,507
Internal recoveries	-	-	(42)
Amortization of tangible capital assets	1,817,375	1,602,369	1,770,259
Loss on disposal of tangible capital assets	27,635	-	-
Total Expenses	6,531,031	6,480,042	6,348,134
Annual Operating Surplus (Deficit)	2,027,075	4,459,782	1,834,052
Add: Proceeds from sale of assets	-	-	20,864
Add: Proceeds from long term debt	69,230	4,830,346	576,907
Less: Debt principle repayment	(270,368)	(227,396)	(211,123)
Less: Acquisition of tangible capital assets	(2,924,293)	(12,292,469)	(1,603,483)
Increase (Decrease) in Financial Equity	(1,098,356)	(3,229,737)	617,217
Transfer (to)/from reserves	(1,125,493)	1,612,521	(1,774,281)
Transfer (to)/from appropriated surplus	14,924	14,923	43,239
Transfer (to)/from unfunded loss on asset	27,635	-	-
Transfer (to)/from unfunded amortization	1,817,375	1,602,369	1,770,259
Transfer (to)/from other funds	342,136	-	(576,907)
Interfund transfers	21,779	(76)	(79,527)
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -

Sunshine Coast Regional District

Sewer Fund

Summary Statement of Revenue, Expenses and Transfers

Schedule 12

For the Years Ended December 31, 2016 and 2015

	Actual 2016	Budget 2016	Actual 2015
Revenue			
Frontage and parcel taxes	\$ 70,910	\$ 70,910	\$ 66,070
Government transfers	129	-	-
User fees and service charges	205,088	196,995	200,252
Investment income	15,535	-	15,900
Total Revenue	291,662	267,905	282,222
Expenses			
Administration	23,036	23,036	18,787
Wages and benefits	57,949	107,427	80,344
Operating	81,371	107,875	124,855
Amortization of tangible capital assets	39,667	29,384	39,379
Total Expenses	202,023	267,722	263,365
Annual Operating Surplus (Deficit)	89,639	183	18,857
Less: Acquisition of tangible capital assets	(12,401)	(118,565)	(3,703)
Increase (Decrease) Financial Equity	77,238	(118,382)	15,154
Transfer (to)/from reserves	(118,142)	88,998	(46,786)
Transfer (to)/from unfunded amortization	39,667	29,384	39,379
Transfer to/(from) other funds	1,237	-	-
Interfund transfers	-	-	(7,747)
Total Surplus (Deficit) for the year	\$ -	\$ -	\$ -

Sunshine Coast Regional District

General Capital Fund - Hillside Development Project

Summary Statement of Revenue, Expenses and Transfers

Schedule 13

For the Years Ended December 31, 2016 and 2015

	Actual 2016	Budget 2016	Actual 2015
Expenses			
Administration	\$ 15,504	\$ 15,504	\$ 12,871
Wages and benefits	4,556	28,061	26,376
Operating expenditures	45,288	55,840	75,738
Total Development Costs	65,348	99,405	114,985
Less: Operating Revenue			
Water leases	60,229	52,800	64,466
Land leases	20,201	18,250	19,806
Investment income	527	-	-
	80,957	71,050	84,272
Net development costs	15,609	(28,355)	(30,713)
Proceeds from sale of land held for resale	-	-	419,000
Total Surplus (Deficit) for the year	\$ 15,609	\$ (28,355)	\$ 388,287

Sunshine Coast Regional District

Statement of Changes in Reserve Fund Balances

Schedule 14

For the Years Ended December 31, 2016 and 2015

Bylaw	Purpose	Beginning Balance	Investment Earnings	Contributions / Transfers	Balance at End of Year
General Government					
495/504	General Administration Capital	\$ 40,483	\$ 644	\$ -	\$ 41,127
648	General Administration Operating	133,721	2,140	81,727	217,588
496	Administration Building	111,573	1,799	13,232	126,604
648	Finance	383,037	4,307	(302,584)	84,760
648	Human Resources	201,836	2,866	(16,450)	188,252
504/648	Information Services	61,421	949	9,195	71,565
648	Area D Grant in Aid	3,025	48	-	3,073
648	Electoral Area Services	99,744	1,639	23,897	125,280
648	Corporate Sustainability	23,022	367	22,770	46,159
648	Regional Sustainability	8,947	143	13,694	22,784
	Area B Feasibility Studies	25,238	402	-	25,640
	Area D Feasibility Studies	25,238	402	-	25,640
649/677	Bylaw Enforcement	30,370	484	2,334	33,188
	Halfmoon Bay Smoke Control	1,885	28	(386)	1,527
650	Roberts Creek Smoke Control	11,741	184	(437)	11,488
489/497	Gibsons Fire Protection Capital	595,776	9,845	147,867	753,488
678	Gibsons Fire Protection Operating	31,242	412	(13,293)	18,361
490	Roberts Creek Fire Protection	534,817	8,866	136,913	680,596
491	Halfmoon Bay Fire Protection	103,794	1,795	67,115	172,704
601	Egmont Fire Protection	60,190	976	32,450	93,616
492	911 Telephone	369,674	5,902	19,804	395,380
493	SC Emergency Planning	32,992	536	30,289	63,817
651/680	Animal Control	101,420	1,615	10,442	113,477
529/652	Sunshine Coast Transit	178	3	-	181
486/607	Ports	337,187	4,948	116,484	458,619
563	Maintenance Facility	143,727	2,331	18,443	164,501
653	Regional Solid Waste Operating	98,974	1,576	45,914	146,464
670	Zero Waste Operating	159,040	2,717	20,947	182,704
653	Landfills Operating	236,174	3,657	(18,686)	221,145
654	Refuse Collection Operating	19,569	312	26,228	46,109
515	Pender Harbour Health Clinic	63,850	924	(26,203)	38,571
655	Cemetery Operating	65,569	1,108	84,260	150,937
681	Regional Planning	30,321	483	22,102	52,906
656/657	Rural Planning	147,629	2,334	62,092	212,055
504	PIMS Capital	45,759	758	24,372	70,889
	House Numbering	31,465	495	29,776	61,736
495	Building Inspection	166,278	2,476	154,231	322,985
590/609	Community Recreation Facilities	781,440	13,176	1,074,407	1,869,023
494/660	Pender Harbour Pool	128,286	1,894	7,654	137,834
	School Facilities Joint Use	5,719	91	7,568	13,378
609	Gibsons Library	246,524	1,570	(245,000)	3,094
533/662	Community Parks	470,760	7,540	10,272	488,572
683	Bicycle & Walking Paths	62,550	1,032	47,868	111,450
	Area A Bicycle & Walking Paths	36,412	575	8,098	45,085
	Regional Recreation Programs	6,639	106	7,211	13,956
	Dakota Ridge	74,618	1,189	29,971	105,778
Total General Reserve Fund		6,349,854	97,644	1,786,588	8,234,086

Sunshine Coast Regional District

Statement of Changes in Reserve Fund Balances

Schedule 14

For the Years Ended December 31, 2016 and 2015

Bylaw	Purpose	Beginning Balance	Investment Earnings	Contributions / Transfers	Balance at End of Year
Water Revenue					
488	Regional Water Capital	4,561,469	74,278	739,179	5,374,926
	Regional Water Operating	1,570,387	24,808	15,513	1,610,708
498	Regional Water Land	16,629	265	-	16,894
589	North Pender Water Capital	259,920	4,170	105,445	369,535
	North Pender Water Operating	117,322	1,869	-	119,191
	South Pender Water Capital	331,771	5,333	176,189	513,293
	South Pender Water Operating	660,417	10,329	(31,885)	638,861
Total Water Reserve Funds		7,517,915	121,052	1,004,441	8,643,408
Sewer Revenue					
512/608	Greaves Road	10,602	169	1,119	11,890
512	Sunnyside	20,551	327	1,135	22,013
	Jolly Roger	54,405	867	2,916	58,188
512/608	Secret Cove	30,700	489	5,975	37,164
	Lee Bay	423,068	6,719	19,764	449,551
512	Square Bay	117,414	1,870	3,328	122,612
	Langdale	57,446	915	8,862	67,223
512/608	Canoe Road	4,777	76	1,828	6,681
608	Merrill Crescent	4,876	78	2,677	7,631
512/608	Curran Road	60,473	963	9,307	70,743
512/608	Roberts Creek Co-housing	10,588	169	6,725	17,482
608	Lily Lake Village	19,342	307	9,076	28,725
512/608	Woodcreek Park	137,951	2,197	22,360	162,508
668/669	Painted Boat	24,338	388	7,536	32,262
Total Sewer Reserve Funds		976,531	15,534	102,608	1,094,673
Total Reserve Funds		\$ 14,844,300	\$ 234,230	\$ 2,893,637	\$ 17,972,167

**Sunshine Coast Regional District
2016
Schedule of Guarantee and Indemnity Agreements**

Financial Information Regulation Schedule 1 Section (5)

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation

**Sunshine Coast Regional District
2016
Schedule of Remuneration and Expenses**

Financial Information Regulation Schedule 1 Section (6)

1. Elected Officials, and Members of the Board of Directors

NAME	POSITION	REMUNERATION		EXPENSES
AUGUST, CHRIS	Director SIGD	\$	-	\$ 668
FALK, LESLIE	Alternate Director Area A	\$	1,897.48	\$ -
HAY, LAURELLA	Alternate Director Area E	\$	1,778.77	\$ 19
INKSTER, DARREN	Alternate Director District of Sechelt	\$	64.93	\$ -
JOE, RANDY	Alternate Director SIGD	\$	-	\$ -
LEBBELL, MARK	Director Area D	\$	28,557.07	\$ 6,313
LEWIS, LORNE	Director Area E	\$	26,151.13	\$ 2,037
LUTES, ALICE	Director District of Sechelt	\$	9,499.38	\$ 25
MAURO, FRANK	Vice Chair, Director Area A	\$	33,273.73	\$ 11,589
MORTON, MICHELLE	Alternate Director Area D	\$	1,778.77	\$ -
NOHR, GARRY	Chair, Director Area B	\$	45,283.30	\$ 12,766
SIEGERS, DARNELDA	Director District of Sechelt	\$	9,609.16	\$ 20
SMITH, BRIAN	Alternate Director Area B	\$	2,109.10	\$ -
SOOHEN, GREIG	Gibsons Fire Commission	\$	350.88	\$ -
STAMFORD, KATE-LOUISE	Alternate Director Area F	\$	1,435.54	\$ 8
VALERIOTE, JEREMY	Alternate Director Town of Gibsons	\$	3,257.50	\$ 85
WHITE, SILAS	Director Town of Gibsons	\$	21,876.59	\$ 4,920
WINN, IAN	Director Area F	\$	29,683.89	\$ 8,906
WRIGHT, K DOUGLAS	Alternate Director District of Sechelt	\$	4,913.34	\$ -
Accident Insurance:	Policy carried by Regional District on behalf of the Board of Directors			
Total elected officials, and members of the Board of Directors		A.	\$221,521	\$47,356

**Sunshine Coast Regional District
2016
Schedule of Remuneration and Expenses**

2. Employees

NAME	POSITION	REMUNERATION	EXPENSES
ALLEN, ANDREW	Manager, Planning and Development	\$ 96,150	\$ 3,814
BOUTILIER, KRIS	Senior Information Technology Coordinator	\$ 84,718	\$ 160
COOPER, ROBYN	Manager, Solid Waste Services	\$ 99,051	\$ 5,797
CROSBY, DAVID	Manager, Utility Services - Special Projects	\$ 112,618	\$ 93
DYKSTRA, GORDON	Manager, Transit and Fleet	\$ 98,194	\$ 3,751
HEMSTALK, DAN	Utilities Coordinator	\$ 82,675	\$ 560
HEPPNER, SHARON	Manager, Information Technology and GIS	\$ 104,154	\$ 2,332
JOHNSON, KEVIN	Senior Water Technician	\$ 94,644	\$ 2,001
KIMM, STUART	Waterworks Technician 2	\$ 79,299	\$ 555
LEGAULT, ANGIE	Senior Manager, Admin and Legislative Services	\$ 111,459	\$ 2,789
LOVEYS, JANETTE	Chief Administrative Officer	\$ 159,941	\$ 9,464
MARTINEZ, JOSE	Transportation Superintendent	\$ 80,627	\$ -
MICHAEL, ROBERT	Fire Chief, Gibsons & District VFD	\$ 97,394	\$ 2,991
MORTENSEN, CAROLYN	Manager, Parks Services	\$ 50,247	\$ -
OLMSTEAD, STEVEN	GM, Planning and Community Development	\$ 97,062	\$ 612
PARKER, GERALD	Senior Manager, Human Resources	\$ 114,326	\$ 4,688
PERREAULT, TINA	GM, Corporate Services / Chief Financial Officer	\$ 116,587	\$ 3,676
PRESTON, PAUL	Chief Building Officer	\$ 98,288	\$ 2,608
RAFAEL, DAVID	Senior Planner	\$ 91,925	\$ 1,049
ROBINSON, KEN	Manager, Facility Services and Parks	\$ 93,133	\$ 51
SHOJI, BRYAN	GM, Infrastructure Services	\$ 136,949	\$ 4,390
STOKER, LINDSAY	Human Resources Advisor	\$ 86,625	\$ 1,678
TRENT, CHERYL	GIS Administrator	\$ 76,142	\$ 3,344
VANVELZEN, ALLEN	Facility Services Coordinator	\$ 80,412	\$ 10
VIITANEN, BRYCE	Information Technology Technician	\$ 79,966	\$ 893
WALKEY, SHANE	Manager, Utility Services	\$ 95,259	\$ 216
ZACHARIAS, SARA	Manager, Financial Services	\$ 92,675	\$ 10,684
ZAYSHLEY, DYNIE	Fleet Maintenance Supervisor	\$ 75,220	\$ 2,143
Consolidated total of employees with remuneration of \$75,000 or less		\$9,544,648	135,444
Total: Employees		\$12,230,389	\$205,794

3. Reconciliation

Total remuneration - elected officials, and members of the Board of Directors	A.	221,521
Total remuneration - employees	B.	12,230,389
Subtotal (Balanced to T4's, T4A's plus Box 70-Municipal Officer expense allowance)		12,451,909
Reconciling Items **		See Note Below
Total per Consolidated Financial Statements (Note 20 - Expense and Expenditure by Object)		15,020,971
Variance **		(2,569,062)

4. Severance agreements

	Number of Agreements	Equivalent Number of Gross Monthly Salary
Severance agreement	1	4.0

**Sunshine Coast Regional District
2016
Schedule of Remuneration and Expenses**

Notes:

****Reconciliation/Variance:**

The Sunshine Coast Regional District attests to the accuracy of the figures presented. A reconciliation between the schedules to the Statement of Financial Information (the schedule showing remuneration from payroll T4 and expenses from accounts payable) and the Consolidated Financial Statements (Note 20 - Expense and Expenditure by Object - Salaries wages and benefits) is not possible, as the following transactions are not included on both statements.

