



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, September 21, 2017
SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 1:30 p.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

- | | |
|---|----------------------|
| 2. Senior Leadership Team – Budget Project Status Report
(Voting – All Directors) | Annex A
Pages 1-7 |
| 3. Financial Analyst – Gas Tax Community Works Funding
(Voting – A, B, D, E, F) | Annex B
pp. 8-10 |
| 4. General Manager, Corporate Services / Chief Financial Officer –
Grants Status Update
(Voting – All Directors) | Annex C
pp. 11-15 |
| 5. Accounts Payable Technician – Directors' Constituency and Travel
Expenses
(Voting – All Directors) | Annex D
pp. 16-17 |
| 6. Manager, Purchasing and Risk Management – Contracts between
\$20,000 and \$100,000
(Voting – All Directors) | Annex E
p. 18-19 |
| 7. General Manager, Corporate Services / Chief Financial Officer –
Coast Rogue Arts Society – Request for Support
(Voting – A, B, D, E, F) | Annex F
pp. 20-21 |

COMMUNICATIONS

- | | |
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| 8. Powell River Regional District
Regarding: Powell River Regional District Name Change to
'qathet Regional District'
(Voting – All Directors) | Annex G
pp. 22-23 |
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NEW BUSINESS**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f), (g) and (k) of the *Community Charter* – “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment”, “litigation or potential litigation affecting the municipality”, and “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 – September 21, 2017

AUTHOR: SCRD Senior Leadership Team

RE: BUDGET PROJECT STATUS REPORT – SEPTEMBER 2017

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – September 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, September 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	

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CS	650	Hall	\$100,000	\$2,968	Gas Tax	2016	Mar-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 shishálh nation re archaeological review. Engagement activities completed. RFP released May 19. Archaeology permit application confirmed. Task Force applications being collated for Board appointment. Architect hired; Task Force underway.	Carryforward	In Progress 50%
2	IS	370	Crosby	\$150,000	\$17,468	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. As per Consultant, a draft report will be forwarded to SCRD staff for review by September 15, 2017. Report to be presented to Committee in the 4th Quarter.	Carryforward	In Progress 25%
3	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	Design Phase with engineering company.	Carryforward	In Progress 25%
4	IS	370	Crosby	\$152,000	\$30,890	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 scheduled for late September 2017.	Carryforward	In Progress 25%
5	IS	365	Crosby	\$20,000	\$19,280	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%
6	IS	370	Crosby	\$200,000	\$128,198	Existing User Fees	2015	Jun-17		Regional	F	Soames Well Chlorination Project	Preliminary design of chlorination station completed and submitted to Senior Manager for approval.	Carryforward	In Progress 75%
7	IS	310	Dykstra	\$4,500	\$0	Taxation	2017	Aug-17		All except Area A	All Except Area A	Purchase VHF Radios for Buses (Expansion)	Radios have been received; waiting for delivery of new Vicinity buses to complete installation. Three of six installed.	Strategic Plan	In Progress 75%
8	IS	312	Dykstra	\$18,000	\$3,500	Capital Reserve	2017	Aug-17		All	Regional	Heavy Duty Hoist Refurbishment (Fleet)	Replacement components have been installed. Hoist has been tested and certified for proper functioning.	Mandatory / BC	In Progress 75%
9	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. Price quote, scheduling and agenda development underway.	Strategic Plan	Started
10	IS	312	Dykstra	\$20,000	\$0	Capital Reserve	2017	Sep-17		All	Regional	Rear Overhead Door on Fleet Wash Bay	Site Work Underway.	Other	Not Started
11	IS	370	Crosby	\$4,853,915	\$359,604	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 forwarded on to BC Parks & FLNRO.	Carryforward	In Progress 50%
12	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
13	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 Q4 2017 to come forward.	Carryforward	In Progress 75%
14	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
15	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	Construction manager and trades hired. Demolition completed. Communications plan to support new timeline in place.	Carryforward	In Progress 50%
16	IS	352	Cooper	\$23,000	\$21,000	Operating Reserve	2017	Oct-17		All	Regional	Sechelt Landfill Design and Operations Plan Update	Work has commenced. Engineering consultants are preparing draft Plan Update for review. Draft Plan Update has been completed. Staff are reviewing.	Mandatory / BC	In Progress 75%
17	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%

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
18	IS	345	Hall	\$99,594	\$0	Taxation	2016	Nov-17		B, D, E, F including Islands	F Islands	Gambier Float Replacement	Awarded in March 2017. Engineering completed September 2017.	Carryforward	In Progress 50%
19	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%
20	CA	113	Perreault	\$412,000	\$185,000	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. Cityworks implementation