*Employer portions of Employment Insurance, Canada Pension and Municipal Superannuation

*Disability and extended health benefits paid, not included as taxable benefits

*Accrued liabilities - annual leave, vacation pay, bank time, retirement benefit, wages, severance

**Sunshine Coast Regional District
2016
Statement of Severance Agreements**

Financial Information Regulation Schedule 1 Section 6(7)

There was one (1) severance agreement made between the Sunshine Coast Regional District and its non-unionized employees during fiscal year 2016.

This agreement represents 4 months of compensation, including salary and benefits.

**Sunshine Coast Regional District
2016
Schedule of Payments To Suppliers of Goods and Services**

Financial Information Regulation Schedule 1 Section (7)

1. Consolidated total paid to suppliers who received aggregate payments exceeding \$25,000 (Detail Follows):	\$ 18,016,112.13
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Supplier Name	Aggregate amount paid to supplier exceeding \$25,000
AECOM Canada Limited	278,230
Airspan Helicopters Ltd	41,670
All-Clear Traffic Control	68,349
Andrew Curtiss Contracting	27,643
Angel Accessibility Solutions	34,480
AON Reed Stenhouse Inc	184,989
Associated Fire Safety Equipment	33,416
B.A. Blacktop Ltd	84,070
BC Ferry Services Inc	40,477
B.C. Hydro	689,676
BDO Canada LLP	61,621
Brenntag Canada Inc	25,426
Canada Pipe Company Ltd	74,097
Canada Savings Bonds	34,810
Canadian Doormaster Electric Ltd	68,892
Cartegraph Systems	26,307
Chevron Canada Limited	318,902
City Transfer Inc	75,121
Clearlead Consulting Limited	25,410
Cleartech Industries Inc	52,454
Coast Reporter	63,867
Columbia Fuels	100,168
Corporate Express Canada Inc	48,610
Crosby Marine Services Ltd	47,250
Direct Disposal Corporation	888,375
District of Sechelt	77,624
Dragon's Den Janitorial Ltd	90,656
Eastlink	86,850
E-Comm, Emergency Communications for British Columbia Inc.	103,700

**Sunshine Coast Regional District
2016
Schedule of Payments To Suppliers of Goods and Services**

Supplier Name	Aggregate amount paid to supplier exceeding \$25,000
Elphinstone Aggregates	25,642
ESRI Canada Ltd	71,332
Fastrac Backhoe & Trucking Ltd	37,823
Fleming Tree Experts	25,001
Flocor Inc	58,643
FortisBC-Natural Gas	103,044
Fraser Valley Refrigeration Ltd	79,487
Fred Surridge Ltd	31,979
Gibsons Building Supplies	48,447
Gibsons Disposal Ltd	358,540
Great Asian Team	68,660
Greater Vancouver Regional District	52,808
Green Wave Marine Services Inc	165,551
GRIPS	107,216
Haley Motors Ltd	35,940
Homewood Health Inc	25,102
Indian Isle Construction (1982) Ltd	341,648
Insurance Corporation of British Columbia	87,572
Ironcanuck Consulting	30,576
Island Communications Ltd	27,070
ISL Engineering and Land Services Ltd	47,118
Jenkins Marzban Logan LLP	130,112
Jim's Welding	25,334
Justice Institute of BC	28,642
Keats Island Construction and Services Ltd	60,276
Mark Zuidema Contracting	31,333
Maxxam Analytics Inc	74,206
Maycon Construction Management Ltd	171,530
Medical Services Plan Billing	243,817
Metro Roofing & Sheet Metal Ltd	313,280
Minister of Finance	66,618

**Sunshine Coast Regional District
2016
Schedule of Payments To Suppliers of Goods and Services**

Supplier Name	Aggregate amount paid to supplier exceeding \$25,000
Municipal Insurance Association of BC	78,988
Municipal Pension Plan	1,884,977
Murdy & McAllister	138,379
N.B. Contracting Ltd	216,151
Neptune Technology Group	656,904
Netlink Computer Inc./NCIX.com	43,582
New West Gypsum Recycling (BC) Inc	59,405
Olson Electric Ltd	63,075
Open Text Corporation	26,893
Pacific Blue Cross	1,066,454
Pacific Flow Control	28,935
Pacific Mattress Recycling Inc	51,222
Parr-Pearson, Carla	28,490
Peninsula Septic Tank Service Ltd	30,073
Prism Engineering Ltd	119,998
Receiver General for Canada	3,374,432
Richnor Recycling	62,271
Rocket Appliance	28,539
Salish Soils Inc	355,495
Secheit Insurance AG (1987) Ltd	31,286
Shape Architecture Inc	32,954
SHI Canada ULC	32,285
Sicotte Bulldozing Ltd	456,289
Softchoice Corporation	36,806
South Coast Ford Sales Ltd	90,842
Stanton Hoeing Ltd	100,556
Star-Tek Industrial Services Ltd	72,679
Sudden Technologies	46,211
Swanson's Ready Mix Ltd	44,495
Telus	70,744
Telus Mobility	48,576

**Sunshine Coast Regional District
2016
Schedule of Payments To Suppliers of Goods and Services**

Supplier Name	Aggregate amount paid to supplier exceeding \$25,000
Tempest Development Group Inc, The	131,268
Town of Gibsons	136,432
Unifor	69,523
Unifor Local #466	75,374
UNIT 4 Business Software	490,774
Univar Richmond	76,439
Vital Signs & Graphics	39,877
Waterhouse Environmental Services Corporation	157,777
Web Express	26,456
Western Tank and Lining Ltd	32,765
Wolseley Canada Inc	158,847
Workers' Compensation Board	293,539
XCG Consultants Ltd	57,322
Xerox Canada Ltd	91,601
YMCA of Greater Vancouver	72,649
Total aggregate amount paid to suppliers exceeding \$25,000	\$ 18,016,112

**Sunshine Coast Regional District
2016
Schedule of Payments To Suppliers of Goods and Services**

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less:	\$ 3,313,371
	\$ 3,313,371

3. Total of payments to suppliers for grants and contributions exceeding \$25,000:

Consolidated total of grants exceeding \$25,000	\$ 2,671,806
Consolidated total of contributions exceeding \$25,000	\$ -
Consolidated total of all grants and contributions exceeding \$25,000	\$ 2,671,806

4. Reconciliation:

Accounts Payable Year to Date Paid:	\$ 24,254,439
Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 18,016,112
Consolidated total of payments of \$25,000 or less paid to suppliers	\$ 3,313,371
Consolidated total of all grants and contributions exceeding \$25,000	\$ 2,671,806
Total expenses paid to Directors (see detail on schedule of remuneration and expense)	\$ 47,356
Total expenses paid to Employees (see detail on schedule of remuneration and expense)	\$ 205,794
Tax Requisition Investments/Transfers	\$ -
Balanced to Accounts Payable Year to Date Paid Report	\$ 24,254,439
Reconciling Items*	See Note Below
Total per Statement of Revenue and Expenditure (Statement of Operations)	\$ 35,160,817
Variance*	\$ (10,906,378)

***Reconciliation/Variance Notes**

The Sunshine Coast Regional District attests to the accuracy of the figures presented. A reconciliation between the schedules to the Statement of Financial Information (the schedule showing payments made to vendors for the provision of goods or services) and the Consolidated Statement of Financial Activities (operational statement) is not possible, as the following transactions are not included on both statements:

- *GST/HST rebate and input tax credits
- *Bank charges and interest
- *Transfers
- *Work in progress
- *Inventory
- *Prepaid accounts
- *Accruals

Tina Perreault
Chief Financial Officer

**Sunshine Coast Regional District
2016
Statement of Financial Information Approval**

Financial Information Regulation Schedule 1 Section (9)

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Tina Perreault
Chief Financial Officer

Garry Nohr
Chair

June 22, 2017

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

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

SUBJECT: 2016 SCRD CORPORATE ANNUAL REPORT

RECOMMENDATION(S)

THAT the report titled 2016 SCRD Corporate Annual Report be received;

AND THAT the 2016 Annual Report be approved for distribution.

BACKGROUND

Each year, the Corporate and Administrative Services Department prepares a comprehensive Annual Report. It provides a general overview of the Sunshine Coast Regional District's (SCRD) strategic goals and objectives, progress and accomplishments of the various services, audited financial statements, and other related financial information of the past year.

Although not a statutory requirement for a Regional District to prepare an Annual Report it is considered a best practice. The Regional District must however prepare and approve the financial statements prior to May 15 of each year, which are contained in the Annual Report.

DISCUSSION

The SCRD Annual Report, for year ending December 31, 2016, is made available on our website to view or print (www.scrd.ca/Annual-Reports). It is distributed to various stakeholders, such as government bodies, and the local libraries. The Annual Report is also the basis for the Government Finance Officers Associations (GFOA) Canadian Award for Financial Reporting, which the SCRD has been successful in receiving for thirteen consecutive years. The 2016 Annual Report will be submitted to GFOA for consideration.

STRATEGIC PLAN AND RELATED POLICIES

The Annual Report is one tool to report on all aspects of the SCRD's Strategic goals and objectives. It also enforces the corporate value of "Transparency".

CONCLUSION

Staff recommend the 2016 SCRD Corporate Annual Report be approved and distributed.

Reviewed by:			
Manager		Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

RE: **BUDGET PROJECT STATUS REPORT – JUNE 2017**

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – June 2017 be received.

BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2017 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

Staff have updated the report and welcome comments / questions on the progress being made on the listed projects.

New information on this edition of the BPSR includes a tally of the open projects by the year that they were approved.

Please see attached: Budget Project Status Report, June 2017

STRATEGIC PLAN AND RELATED POLICIES

The BPSR is a metric for reporting on projects that move the Strategic Plan and various other documents such as the Integrated Five-Year Service Plan forward. It also meets the Core Value of “*Transparency*” and measures our Mission of being an “*effective and responsive government*”.

CONCLUSION

The goal of the BPSR is to provide project status in a concise manner to the Board and Administration is working to streamline this process as we continue to use this tool.

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

Jun-17

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CS	210	Michael	\$23,000	\$13,000	Surplus / Operating Reserves	2015	Jun-17	E, F, TOG	TOG	Firehall Maintenance/Roof repair	Facility maintenance projects have begun. Fence replacement is complete. Landscaping project to be complete Q4. Emergency lighting upgrade complete Q4. Roofing audit complete Q4 2016, awaiting reports. Minor repairs to be completed in Q2 2017. Report has been received. Contractor has been contacted and asked to provide a quote to complete roof repairs. Work is expected to be complete by Q3, 2017.	Carryforward	In Progress 50%
2	CS	621	Loveys	\$153,093	\$91,000	Taxation	2015	Sep-17	All except Area A	DoS	Sechelt Aquatic Centre - Legal Fees	Continuing work with the Solicitors.	Carryforward	In Progress 75%
3	CA	640	Perreault	\$25,000	\$7,455	Short Term Capital Financing	2016	Oct-17	E, F and ToG	ToG	Gibsons and District Public Library - Anti-Slip Traffic Membrane	Completed a test patch and work scheduled for August when Library has a scheduled closure. This has been postponed to the fall 2016. Materials purchased and some preparation has been completed. Staff are waiting for 4 days of continuous warm and dry weather. This is a priority project due to safety. Estimated completion May/June 2017. Power washing scheduled for June 13th to prep surface and staff will await apply material as soon as there is 4-5days of continuous dry weather forecasted.	Carryforward	In Progress 25%
4	CS	615-621	Hall	\$50,000	\$16,629	Capital Maintenance Budget / Reserves	2016	Oct-17	B, D, E, F (no islands), DoS, ToG and SIGD	ToG	Gibsons and District Aquatic Facility (GDAF) Hot Tub Replacement	Report to September 22 CAS: Recommendation No. 5 Gibsons and District Aquatic Facility Hot Tub Replacement The Corporate and Administrative Services Committee recommended that the report titled Gibsons and District Aquatic Facility Hot Tub Replacement Revised Project Budget be received; AND THAT the project budget of \$290,000 be approved and a Request for Proposal (RFP) for construction be prepared; AND FURTHER THAT staff report back with the results of the RFP and update the facility, capital budget and program impacts at a future Committee meeting. RFP being reviewed internally for release late Q1. Contract awarded.	Carryforward	In Progress 50%
5	CS	220	Loveys	\$97,500	\$2,291	Capital Reserves	2014	Oct-17	All	All	Replace Gibsons Tower	Assessment of radio channels ongoing. Meeting in September set. Emergency Services staff are completing full evaluation of the project. Update in Q3 2017 to come forward.	Carryforward	In Progress 75%
6	IS	350-353	Cooper	\$5,000	\$0	Surplus	2016	Nov-17	All	All	Review and Update Incentive Based Tipping Fee	Data collection in progress.	Carryforward	In Progress 50%
7	CS	667	Allen	\$30,000	\$11,485	Gas Tax	2013	Dec-17	A	A	Lily Lake Path (Area A) - Planning and Engineering	Engineering is completed for all sections. Waiting on permit for construction from MoTI. Applied for MOTI Permits. Construction on hold.	Carryforward	In Progress 75%
8	CS	615-621	Robinson	\$40,000	\$10,259	Capital Maintenance Budget	2016	Dec-17	B, D, E, F (no islands), DoS, ToG and SIGD	ToG	Gibsons and Area Community Centre (GACC) - RTU Controls.	Lighting replacement portion of project cancelled. PO has been issued. PO was issued 2016. Contractor hoping to start by end of February beginning of March. Detailed schedule to be confirmed; anticipated to require carryforward for completion in 2017. Date still to be determined for 2017.	Carryforward	In Progress 50%
9	IS	370	Crosby	\$15,000	\$19,921	User Fees	2013	Dec-17	All	All	Set-up Weather Monitoring Station	Base installation complete. Awaiting weather window to install equipment. Staff to bring forward a report to future ISC meeting.	Carryforward	In Progress 75%
10	CS	650	Robinson	\$28,000	\$13,703	Surplus	2016	Dec-17	All EA's including Islands	A, B, D, E	Playground Surface Replacements	Completed in some parks identified for substructure for safety. Carry forward funding into 2017. Additional work to be completed in 2017.	Carryforward	In Progress 50%

Jun-17

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
11	CS	220	Loveys	\$180,000	\$4,251	Taxation / Capital Reserves	2015	Dec-17	All including Islands	All	Chapman Creek Tower	Assessment of radio channels ongoing. Meeting in September set. Emergency Services staff are completing full evaluation of the project. Update in Q2 2017 to come forward.	Carryforward	In Progress 75%
12	CS	650	Allen	\$4,500	\$1,800	Taxation	2015	Dec-17	All excluding Munis	F	Gambier Island Community Information and Amenities	Trail questionnaire conducted in June 2016. Community meeting to share results is on July 16 2016. Bench has been installed. Picnic table and kiosk to still be installed upon completion of trail network planning process. Trail planning process task force commences 2017-May-27	Carryforward	In Progress 75%
13	CS	665	Allen	\$100,000	\$11,782	Gas Tax	2015	Dec-17	B, D, E, F	F	Area E - Gower to Gibsons - Construction	Survey completed. SROW's required with property owners. On hold.	Carryforward	In Progress 25%
14	CS	665	Allen	\$158,557	\$15,925	Gas Tax	2015	Dec-17	B, D, E, F	B	Area B Highway 101 to Mintie Road - Planning and Construction	Waiting for permit from MoTI. Applied for 2016 Bike BC grant. ROW denied so rerouting and engineering plan is completed. Legal survey in completed. Legal Survey complete. Carry forward. On hold.	Carryforward	In Progress 25%
15	CS	665	Allen	\$46,000	\$1,457	Gas Tax	2015	Dec-17	B, D, E, F	D	Area D - Beach Avenue (south of Flume Park) curb retrofit - Construction	Drainage issues and catch basin required. Plans are being reviewed by MoTI. On hold.	Carryforward	In Progress 50%
16	CS	667	Allen	\$240,000	\$80,314	Gas Tax	2014	Dec-17	A	A	Lily Lake Area Bicycle and Walking Path Project	Agreement reached and SROW being prepared for Tyner Park section. Construction of trail through school property completed. Madeira Park section waiting for permit to construct from MoTI. Staff have applied for permits. SRW to land title for registration. Trail construction is complete. Fencing along private property will be completed in March. Fencing complete. Some final landscaping to be completed, expected to be complete by the end of June.	Carryforward	In Progress 75%
17	CS	665	Allen	\$40,000	\$2,875	Gas Tax	2014	Dec-17	B D E F	E	Area E - Highway 101 Maintenance Repairs - East of Poplars Park (Phase I)	MoTI has completed internal engineering survey and is examining their funding and options. Pending response from MoTI. On hold.	Carryforward	In Progress 25%
18	CS	665	Allen	\$20,000	\$11,306	Gas Tax	2015	Dec-17	B, D, E, F	D	Area D- Lower Road - Planning	Concept plans being reviewed by MoTI. Consultation required. On hold.	Carryforward	In Progress 50%
19	CS	665	Allen	\$20,000	\$10,153	Gas Tax	2015	Dec-17	B, D, E, F	D	Area D - Roberts Creek Village to Pier - Planning	Concept plans being reviewed by MoTI. On hold.	Carryforward	In Progress 50%
20	CS	650	Allen	\$60,000	\$40,540	Taxation	2015, 2016, 2017	Dec-17	All EA including Islands	All EA including Islands	Signage Upgrade	Ongoing installation of Phase 1 and 2. 2017 Phase 3 \$20,000 is to be taxed in 2017.	Carryforward	In Progress 50%
21	CS	650	Hall	\$100,000	\$2,968	Gas Tax	2016	Dec-17	All EA's including Islands	B	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 shíshálh nation re archaeological review. Engagement activities completed. RFP released May 19. Archaeology permit application confirmed. Task Force applications being collated for Board appointment.	Carryforward	In Progress 25%
22	CS	650	Allen	\$3,000	\$ 1,700.00	Taxation	2016	Dec-17	All EA's including Islands	B, D, E, F	Suncoaster Trail Planning	Met with stakeholders in June and July. Created preliminary route options from Halfmoon Bay to Roberts Creek (Phase 2) Phase 3 to Langdale to follow. Follow up meeting to be scheduled for September. Engagement with shíshálh Nation staff initiated. Draft engagement plan developed and on November PCD agenda. 2017 Carryforward. Public open houses held for Feb 27 and March 1. Proposed Route has been linked to Google Earth. Planning continues.	Carryforward	In Progress 50%

Jun-17

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
23	CS	650	Loveys	\$66,400	\$41,000	Capital Reserves	2015	Dec-17	All EA's including Islands	F	Granthams Hall Restoration Design and Engineering	Working with Community to support grants and fundraising initiatives. Architect 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.	Carryforward	In Progress 25%
24	IS	370	Walkey	\$75,000	\$0	Existing User Fees	2015	Dec-17	Regional	All	Zone 2 Reservoir Repairs	Some repairs have been completed by staff and are being monitored.	Carryforward	Started
25	IS	370	Walkey	\$45,000	\$19,303	User Fees	2016	Dec-17	A, B, D, E, F, F Islands and DoS	E and F	Well Protection Planning	Draft report reviewed with consultant. Open house held in June. Report to be presented in July 20 ISC.	Carryforward	In Progress 50%
26	CA	117	Nelson	\$10,000	\$0	Surplus	2015	Dec-17	All	Corporate	Consultant - Corporate Software Replacement	Presentation to the Board complete; use of remaining funds for service as required; anticipate funds to be carried over to 2016. To date, staff have been able to mitigate but it is anticipated this will be required for 2017.	Carryforward	In Progress 50%
27	IS	345	Hall	\$55,000	\$0	Taxation	2016	Mar-17	B, D, E, F including Islands	F Islands	Gambier Float Replacement	Awarded in March 2017. Design review phase May 2017.	Carryforward	In Progress 50%
28	IS	370	Crosby	\$150,000	\$4,455	TBD	2016	Apr-17	Regional	D, E, F, TOG, DOS	Regional Water Groundwater Investigation Stage 1	Field investigation of proposed test drilling sites has been completed. Webex held with Consultant May 24, 2017 to discuss findings.	Carryforward	In Progress 25%
29	IS	381-394	Walkey	\$85,000	\$1,739	Operating Reserve	2016	Apr-17	All EA's including Islands	B	Square Bay Waste Water Treatment Plant [387] Replacement - Detailed Engineering Design	Tender re-scoped as a design/build project. Submissions under review. Contract was awarded in May.	Carryforward	In Progress 25%
30	IS	370	Crosby	\$152,000	\$22,784	Capital Reserves / BC Hydro	2016	May-17	A, B, D, E, F, F Islands and DoS	All	Pump Station Energy Efficiency Upgrades	Selma 1 Pump Station upgrade awarded April 13, 2017 to Corix Utilities Inc.	Carryforward	In Progress 25%
31	IS	365	Crosby	\$20,000	\$15,130	Capital Reserves	2016	Jun-17	A and SIGD	A	Pool Road Waterline Replacement	Waterline installation completed May 25, 2017. Right-of-Way survey and acquisition of same yet to be completed.	Carryforward	In Progress 75%
32	IS	370	Crosby	\$200,000	\$69,441	Existing User Fees	2015	Jun-17	Regional	F	Soames Well Chlorination Project	Watermain construction completed May 25, 2017. Staff have commenced design of chlorination station that will be installed next to the Soames Point reservoir.	Carryforward	In Progress 75%
33	IS	310	Dykstra	\$5,000	\$450	Taxation	2017	Jun-17	All except Area A	Regional	Gas Line Lowering and Yard Grading at Mason Road Facility	Completed.	Integrated 5-Year Plan	In Progress 75%
34	IS	312	Dykstra	\$4,000	\$0	Capital Reserve	2017	Jun-17	All	Regional	Engine Diagnostic Testing Instrument	Replacement components have been selected and ordered.	Mandatory / BC	In Progress 50%
35	IS	352	Cooper	\$30,000	\$0	Operating Reserve	2017	Jun-17	All	Regional	Sechelt Landfill Battery Replacement	Work is scheduled to commence and be completed in June.	Mandatory / BC	Started
36	IS	350-353	Cooper	\$25,000	\$5,500	Surplus	2016	Jul-17	All	All	Organics Management Strategy	Work has commenced. Resident questionnaire opened on May 8, closes on Jun 2. Draft Strategy to be presented at Jul 20 ISC.	Carryforward	In Progress 25%
37	IS	310	Dykstra	\$4,500	\$0	Taxation	2017	Aug-17	All except Area A	All Except Area A	Purchase VHF Radios for Buses (Expansion)	Replacement components have been selected and ordered.	Strategic Plan	In Progress 50%
38	IS	312	Dykstra	\$18,000	\$0	Capital Reserve	2017	Aug-17	All	Regional	Heavy Duty Hoist Refurbishment (Fleet)	Replacement components have been selected and ordered.	Mandatory / BC	In Progress 25%
39	IS	352	Cooper	\$23,000	\$0	Operating Reserve	2017	Aug-17	All	Regional	Sechelt Landfill Design and Operations Plan Update	Work has commenced. Engineering consultants are preparing draft Plan Update for review.	Mandatory / BC	In Progress 50%
40	IS	370	Crosby	\$4,853,915	\$351,985	Debt / DCCs	2016	Sep-17	Regional	D	Chapman Lake Supply Expansion - Construction, Engineering, Environmental Assessment	Comments received from Sechelt First Nation, BC Parks & FLNRO regarding Chapman Lake EA Report. Staff Report regarding SCRD responses received at April ISC and subsequently forwarded on to BC Parks & FLNRO.	Carryforward	In Progress 50%

Jun-17

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
41	IS	370	Crosby	\$16,700	\$0	User Fees	2016	Sep-17	A, B, D, E, F, F Islands and DoS	All	Universal Metering Phase 3 (Sechelt) - Public Engagement and Communications	Development of community and outreach strategy.	Carryforward	Not Started
42	IS	312	Dykstra	\$20,000	\$0	Capital Reserve	2017	Sep-17	All	Regional	Rear Overhead Door on Fleet Wash Bay	Not started.	Other	Not Started
43	IS	351/352	Cooper	\$50,000	\$0	Operating Reserve	2017	Oct-17	All	Regional	Sechelt Landfill and Pender Harbour Transfer Station Environmental Monitoring Program Upgrades	Not started yet. Will begin in Q3.	Mandatory / BC	Not Started
44	IS	370	Crosby	\$50,000	\$25,000	Existing User Fees	2015	Oct-17	Regional	All excluding B Islands and ToG	Universal Water Metering Phase 2 (Rural Areas) - Planning and Outreach	All four Public Open Houses have now been completed. Outreach continues as the project nears completion.	Carryforward	In Progress 75%
45	CA	113	Perreault	\$412,000	\$112,000	Reserves / Grant	2016	Dec-17	All	Corporate	Asset Management / Maintenance Management System project	Total project \$412,000 - Cityworks portion of total \$285,111. First phase of Cityworks went live January 2017 and several modules and functionality related to Asset Management are still being developed. Tools, hardware, and consultant help is also being considered to assist in further assisting with maximizing the system. Cityworks portion of the project almost completed with project close out scheduled for end of June. Next phase associated will focus on maximizing system for Asset Management.	Carryforward	In Progress 75%
46	CS	617	Robinson	\$10,000	\$1,500	Capital Reserve	2015	Dec-17	All excluding A	All excluding A	Gibsons and Area Community Centre (GACC) - Plant Room Ventilation Extension Scope	Scope of work developed by Engineer. 2017 Carryforward	Carryforward	In Progress 25%
47	IS	388	Walkey	\$20,000	\$3,898	Operating Reserve	2014	Dec-17	F	F	Langdale Waste Water Treatment Plant - Connection to Camp Elphinstone (YMCA) System	A trial has begun supplying Langdale WWTP effluent to YMCWWTP. Staff report to come forward in Q3 2017.	Carryforward	In Progress 25%
48	CA	506 / 510	Nelson	\$80,000	\$0	Reserves / SS	2017	Dec-17	All	All	Ortho-Photo Acquisition	Waiting until leaves fall to fly over for ortho-photo taking.	Integrated 5-Year Plan	Not Started
49	IS	350	Cooper	\$10,000	\$0	Eco-Fee	2017	Dec-17	All	Regional	Solid Waste Management Plan (SWMP) 5-Year Effectiveness Review	Not started yet. Will begin in Q4.	Mandatory / BC	Not Started
50	IS	350	Cooper	\$5,000	\$0	Eco-Fee	2017	Dec-17	All	Regional	Waste Reduction Initiatives Program	Call for Applications scheduled for September.	Low Cost / High Value	Not Started
51	IS	350	Cooper	\$5,500	\$5,500	Taxation	2017	Dec-17	All	Regional	2017 Wildsafe BC Program	Wildsafe BC Program started in May.	Low Cost / High Value	Not Started
52	IS	365	Walkey	\$15,000	\$0	Operating Reserve	2016	Dec-17	A and SIGD	A	Water Rate Study	Implementation plan underway. Project to be carried over to 2017	Carryforward	Started
53	IS	366	Walkey	\$15,000	\$0	Operating Reserve	2016	Dec-17	A	A	Water Rate Study	Implementation plan underway with RFP. Project to be carried over to 2017.	Carryforward	Started
54	IS	370	Crosby	\$5,545,000	\$1,156,485	Grant / Capital Reserves	2016	Dec-17	A, B, D, E, F, F Islands and DoS	A, B, D, E, F	Universal Metering Phase 2 - Rural Areas	Meter installations are ongoing in Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound areas. Project is approximately 80% complete (3600 meters installed).	Carryforward	In Progress 75%
55	PD	210	Michael	\$6,000	\$0	Taxation	2017	Oct-17	E, F and ToG	E, F and ToG	Turn-out Gear Replacement	Two sets of turnout gear have been ordered and are expected to arrive by Q3, 2017.	Mandatory / BC	Started
56	PD	210 / 650	Michael / Robinson	\$150,000	\$0	Capital Reserves	2017	Oct-17	A, B, D, E, F and ToG	E	Frank West Hall / Cliff Mahlman Fire Station Roof Replacement	Started to develop project brief. Will get quote for contractor to develop project scope in coming weeks.	Mandatory / BC	Started
57	CA	290	Legault	\$2,000	\$0	Operating Reserve	2017	Sep-17	B, D, E, F and SIGD	B, D, E, F and SIGD	Training - safety, legal framework, liability and public education	Pending completion of employee recruitment	Strategic Plan	Not Started
58	IS	135	Hall	\$35,000	\$0	CARIP / SS	2017	Sep-17	All	Regional	Corporate Energy Management Program	Not started yet.	Strategic Plan	Not Started
59	IS	378	Walkey	\$50,000	\$0	User Fees	2017		A, B, D, E, F and DoS	Regional	Chapman Water Treatment Plant Chlorination System Upgrade - Feasibility Study	Draft RFP completed, to be advertised soon	Other	In Progress 25%
60	PD	313	Robinson	\$10,000	\$0	MFA	2017		All	Regional	Building Maintenance Workshop Development	Project brief almost complete.	Mandatory / BC	Started
61	PD	345	Hall	\$379,300	\$0	Taxation / Reserves / Grant	2017		B, D, E, F and Islands	B, D, E, F and Islands	Ports Repairs	Scoping work underway.	Mandatory / BC	Started

Jun-17

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
62	PD	504	Allen	\$75,000	\$0	Reserves	2017		A-F	B-F	Zoning Bylaw 310 re-write	Staff are preparing a project brief and background research for scope work for RFP. RFP released and open until June 23rd.	Strategic Plan	In Progress 25%
63	PD	616-621	Robinson	\$19,150	\$0	Taxation	2017		B, D, E, F (except F Islands)	ToG	Fall Protection Audit and Hazardous Materials Audit for Recreation Facilities	Not Started.	Mandatory / BC	Not Started
64	PD	650	Robinson	\$25,000	\$0	Taxation	2017		A, B, D, E, F	A-F including Islands	Parks Bridge Engineering Assessments / Capital Plans	Not Started.	Mandatory / BC	Not Started
65	PD	650	Robinson	\$6,000	\$0	Taxation	2017		A, B, D, E, F	A-F including Islands	Hazard Tree Assessment Plan / Phase 1 Assessment	Started draft plan and some progress on internal assessments, scopes of work.	Mandatory / BC	Started
66	PD	650	Robinson	\$25,000	\$0	Taxation	2017		A, B, D, E, F	A-F including Islands	Parks Bridge Capital Maintenance	Not Started.	Mandatory / BC	Not Started
67	PD	650	Robinson	\$4,000	\$0	Taxation	2017		A, B, D, E, F	F	Eric Cardinal Hall Hot Water Tank Replacement	Not Started.	Mandatory / BC	Not Started
68	PD	650	Robinson	\$3,300	\$0	Reserves	2017		A, B, D, E, F	A-F including Islands	Purchase Small Riding Mower	Not Started	Low Cost / High Value	Not Started
69	CA	112 / 520	Legault / Preston	\$50,000	\$0	Reserves	2017		Regional	Regional	Scan / Transfer Building Permit Microfiche to Portable Document Format (PDF) (3 year project)	Developing scope of work	Other	Started
70	CA	114	Perreault	\$75,000	\$0	Reserves / SS	2017		All	Regional	SCRD Corporate Space and Site Planning (including Field Road, Mason Works Yard and South Pender Water Office)	Project Charter/Plan in draft. Internal project team meeting scheduled for late June.	Mandatory / BC	Started
71	CA	640	Perreault	\$125,000	\$0	Reserves / Loan	2017		E, F and ToG	E, F and ToG	HVAC Unit Replacement (controls) - 8 units (Gibsons and District Public Library)		Mandatory / BC	Not Started
72	PD	313	Robinson	\$53,000	\$0	MFA	2017		All	Regional	Facility Maintenance vehicle replacement	Not Started.	Mandatory / BC	Not Started
73	PD	625	Cole	\$10,000	\$0	Reserve	2017		A	A	Acoustic Remediation - Sound Absorption Panels / Acoustics	Currently in the Request for Quotes process.	Other	Not Started
74	CA	114	Perreault	\$10,000	\$0	Support Services	2017		All	Regional	Fire Code Violation Improvements	Not Started.	Mandatory / BC	Not Started

Line No.	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	IS	366	Crosby	\$30,000		Capital Reserves	2016	Nov-16	A	A	Air Release Automation System	Project Completed.	Carryforward	Completed
2	IS	352	Cooper	\$5,000		Tipping	2017	Mar-17	All	Regional	Sechelt Landfill Annual Report	Report has been completed and submitted to MoE Mar 30, 2017.	Mandatory / BC	Completed
3	CA	640	Perreault	\$30,000		Short Term Capital Financing	2016	Sep-16	E, F and ToG	ToG	Gibsons and District Public Library Lighting Replacement and retrofit	Scope of work developed by Engineer Complete. Project should be completed in 2016. Developing RFP with Engineer and Purchasing with target to go out in June. Project scheduled to coincide with Library closure in August. RFP closed and to be awarded in July. Project scheduled to be complete in October. Project delayed to November due to backorder of supplies by contractor and contractors currently working on addressing the issues. Project has started and target completion by year end 2016. Project was completed in March 2017.	Carryforward	Completed
4	IS	345	Dykstra / Hall	\$9,000		Operating Reserve	2016	Dec-16	B, D, E, F including Islands	B, D, E, F including Islands	Dock Engineering Inspections	Completed.	Carryforward	Completed
5	IS	370	Walkey	\$80,000		Short Term Capital Financing	2016	Dec-16	A, B, D, E, F, F Islands and DoS	All	Vehicle Replacements Units #444 and #448	Vehicles received and in use	Carryforward	Completed

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
6	IS	310	Dykstra	\$10,000		Taxation / User Fees	2015	Dec-16	All except Area A	All Except A and Islands	Implement Transit Marketing Initiatives	May: Trip Planner launched. June: Participation in GradPASS for Gr. 12 Students completed. July: Day Pass announcement in Coast Current. Oct: Night Light promotion and giveaway completed. Dec: Holiday service communication.	Carryforward	Completed
7	IS	370	Crosby	\$20,000		User Fees	2012	Dec-16	All	All	Micro-Hydro Demonstration Project	Micro-hydro Feasibility Study and pre-design completed in 2015 for the Selma Park PRV micro-hydro project, which has been added to the SEMP as a potential 2018 project. Budget proposal to come forward in 2018.	Carryforward	Completed
8	CA	113	Perreault	\$1,362,352		Reserves / Grant	2016	Feb-17	All	Corporate	Corporate Software Project (Tempest and Agresso)	Tempest is 90% complete. Agresso is 100% complete from a project implementation perspective. Go live occurred on Jan 1st, 2017. Budget for Agresso was amended to add \$50K to Budget in early November. Unit 4 (Agresso) went live January 1, 2017 and project close occurred in February 2017. Tempest project close April 2017.	Carryforward	Completed
9	IS	345	Dykstra / Hall	\$38,000		Taxation	2016	Nov-16	B, D, E, F including Islands	B, D, E, F including Islands	Ports Capital Maintenance	Completed.	Carryforward	Completed
10	IS	370	Walkey	\$20,000		User Fees	2012	Dec-16	All	All	Water Utility Performance Assessment	Draft report reviewed with consultant. Staff report on April 2017 ISC.	Carryforward	Completed
11	IS	370	Walkey	\$60,000		Capital Reserves / BC Hydro	2016		A, B, D, E, F and DoS	DoS	Chapman WTP Energy Conservation Project	Project completed	Carryforward	Completed

Open Projects by Year	
Prior to 2015	7
2015	15
2016	20
2017	32
TOTAL	74

DEFINITION		Policy Codes Key
18	21.2% Work has not been started for project.	
11	12.9% Work is in preliminary stages.	
15	17.6% Up to 25% progress	
17	20.0% Up to 50% progress	
13	15.3% Up to 75% progress	
11	12.9% 100% Finished	
0	0.0% Project was deferred by motion.	
0	0.0% The project listed as cancelled was determined as a) not required by Board or b) the project	
85	100% evolved into a new project and is referred to in status column (line number)	
		SP - Strategic Plan
		WE - We Envision
		ITSP - Integrated Transportation Study Plan
		CRWP - Comprehensive Regional Water Plan
		PRM - Parks and Rec Master Plan
		SARP - Chapman Creek Watershed Source Assessment Response Plan
		EVDF, HMBF, RCF, GF - Fire Departments (strategic plans)
		PDTNP - Parks Division Trail Network Plan
		TFP - Transit Future Plan
		AAP - Agricultural Area Plan
		AMP - Asset Management Plan
		ZW/S - Zero Waste / Sustainability

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Ian Hall, General Manager, Planning and Community Development
Ken Robinson, Manager, Facility Services and Parks

SUBJECT: RECREATION FACILITIES CAPITAL MAINTENANCE UPDATE AND 2017 PROJECTS
[616, 617, 620, 621]

RECOMMENDATION(S)

THAT the report titled Recreation Facilities Capital Maintenance Update and 2017 Projects be received;

AND THAT staff proceed with the 2017 Recreation Facilities Capital Projects Workplan as presented in Attachment B within the previously-approved Recreation capital budget of \$548,856.

BACKGROUND

The need to have a 20-year capital plan is critical for maintaining the recreation facilities. The original plan was developed by Facility Services in 2007 and was later refined and incorporated into the Asset Management Plan with help from the Asset Management Coordinator. This 20-year capital plan was provided to the Board in July 2016 (included for reference as Attachment A).

Staff follow this plan in maintaining the recreation facilities in order to maximize the life of Sunshine Coast Regional District (SCRD) investments, provide consistent services and conserve energy when possible.

As the plan is a guide based on expected life span, the specific projects undertaken in any given year are subject to change based on real world performance. In general, the plan has been providing fairly accurate guidance for projects on a yearly basis.

DISCUSSION

Overview of 20-Year Capital Plan:

As presented to the Board in 2016, SCRD's Asset Management Plan review of recreation facilities identified the following annual requirements:

- \$1,120,000 for the renewal of all assets; with projection that no debt would be incurred for the duration of the plan; or

- \$970,000 for the renewal of all high priority and critical assets; with projection that no debt would be incurred for the duration of the plan; or
- \$727,000 for the renewal of only critical assets; with projection that debt would need to be incurred after the first ten years of the plan.

Recreation Capital Investments:

Previously-approved 2017 capital investments in Recreation facilities are:

- \$500,000 annual capital budget, supported by a combination of user fees and tax support, managed through a capital reserve fund.
- \$48,856 representing additional tax-supported investment following retirement of Recreation's loan under agreement. This investment will increase to \$225,000 in future years.

Together the above approaches total \$548,856. The increase to \$725,000 starting in 2018 will enable SCRD to maintain recreation facilities at a level close to "renewal of critical assets".

Contributions from granting agencies and donations are also sought and used to support capital maintenance where possible. The pending SCRD Legacy Program will assist in guiding the appropriateness and fit for these funds.

2017 Capital Projects Process and Workplan:

Projects are scheduled annually based on the 20-year capital plan. Adjustments are made based on real-world facility performance, safety, business delivery requirements or business continuity and taking into consideration any substantial changes that may have occurred since the plan was last updated. This may require bumping a project based on its level of priority to a future year to provide room for an emergent project that may be a higher priority. Projects that are not completed in the proposed year get added back into the 20-year plan based on priority and are typically completed +/- 1 year from what was initially identified in the plan. Funds are held in reserves until needed.

As noted in the 2016 Budget Debrief presented to this Committee (April 27, 2017), SCRD's capital budget presentation processes vary across the organization. With regard to capital budgeting, the Board approved the following recommendation (excerpt from Staff Report; 163/17, Recommendation No. 3):

Recommended Process Improvement:

A methodical and incremental approach will be required for the SCRD to begin incorporating capital plans into the Five-Year Financial Plan. The Plans also need to align with available funding and integrate with functional reserve plans. Staff recommended focusing on the functions listed above which have funds allocated in their Base Budget (Information Technology [117], Regional Water [370] and Community Recreation [615]) and functions with long-term capital plans already drafted (Fire Departments [210, 212, 216, 218] and Ports [345]).

Staff will continue work on drafting a process and template and bring it forward to a future Corporate and Administrative Services Committee for consideration. The process will include a procedure to incrementally implement these plans universally in a financially sustainable manner.

While this process improvement work is underway, staff developed a 2017 Capital Projects Workplan and, for several critical items where there is a safety or business continuity concern, work has commenced. Attachment B provides a list of 2017 capital maintenance and replacement items for recreation facilities [616, 617, 620, 621]. In keeping with the 20-year capital plan, staff recommend proceeding with the Workplan as presented.

STRATEGIC PLAN AND RELATED POLICIES

Ensure Fiscal Sustainability – Maintenance of current assets maximizes life cycle and reduces service interruptions.

Facilitate Community Development – Recreation supports social participation within the community.

CONCLUSION

An update on the 20-year capital plan for recreation facilities [616, 617, 620, 621] is provided. In support of asset management and aligned with the 20-year capital plan, staff recommend proceeding with the 2017 Capital Projects Workplan for Recreation Facilities.

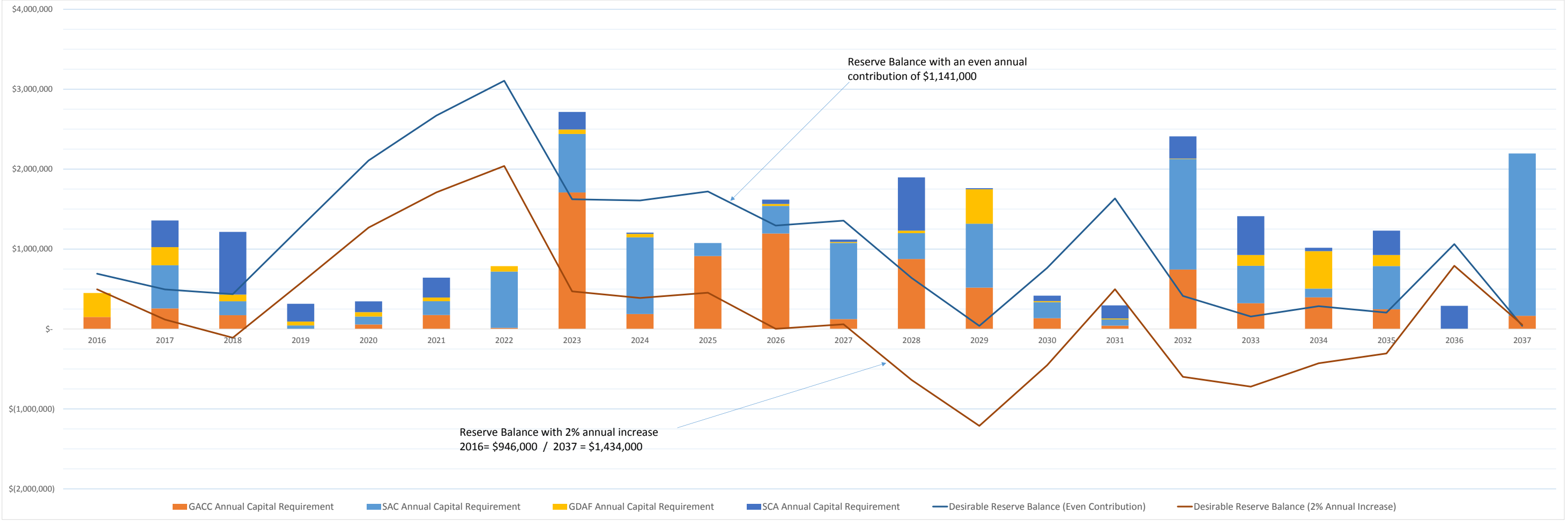
Further enhancements to the capital budget reporting processes are in development, as recommended through the 2017 Budget Debrief process.

Attachments:

Attachment A: Recreation 20-Year Capital Plan

Attachment B: 2017 Capital Projects Workplan for Recreation Facilities

Reviewed by:			
Manager	X-K. Robinson	Finance	X-T. Perreault
GM	X-I. Hall	Legislative	
CAO	J. Loveys	Other	



ALL ASSETS	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Accumulated Total	\$ 450,000	\$ 1,808,000	\$ 3,023,000	\$ 3,338,000	\$ 3,684,000	\$ 4,326,000	\$ 5,112,000	\$ 7,828,000	\$ 9,034,000	\$ 10,109,500	\$ 11,728,500	\$ 12,847,500	\$ 14,744,500	\$ 16,505,500	\$ 16,922,500	\$ 17,217,500	\$ 19,627,500	\$ 21,038,500	\$ 22,054,500	\$ 23,284,500	\$ 23,574,500	\$ 25,769,500

Budget Plan 1: Even Annual Contribution	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	TOTAL
Required Annual Budget	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 1,141,000	\$ 25,102,000
Desirable Reserve Balance (Even Contribution)	\$ 691,000	\$ 494,730	\$ 435,572	\$ 1,274,639	\$ 2,107,878	\$ 2,670,115	\$ 3,105,218	\$ 1,623,375	\$ 1,607,076	\$ 1,720,788	\$ 1,294,412	\$ 1,355,244	\$ 639,901	\$ 39,098	\$ 764,271	\$ 1,633,200	\$ 413,195	\$ 155,591	\$ 285,259	\$ 204,817	\$ 1,061,961	\$ 39,820	
Interest	\$ 20,730	\$ 14,842	\$ 13,067	\$ 38,239	\$ 63,236	\$ 80,103	\$ 93,157	\$ 48,701	\$ 48,212	\$ 51,624	\$ 38,832	\$ 40,657	\$ 19,197	\$ 1,173	\$ 22,928	\$ 48,996	\$ 12,396	\$ 4,668	\$ 8,558	\$ 6,145	\$ 31,859		\$ 707,320

Budget Plan 2: 2% Increase Annually	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	TOTAL
Required Annual Budget	\$ 946,000	\$ 964,920	\$ 984,218	\$ 1,003,903	\$ 1,023,981	\$ 1,044,460	\$ 1,065,350	\$ 1,086,657	\$ 1,108,390	\$ 1,130,558	\$ 1,153,169	\$ 1,176,232	\$ 1,199,757	\$ 1,223,752	\$ 1,248,227	\$ 1,273,191	\$ 1,298,655	\$ 1,324,628	\$ 1,351,121	\$ 1,378,143	\$ 1,405,706	\$ 1,433,820	\$ 25,824,838
Desirable Reserve Balance (2% Annual Increase)	\$ 496,000	\$ 117,800	\$ (109,448)	\$ 572,888	\$ 1,268,056	\$ 1,708,558	\$ 2,039,164	\$ 470,996	\$ 387,516	\$ 454,199	\$ 1,993	\$ 59,285	\$ (636,180)	\$ (1,211,599)	\$ (453,068)	\$ 497,940	\$ (598,467)	\$ (720,746)	\$ (428,870)	\$ (306,459)	\$ 790,860	\$ 53,406	-
Interest	\$ 14,880	\$ 3,534	\$ (6,567)	\$ 17,187	\$ 38,042	\$ 51,257	\$ 61,175	\$ 14,130	\$ 11,625	\$ 13,626	\$ 60	\$ 1,779	\$ (38,171)	\$ (72,696)	\$ (27,184)	\$ 14,938	\$ (35,908)	\$ (43,245)	\$ (25,732)	\$ (18,388)	\$ 23,726		\$ (1,932)

2017 Capital Projects Workplan for Recreation Facilities

The following projects from the 20-year Capital Plan / Asset Management Plan have been identified for 2017 based on a previously-approved capital budget of \$548,856.

Gibsons & District Aquatic Centre [616]

1. Exhaust fan – environmental control
2. Main pool pump and water meter – end of life replacement
3. **Exterior door – replacement, safety item**

Gibsons & Area Community Centre [617]

1. Heat exchanger, domestic hot water – end of life replacement
2. Dehumidifier wheel – spare to ensure continuity
3. Breakers – main supply – spare to ensure continuity
4. Sidewalk code upgrade – safety item
5. **Plant room ventilation – safety item** (materials in 2017, install in 2018)
6. Mechanical edger – end of life replacement

Sunshine Coast Arena [620]

1. Asphalt repairs – repair / sectional replacement.
2. Minor office renovation – business delivery and continuity
3. Dehumidifier wheel – spare to ensure continuity
4. Electric hot water tank (Zamboni) – end of life replacement
5. Electric and gas hot water tanks (3 projects) – end of life replacement
6. Real-Ice ice making system – energy conservation, avoids replacement of heaters
7. Drinking fountain – end of life replacement
8. Replacement of ice-making tractor – end of life replacement, business continuity

Sechelt Aquatic Centre [621]

1. Fitness equipment – end of life replacement (in stages)
2. Flooring/carpeting – end of life replacement
3. **Toilet partitions – end of life replacement, safety/business continuity item**

Bold items: These projects have been initiated; work was required to proceed to ensure safety and/or business continuity and required synchronization with facility shutdown.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017
AUTHOR: Gordon Dykstra, Manager, Transit and Fleet
SUBJECT: 2018 TRANSIT EXPANSION MEMORANDUM OF UNDERSTANDING (MOU)

RECOMMENDATION(S)

THAT the report titled 2018 Transit Expansion Memorandum of Understanding (MOU) be received;

AND THAT Option 1 be approved and communicated to BC Transit as follows:

- Retain the current expansion proposal. This would permit time to consult with users and residents, assess potential demand for service, and more thoroughly understand potential costs and the impact of additional equipment at the Mason Road facility;

AND FURTHER THAT this recommendation be forwarded to the June 22, 2017 Regular Board Meeting for adoption.

BACKGROUND

Each July, BC Transit reviews transit service under their Transit Improvement Program (TIP), and seeks confirmation from the local government for any proposed service improvements. If confirmed, the financial requirements are then used to prepare a Provincial budget request for the following year. While confirmation from the local government is typically expected in August, improvements requiring additional buses require earlier confirmation due to the need for advance ordering and preparation.

The current guide to transit improvements on the Sunshine Coast is the 25-year Transit Future Plan (TFP), approved in 2014 after extensive public consultation. The TFP outlines 14 service priorities across Short Term (1-3 years), Medium Term (4-6 years), and Long Term (7yrs+)

Based on the TFP, the next phase of transit improvement is an expansion adding hourly service to Halfmoon Bay. Therefore, BC Transit has submitted a Memorandum of Understanding (MOU) to the SCRD with a request to confirm an intention to proceed with this expansion/improvement (see Attachment).

Currently, Halfmoon Bay receives service (Route 4) approximately every 2 hours on weekdays and Saturday, with service gaps in the evenings and on weekends, particularly Sunday.

DISCUSSION

The single largest improvement outlined in the Transit Future Plan was Service Priority 1, a peak-period frequency increase along the main corridor between Langdale and Sechelt. This increase comes into effect on September 5th, 2017 and serves as the foundation for additional improvements. The TFP proposes improvements to Halfmoon Bay in 2018, followed by Pender Harbour one year later.

The improvements for Halfmoon Bay (Service Priority 6) would double current service levels to that area and require three additional vehicles.

Following Halfmoon Bay improvements, regular service to Pender Harbour (Service Priority 4) would require one additional vehicle.

Together, these two improvements would require approximately 2.0 FTE's for drivers and four additional vehicles. The proposed amendment to West Sechelt service (Route 2) depends upon the District of Sechelt completing a paving project for Cowrie Street, currently planned for mid-2018. This amendment could be implemented separately once paving work is complete, with budget adjustment of \$6,500 as noted in the MOU.

Initiating the proposed improvements in 2018 may be an earlier start than is necessary. Current ridership on Halfmoon Bay service limited outside of peak periods. Service pressure appears to be on the 3:00 pm and 5:00 pm trips, and at service “gaps” where buses are not running. Improving service where pressures are present may be better than making a single significant increase. If such improvements increase ridership, this would demonstrate support for further improvements and also slightly temper the cost of a future increase to hourly service levels.

In response to BC Transit's MOU and request for confirmation, several options are possible,

1. Defer this next phase of expansion one full year, to 2019.
2. Fully review the TFP expansion planned for Halfmoon Bay (Priority 6) and then Pender Harbour (Priority 4), with consideration to making the approach more progressive.
3. As planned in the TFP and proposed in the MOU, approve this next phase of expansion.

Option 1

Retain the current expansion proposal. This would permit time to consult with users and residents, assess potential demand for service, and more thoroughly understand potential costs and the impact of additional equipment at the Mason Road facility.

Additionally, the SCRD Board adopted the following resolution regarding apportionment options for transit service on June 8, 2017:

196/17 **Recommendation No. 4** *Apportionment Options for Transit Service*

THAT the report titled Apportionment Options for Transit Service be received;

AND THAT staff report to a 4th Quarter 2017 Committee meeting with respect to options for apportionment for Transit Services including the:

- current funding model;
- information on funding models from other local governments;
- various service level funding models, and
- information on a process to exclude portions of an area from the service;

AND FURTHER THAT the report include implementation steps, legislative implications and timelines.

Staff need time to thoroughly prepare a report for the Board's consideration.

This is the option recommended by staff.

Option 2

Review these two service Priorities in the TFP and potentially restart transit planning for the Halfmoon Bay and Pender areas to develop a more progressive approach. Due to BC Transit resource constraints, selecting this option would abandon the current TFP timeline for Priorities 4 and 6.

Option 3

Proceed with ordering additional buses, developing schedules and making budget adjustments necessary to expand Halfmoon Bay service to an hourly frequency in September 2018. If approved, this option would commit the SCRD to a minimum of one-year of lease fees and potentially longer, for the buses required, at a cost of \$85,000 - \$90,000 per year. In addition to the costs outlined in the MOU, non-shareable costs of approximately \$17,000 annually would be incurred.

The Pender Harbour service increase scheduled for the following year would need to be similarly confirmed with BC Transit in mid-2018, before it could proceed in 2019.

STRATEGIC PLAN AND RELATED POLICIES

Providing transit service supports the Strategic Priorities of Facilitating Community Development, Supporting Sustainable Economic Development, and Embedding Environmental Leadership, and supports the We Envision goal of reducing single occupancy vehicle use.

CONCLUSION

The proposed BC Transit MOU reflects the next phase of the Transit Future Plan in providing increased service to Halfmoon Bay. The timing of further service expansion should be reviewed more fully prior to implementation.

Staff recommend Option 1 be approved.

Reviewed by:			
Manager	G. Dykstra	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	B. Wing

Attachment: 2018-19 TIP MOU Cover Letter – Sunshine Coast



May 15, 2017

Attn: Gordon Dykstra, Manager of Transit and Fleet
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V0N 3A1

Re: 3 Year Expansion Initiatives

Dear Gordon,

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2018-2019 through to 2020-2021. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your council/board and validated in collaboration with local government staff.

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support council/board decision making, we have provided order-of-magnitude costing for each initiative based on the estimated annual expansion hours required. Where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. If your expansion requires additional vehicles, this is identified and is factored into your estimated total costs. Please keep in mind that should funding be secured to support your expansion initiative and you determine that expansion is no longer desired, the lease fees related to the new buses will still be added to your operating budget for a minimum of a one year period.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your council/board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2018-2019, a commitment from your council/board is required by mid-June to ensure sufficient time for BC Transit included your requirements in our procurement process. It is important to note

that in the event expansion requests exceed the available funding, a prioritization process is used known as the Transit Enhancement Process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding is available and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Moore". The signature is fluid and cursive, with the first name "Myrna" and last name "Moore" clearly distinguishable.

Myrna Moore
Senior Regional Transit Manager
BC Transit

Expansion Memorandum of Understanding

Date	May 15, 2017
Expiry	June 15, 2017
System	Sunshine Coast Regional District

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL TRANSIT EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2018/19	Sep-18	2,100	3	\$29,237	\$281,162	\$164,194
		Description	TFP Service Priority 6 - Increased frequency to serve Halfmoon Bay on approx. hourly frequency Monday-Saturday with increased hours of operation year round			
2019/20	Sep-19	840	1	\$6,646	\$107,616	\$64,475
		Description	Transit Future Plan Service Priority 4 - Introduce Service to Pender Harbour			
2020/21	Sep-19	200	0	\$3,428	\$18,611	\$6,493
		Description	Service Chatelech School by amending Route 2: West Sechelt (dependent upon Cowrie Street being completed)			

PROPOSED CUSTOM TRANSIT EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2018/19						
		Description	No Expansion			
2019/20						
		Description	No Expansion			
2020/21						
		Description	No Expansion			

Approval

On behalf of the Sunshine Coast Regional District, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature: _____

Date: _____

Name: _____

Position: _____

On behalf of BC Transit, prepared by



Signature:

Date: May 15, 2017

Name: Myrna Moore

Position: Senior Regional Transit Manager

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: STANDING COMMITTEE STRUCTURE REVIEW

RECOMMENDATION(S)

THAT the report titled Standing Committee Structure Review be received for information.

BACKGROUND

The following recommendation was adopted by the Board at the meeting held July 14, 2016:

Recommendation No. 8 *Standing Committee Structure*

THAT the report titled “Standing Committee Structure” be received;

AND THAT the Board Procedures Bylaw be amended to reflect the following Standing Committees:

- Infrastructure Services
- Planning and Community Development
- Corporate and Administrative Services

AND THAT the Policing and Transportation Advisory Committees meet quarterly;

AND THAT a revised meeting schedule be prepared for approval;

AND FURTHER THAT the Standing Committee Structure be brought back to the June 2017 Corporate and Administrative Services Committee meeting for review.

The purpose of this report is to report on the standing committee structure.

DISCUSSION

The revised standing committee structure has been in place for almost one year. The structure reflects Sunshine Coast Regional District (SCRD) departmental alignment but has the flexibility to include cross-departmental matters when the need arises.

Staff believe that the new structure has had a positive impact on the organization by improving the use of time, resources, including financial, and timeliness of reports to Committee. The structure has also allowed for educational workshops to be introduced into the schedule.

STRATEGIC PLAN AND RELATED POLICIES

This report is consistent with the Strategic Priority to Enhance Board Structure and Processes, as well as the values of collaboration and transparency.

CONCLUSION

The Standing Committee Structure has been brought forward for review approximately one year after implementation of a revised configuration that reflects SCRD departmental alignment. The Administration has seen positive response to the Committee Structure.

Reviewed by:			
Manager		Finance	
GM		Legislative	A. Legault
CAO	J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Sherry Reid, Deputy Corporate Officer

SUBJECT: 2017 UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) RESOLUTION – BC TRANSIT EXPANSION AND FUNDING CERTAINTY

RECOMMENDATION(S)

THAT the report titled 2017 Union of British Columbia Municipalities (UBCM) Resolution – BC Transit Expansion and Funding Certainty be received;

AND THAT the draft resolution on BC Transit Expansion and Funding Certainty be approved or amended as required for submission to the 2017 UBCM Convention;

AND FURTHER THAT this recommendation be forwarded to the June 22, 2017 Regular Board meeting for adoption.

BACKGROUND

The following resolution was adopted at the June 8, 2017 Regular Board meeting:

196/17 **Recommendation No. 9** *2017 Union of British Columbia Municipalities (UBCM) Resolutions*

THAT the report titled 2017 Union of British Columbia Municipalities (UBCM) Resolutions be received;

AND THAT staff prepare a resolution for the 2017 UBCM Convention regarding BC Transit Expansion Plans and funding certainty for local government partners.

DISCUSSION

Staff have prepared a draft resolution for the Committee's consideration and amendment or approval as follows:

BC Transit Expansion and Funding Certainty Sunshine Coast Regional District

WHEREAS the current Annual Operating Agreements (AOA) between BC Transit and local governments provide for base service levels that are equal to the previous year but do not reflect agreed upon expanded transit service levels;

AND WHEREAS local governments are expected to authorize future commitments for transit expansion which are subject to cost increases at the discretion of BC Transit:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to provide a rolling 3-year funding commitment to BC Transit in order to provide and secure longer term funding assurances necessary for local governments to adequately budget and plan for transit expansion beyond the current year.

Timeline for next steps or estimated completion date

UBCM has a June 30th submission deadline to receive Board endorsed resolutions. The Committee's recommendation will need to go direct to Board for endorsement in order to meet UBCM's submission deadline.

STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to UBCM is in alignment with SCRD's strategic value of Collaboration and also supports SCRD's mission to provide leadership and quality services to our community through effective and responsive government.

CONCLUSION

Staff request that the Committee approve or identify amendments for the draft resolution on BC Transit Expansion and Funding Certainty and forward it to the Board for endorsement to be submitted to the 2017 UBCM Convention.

Reviewed by:			
Manager		Finance	T. Perreault
GM		Legislative	A. Legault
CAO	J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: RECYCLE BC – UPDATE

RECOMMENDATION(S)

THAT the report titled Recycle BC - Update be received;

AND THAT correspondence be sent to the BC Ministry of Environment calling for the Sunshine Coast Regional District's depot recycling services to be fully funded as per requirements of the BC Recycling Regulation.

BACKGROUND

A Special Infrastructure Services Committee Meeting was held on March 2, 2017 as a solid waste workshop. At the workshop, the Sunshine Coast Regional District (SCRD) Board identified Recycle BC as a short-term priority, defined now as until 2019.

The purpose of this report is to provide an update on Recycle BC including tonnage, costs and next steps as well as address the following recommendation from the October 27, 2016 Board meeting:

405/16 **Recommendation No. 3**

AND THAT a report on monthly recycling volume changes, related costs and landfill implications since the implementation of the MMBC contract be provided to a future Infrastructure Services Committee.

DISCUSSION

Recycle BC Program and Contracts – Overview

In 2011, the BC Recycling Regulation was amended to include residential packaging and printed paper (PPP). Recycle BC (formerly MMBC) developed a stewardship plan to meet the requirements of the Regulation and the plan was approved by the BC Ministry of Environment on April 15, 2013 with a launch date of May 19, 2014.

The SCRD has a contract with Recycle BC to operate three depots for the collection and recycling of PPP until November 30, 2018 with two one-year extensions.

The SCRD sub-contracts the depot recycling services to Gibsons Recycling Depot, GRIPS and Salish Soils located in Gibsons, Pender Harbour and Sechelt respectively. The contracts have the same term and extension options as the SCRD-Recycle BC contract.

Materials accepted as part of Recycle BC's program include residential packaging and printed paper. The range of materials includes containers (metal, glass, plastic), paper, cardboard, plastic bags and overwrap as well as white and coloured polystyrene.

New materials that previously were not accepted include: metal aerosol cans, spiral wound paper cans (e.g. frozen juice concentrate), paper packaging containing liquids when sold (e.g. ice cream cartons, coffee cups).

Two materials that Recycle BC does not accept that were previously accepted at depots for recycling are laminated plastic (e.g. pouches) and books. Laminated plastic is included in the program, however, there is not a recycling option available at this time so the material is not collected and is disposed as garbage. Books are excluded from the BC Recycling Regulation and thus are not part of the Recycle BC Program.

To ensure an option for book recycling continued once the Recycle BC program was implemented, the SCRD contracted services for book recycling with Gibsons Recycling Depot. Since implementation in 2014, 16.7 tonnes of books have been diverted.

Tonnage - Summary

Overall, there was a decline in tonnage during the first full year of Recycle BC compared to 2013. However, the tonnage increased slightly for 2016. The decline in tonnage can likely be attributed to the program being restricted to residential materials only. GRIPS collects commercial cardboard and markets separately, so that tonnage is not included. Additionally, cardboard received at the Pender Harbour Transfer Station was previously taken to GRIPS, but since 2014, cardboard is delivered to Direct Disposal, thus this tonnage is not included.

A summary of depot recycling tonnage from 2013 to 2016 is provided in Tables 1 and 2. Tonnage expressed monthly for each depot for 2015 and 2016 is provided in Tables 3, 4 and 5. 2014 is omitted because the Recycle BC implementation that year is not reflective of an entire year of service.

Table 1 – Depot Recycling Tonnage Summary

Depot	2013 tonnage	2015 tonnage	2016 tonnage
Gibsons	810	791	793
Pender Harbour	309	76	130
Sechelt	376	254	256
Total	1,495	1,121	1,179

Table 2 – Depot Recycling Tonnage Summary

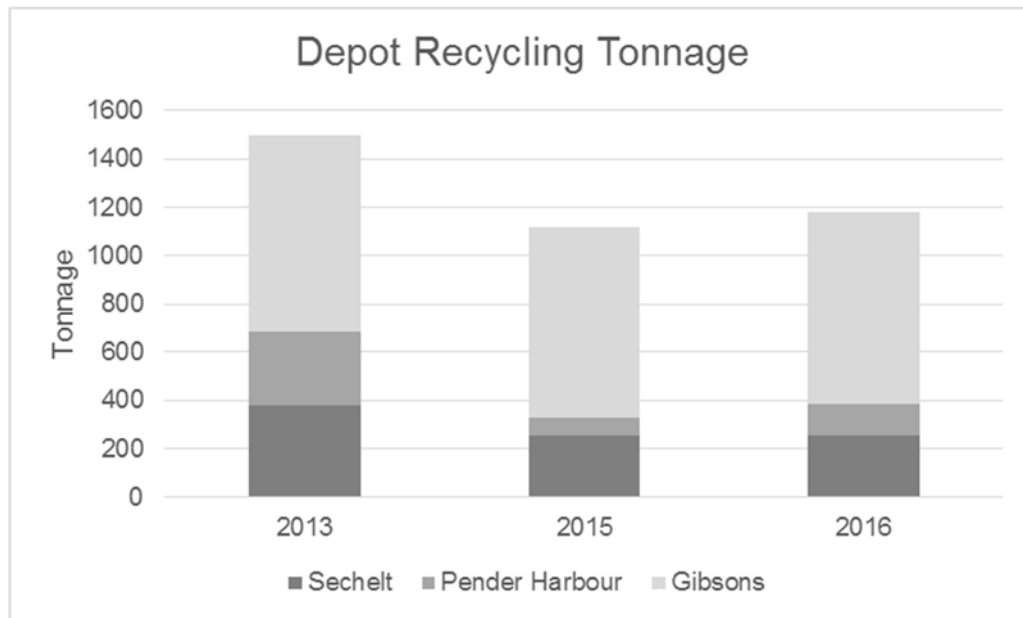


Table 3 – Depot Recycling Tonnage for Gibsons

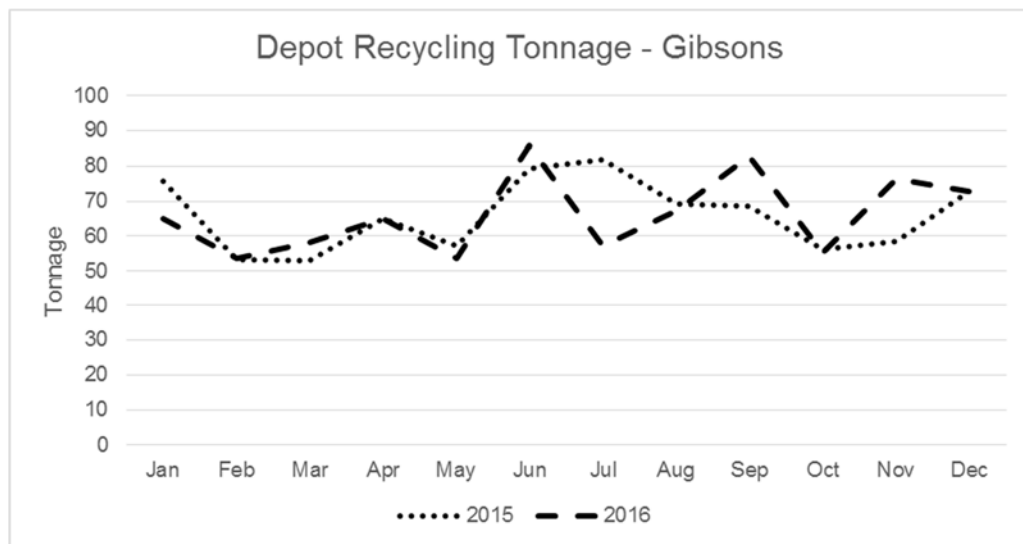


Table 4 – Depot Recycling Tonnage for Pender Harbour

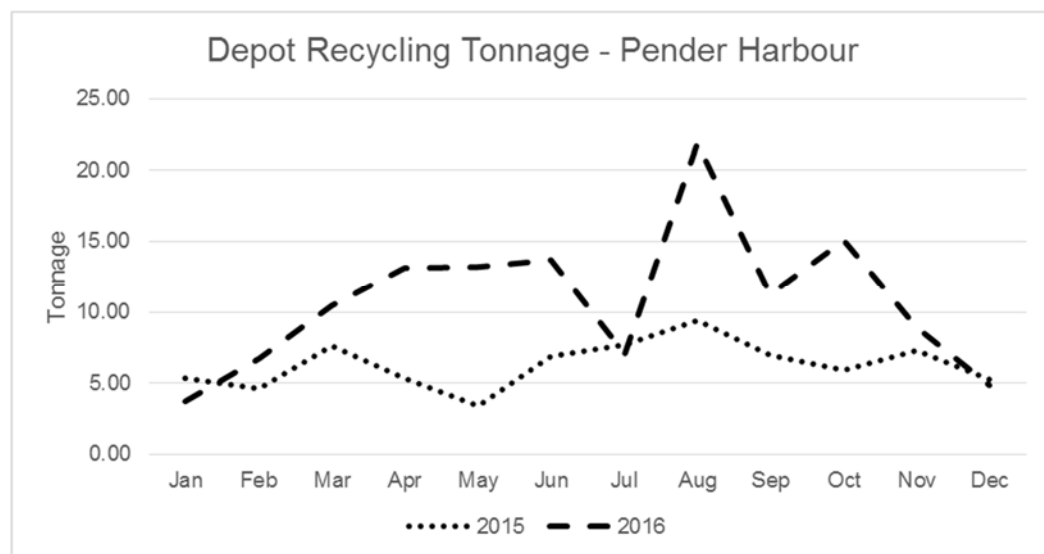
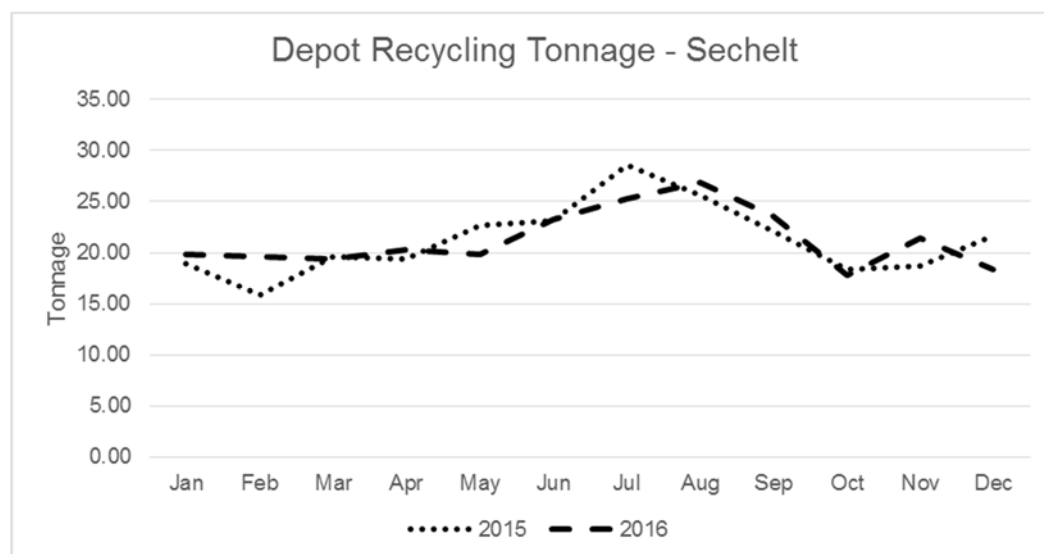


Table 5 – Depot Recycling Tonnage for Sechelt



Financial Implications

Based on the BC Recycling Regulation, stewardship programs are intended to be fully funded by the producers of the materials identified in its respective stewardship plan.

For the Recycle BC program, Recycle BC covers the costs and coordination for the transportation and marketing of the materials collected at the depots. To support the operations of depots, Recycle BC provides variable revenue based on a per tonne rate by material type and provides a fixed revenue amount based on a per-household rate.

Prior to Recycle BC, depot operators were responsible for all transportation costs and arranging the marketing of the materials received at each depot. This included keeping any revenue received and, if applicable, paying tipping fees.

The tonnage revenue received by the SCRD is approximately \$100,000 equating to 26% of the annual operating costs for the depots. The fixed revenue is approximately \$22,000 for administration and \$6,700 for education respectively and is utilized for those purposes.

Thus, the regional depot recycling services are not fully funded by the stewardship program and the difference is funded from taxation. A summary of operating costs are included in Table 6.

Table 6 – Summary of Depot Recycling Operating Costs

Annual Contracts Operating Budget	2013	2015	2016	2017
Gibsons	\$ 258,000	\$ 234,000	\$ 254,000	\$ 264,000
Pender Harbour	\$ 80,400	\$ 102,000	\$ 105,600	\$ 112,800
Sechelt	\$ 123,930	\$ 114,000	\$ 122,385	\$ 129,480
Total	\$ 462,330	\$ 450,000	\$ 481,985	\$ 506,280
Tonnage Revenue	\$ -	\$ 97,468	\$ 99,662	\$ 99,662
Tax Requisition	\$ 462,330	\$ 352,532	\$ 382,323	\$ 406,618

*Operating costs only. Does not include additional overhead and administrative costs.

*2014 is omitted because cost incurred during Recycle BC implementation are not reflective of an entire year of service.

*Tonnage revenue not including tax.

Recycle BC also offers an incentive if certain materials are baled. The SCRD offers the incentive directly to the depot operator if baling is chosen. A summary of baling incentive received by the SCRD and paid to the depot operators is provided in Table 7.

Table 7 – Baling Incentive

Depot	2015	2016
Gibsons	\$ 14,934.15	\$ 67,372.67
Pender Harbour	\$ 2,082.90	\$ 6,758.18
Total	\$ 17,017.05	\$ 74,130.85

*Sechelt depot does not bale

Each contract is negotiated separately, and has a different monthly rate. All three contracts were reviewed in 2016 and resulted in an increase to the monthly rate. The costs for 2016 and 2017 and related cost per tonne are summarized below in Tables 8 and 9.

Table 8 - 2016 Summary of Depot Recycling Services Operating Costs

	Gibsons	Pender Harbour	Sechelt
Contract Rate - Monthly	\$19,500/\$22,000	\$8,500/\$9,400	\$9,500/\$10,790
Contract Rate - Annual	\$ 254,000	\$ 105,600	\$ 122,385
Tonnage - Annual	793	130	256
Cost per tonne	\$ 320.30	\$ 812.31	\$ 478.07

*2016 contract value was calculated based on contract effective dates.

Table 9 - 2017 Summary of Depot Recycling Services Operating Costs

	Gibsons	Pender Harbour	Sechelt
Contract Rate – Monthly	\$ 22,000	\$ 9,400	\$ 10,790
Contract Rate – Annual	\$ 264,000	\$ 112,800	\$ 129,480
Tonnage Estimate*	793	130	256
Cost per tonne	\$ 332.91	\$ 867.69	\$ 505.78

*2016 actual tonnage was utilized.

Timeline for next steps

The SCRD-Recycle BC contract and the SCRD Depot Operations contracts are set to conclude on November 30, 2018 and have two one-year extensions available.

As part of the contract review process and development of options, staff are planning to attend the Recycle BC consultations on November 15 and 16, 2017 (see Attachment A). Staff have also included information regarding a Zero Waste Conference taking place on November 1, 2017 which could provide beneficial information and ideas sharing opportunity (see Attachment B).

A report will be brought forward in Q1 2018 with options to continue depot recycling services.

STRATEGIC PLAN AND RELATED POLICIES

Strategic Plan

Depot recycling services supports the Key Strategic Priority: Embed Environmental Leadership.

Solid Waste Management Plan

Two Recycling Initiatives: EPR Management Programs and Resource Recovery Centres.

CONCLUSION

The SCRD has contracts with Recycle BC, Gibsons Recycling Depot, GRIPS and Salish Soils to provide regional depot recycling services for residential packaging and printed paper. The contracts are set to conclude on November 30, 2018. The contracts have two one-year extensions available.

Staff are participating in Recycle BC's consultation process which includes a two-day consultation conference in November 2017.

Staff will bring forward a report in Q1 2018 with options to continue depot recycling services.

Attachments:

- A. Recycle BC Program Consultation Information
- B. Zero Waste Conference Information

Reviewed by:			
Manager	R. Cooper	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	

Zero Waste Conference 2017



Zero Waste Conference 2017

A FUTURE WITHOUT WASTE - A Circular Economy Within Reach

Eliminating waste and creating value are essential pillars in a new way of doing business and developing policy – a new norm of addressing waste in every sector of our lives. And no approach offers greater promise for realizing those goals than the principles of the Circular Economy. Forward-looking businesses, governments, and consumers are changing their behaviours – viewing every decision through the lens of zero waste and circular economy ambitions. Throughout the economy, examples abound – and we are privileged to witness a massive shift in thought and action.

Date

Wednesday, November 1, 2017

Time

8:30 am to 5:30 pm

Contact

ZWC Admin
(778) 452-4685
ZWConference@metrovanancouver.org

Where

Vancouver Convention Centre East
999 Canada Place
Vancouver, BC V6C 3E1
Canada





VANCOUVER | NOVEMBER 1, 2017

A FUTURE WITHOUT WASTE

A FUTURE WITHOUT WASTE

A circular economy within reach

2017 Preliminary Conference Program *(subject to change)*

November 1, 2017

Conference Host: Malcolm Brodie (/speakers/malcolm-brodie), Chair, Metro Vancouver Zero Waste Committee and Chair, National Zero Waste Council

8:30 am Welcoming/Opening Remarks

- Greg Moore (/speakers/greg-moore), Chair, Metro Vancouver Board
- Federal Representative
- Provincial Representative

8:45 am OPENING KEYNOTE

Keynote:

- Speaker TBC

9:30 am Plastics in a Circular Economy

Plastic products and packaging comprise a valuable and rapidly growing component of the global economy. Their low weight and durability bring broad social and environmental benefits, but also underlie a newly emerging, major problem. Over time, plastics break down into tiny, everlasting fragments that make their way into our oceans and are consumed by sea life. Current trends suggest that by mid-century the weight of plastic in the ocean could surpass the biomass of all fish. This panel assesses the importance of the problem and proposes solutions through fundamental, circular change.

Panel

- Richard Thompson (/speakers/richard-thompson), Professor and Associate Dean, Faculty of Science and Engineering, Plymouth University (UK)
- Mats Linder, Project Manager, The New Plastic Economy, Ellen MacArthur Foundation (UK) - invited
- Andrew Falcon, CEO, Full Cycle Bioplastics (US) (tentatively confirmed)
- John Coyne, Vice President, Legal & External Affairs and General Counsel, Unilever (invited)
- Daniella Russo, Founder and CEO, Think Beyond Plastic (US) - invited

Moderator: Jim Downham, (/speakers/jim-downham) President & CEO, PAC, Packaging Association and Vice Chair, National Zero Waste Council

(/speakers/jim-downham)

10:45 am BREAK

11:00 am Textiles in a Circular Economy

The textiles and apparel industry is fast becoming a global priority for the transition to a circular economy – offering the opportunity to capture value while closing material loops. What is the role of design, business model transformation and policy in moving the dial on textiles?

Panel

- Stacy Flynn, Co-founder and CEO, Evrnu (US) (invited)
- Jessica Stasskewitsch, Sustainability Manager, H&M Canada (invited)
- Representative TBC, WRAP UK (invited)
- Bob Kenny, Recycling Development Officer, Nova Scotia Government (invited)

Moderator: Myriam Laroche, President & Founder, Eco Fashion Week

12:30 pm LUNCH

1:30 pm	<p>ARMCHAIR KEYNOTE: Redefining the Global Marketplace</p> <p>Learn how global companies are catalyzing a shift toward a circular economy. What is driving these pioneers? What obstacles have they encountered? What trends are shaping the marketplace? Where are the opportunities, and how can businesses – large and small – embrace this shift?</p> <ul style="list-style-type: none"> • Speakers TBC
2:15pm	<p>Food Waste – A National Food Waste Reduction Strategy for Canada</p> <p><i>Hosted by the National Zero Waste Council Canada</i></p> <p>From concerns about rising GHG emissions from landfills, to bottom line returns, or sustainable food systems – food waste hits home as a critical challenge for our times. There are many localized initiatives, but are they enough? Is there a threshold when local actions, once aggregated, get us to success? Or do we need nation-wide, or even global, collaborative action – on the political, policy or financial investment front?</p> <p>New research suggests a sustainable future and reduced food waste will require highly connected markets, technological innovation, real cost food prices, and greater education and marketing to influence consumer demand. How can policy change and investment help deliver? Is the National Food Waste Reduction Strategy, proposed by the Canada's National Zero Waste Council, in sync with the changes that are being proposed, and the mechanisms that will get us there?</p> <ul style="list-style-type: none"> • Shay Eliaz, Innovation Lead, Manufacturing, Deloitte (invited) • Other speakers TBC
3:15 pm	<p>Circular Cities: The role of cities in enabling circularity</p> <p>Cities and metropolitan regions are the epicenters of economic growth and innovation, offering an ideal testing ground for the application of circular economy principles and approaches. How can a circular lens help address urban challenges? Who are the pioneers and what are some early lessons learned?</p>
4:30 pm	<p>CLOSING KEYNOTE</p> <p>Keynote:</p> <ul style="list-style-type: none"> • Speaker TBC
5:15 pm	<p>Closing Remarks</p> <ul style="list-style-type: none"> • Greg Moore (/speakers/greg-moore), Chair, Metro Vancouver Board
5:30 pm	<p>Networking Reception</p> <p>Unwind and connect with the speakers, panelists and delegates.</p>

From: Recycle BC [<mailto:consultation@recyclebc.ca>]
Sent: Thursday, May 25, 2017 11:06 AM
To: Robyn Cooper <Robyn.Cooper@scrd.ca>
Subject: Register for Recycle BC's Consultation



Register for our Consultation

Recycle BC will be engaging contracted collectors and stakeholders in a public consultation on the Recycle BC program and collection agreements. The consultation will take place on **November 15 & 16, 2017** at the Anvil Centre in New Westminster.

During the two days, we will be hosting nine workshops for attendees to participate in. Workshop descriptions along with registration information and details can be [found on our website here](#).

Please note: up to three attendees can register per organization to ensure we have enough space for every organization to participate. Every attendee must register separately.

Register by June 30, 2017 for a chance to win a pair of Whitecaps FC tickets for their September 9 match!

If you have any questions, please contact us at consultation@recyclebc.ca.

Reminder: The consultation event will be our main collector event this year instead of a Collectors' Conference.

We look forward to seeing you in November!

Kind regards,
Recycle BC

Recycle BC, 230-171 Esplanade West, North Vancouver, BC V7M 3J9 Canada

[SafeUnsubscribe™ robyn.cooper@scrd.ca](#)

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Sent by [consultation@recyclebc.ca](#)

This email was scanned by Bitdefender

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Rob Michael, Fire Chief

SUBJECT: GIBSONS AND DISTRICT VOLUNTEER FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS (SCBA) REPLACEMENT

RECOMMENDATION(S)

THAT the report titled Gibsons and District Volunteer Fire Department Self-Contained Breathing Apparatus (SCBA) Replacement be received;

AND THAT the purchase of replacement SCBA for a budget of up to \$200,000 funded from capital reserves be approved;

AND THAT the replacement of air compressor and SCBA filling stations for a budget of up to \$35,000, net of \$5,000 trade-in allowance, funded from capital reserves be approved;

AND THAT the 2017-2021 Financial Plan be amended accordingly.

BACKGROUND

The current self-contained breathing apparatus (SCBA) at the Gibson and District Volunteer Fire Department (GDVFD) is currently not supported by the manufacturer, leading to limited replacement parts available. This is having an impact to the department by increasing the out of service time when repairs are necessary and leading to increased costs to maintain the current equipment.

The National Fire Protection Association (NFPA) creates fire department related standards on firefighting equipment such as SCBA. New standards mandate that SCBA low air alarm warnings are activated at 1/3 of an air cylinder's capacity rather than the current low air alarm warnings at 1/4 of an air cylinder's capacity. This is done to ensure firefighter safety which is paramount, however it does limit the working time inside of hazardous atmospheres.

The existing SCBA also has substantially more weight than other equipment on the market and does not meet current standards. Replacement efforts should begin soon to avoid a breakdown of these critical pieces of life safety equipment and to alleviate the unnecessary physical strain on fire department personnel.

In addition, replacement or upgrades to the air compressor and filling stations are required in preparation for new high capacity air cylinders. Replacement has been identified, according to the GDVFD 20 year capital plan, as being required in 2018.

DISCUSSION

Options and Analysis

Option 1:

Replace SCBA with new, higher capacity air cylinders, replace the fire department air compressor and cascade filling station cylinders at an estimated cost of \$235,000, net of \$5,000 trade-in allowance.

Upgrading SCBA air cylinder capacity allows firefighters additional working time, while maintaining a safe level of reserves in case of an emergency. With the GDVFD adopting full service operations, the increased working time is necessary with the bigger, more complex structures in the West Howe Sound Fire Protection District.

Additionally, the newer equipment is ergonomically friendly, lighter and more durable than the existing equipment. This will have a positive impact on firefighter's health and safety.

The existing air compressor has a trade in value of roughly \$5,000 which has been taken into account in this proposal, offsetting the cost difference between a replacement and an upgrade.

Option 2:

Replace SCBA with new, higher capacity air cylinders, upgrade fire department air compressor and cascade filling station at an estimated cost of \$230,000.

Similar to Option 1, the fire department can upgrade their air compressor rather than replace at net savings of roughly \$5,000. The current air compressor has low usage and its life can be extended by performing the suggested upgrades. Although this is a viable option for the department, upgrades rather than replacement will have an impact to the lifespan of the air compressor equipment which will need to be taken into account.

Option 3:

Replace SCBA with existing capacity air cylinders and defer air compressor upgrades.

Replacement of existing capacity SCBA are also mandated by the same NFPA standards. This means that the low air alarm must still activate at 1/3 capacity. Utilizing the same capacity air cylinders, this will limit the working time and air supply reserves for firefighters. This may make it difficult to maintain full service fire ground operations and leaves firefighters at risk.

The anticipated cost between existing capacity and upgraded capacity SCBA is negligible (less than 2%). However, there are associated costs with upgrading the air compressor and filling stations. Without upgrading the filling stations, the fire department would be unable to upgrade to higher capacity SCBA. With a replacement schedule of 15 years for SCBA, this may be a missed opportunity for the department.

Option 4:

Status quo.

Replacement can be deferred, however is not recommended. SCBA forms part of a firefighters personal protective equipment and is critical to their safety and wellbeing. It is advocated that replacement cannot be delayed beyond 2018.

Financial Implications

This purchase can be made utilizing capital reserves as the current uncommitted capital reserve balance is \$338,000. This item was included in the 2017 capital reserve plan, but anticipated costs are higher than the estimated \$150,000 and \$30,000.

The capital reserve fund will need to be reviewed in conjunction with the Asset Management Plan to determine the holistic needs of the GDVFD, not only for equipment but for the facility as well. This process is currently under way and staff will bring further information to the Board.

Timeline for next steps or estimated completion date

Upon approval, a Request for Quotation (RFQ) will be issued and responses will be evaluated by the fire department.

This project is anticipated to be complete by the end of 2017.

Communications Strategy

None required.

STRATEGIC PLAN AND RELATED POLICIES

Volunteer Fire Departments provide a valuable and required service to the community. In keeping with the Board's Strategic Plan objective of ensuring Fiscal Sustainability through effective asset management, ensuring that the equipment is available to deliver the service is tantamount to success of the GDVFD.

The proposed budget and funding are consistent with the Sunshine Coast Regional District's Financial Sustainability Policy and Debt Management Policy.

CONCLUSION

SCBA is a critical piece of firefighting equipment and must be maintained to the highest standards. Firefighters use this protective equipment in high hazard environments on a regular basis.

To be able to maintain service levels, the GDVFD SCBA should be replaced and upgraded with higher capacity air cylinders. The current equipment does not meet current NFPA standards and are beginning to show their age and condition. There is also a level of uncertainty on being able to make future repairs to the existing SCBA in a timely and cost efficient manner.

Current capital reserve levels are capable of supporting this purchase. As a result, staff recommend Option 1.

Reviewed by:			
Manager	R. Michael	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	B. Wing

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Bess Wong, Manager – Purchasing and Risk Management

SUBJECT: CONTRACTS BETWEEN \$20,000 AND \$100,000 – TO JUNE 4, 2017

RECOMMENDATION

THAT the report titled Contracts between \$20,000 and \$100,000 – to June 4, 2017 be received for information.

BACKGROUND

Sunshine Coast Regional District (SCRD) Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report of all new contracts entered into that fall between \$20,000 and \$100,000. Report includes vendor, purpose, function, amount and the authoritative budget.

DISCUSSION

68 contracts/purchase orders were issued during the time period May 8, 2017 to June 4, 2017 with eight valued between \$20,000 and \$100,000. Amounts noted do not include applicable taxes.

	Supplier	Account Code	Awarded	Budget
1	ESRI Canada – Toronto, ONT Small Local Government Enterprise License Agreement.	506 – GIS	\$29,500	Operating
2	Olson Electric Ltd – Sechelt BC Power System Project at the Sechelt Landfill	352 – Sechelt	\$26,785	\$30,000
3	Sechelt Indian Band – Sechelt BC Archaeology Services: Monitoring of Water Meter Installations: Phase 2	370 – Regional Water	\$22,000	\$5,861,935
4	Green Wave Marine Services Inc. – Halfmoon Bay BC RFP 17 266 Gambier Harbour Float Replacement	345 – Ports	\$99,593	\$99,593
5	Green Wave Marine Services Inc.– Halfmoon Bay BC RFP 17 270 Ports Repairs (2017)	345 – Ports	\$54,867	\$54,867
6	Direct Disposal Corp – Sechelt BC Gypsum Removal and Recycling Services for Sechelt Landfill.	352 – Sechelt	\$75,096	Operating

- | | | | | |
|---|--|----------------------|----------|-----------|
| 7 | Direct Disposal Corp – Sechelt BC | 351 – Pender Harbour | \$43,470 | Operating |
| | Gypsum Removal and Recycling Services for Pender Harbour Transfer Station | | | |
| 8 | Temp-Pro Refrigeration Ltd. – Nanaimo BC | 613 – Rec Facilities | \$23,866 | Operating |
| | Repairs & Maintenance - Annual Refrigeration Plant Maintenance GACC & SCA. | | | |

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Award aligns with the Board's Strategic Value of "Transparency".

CONCLUSION

SCRD Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report on all new contracts therefore this report is provided for information.

Reviewed by:			
Manager	B. Wong	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	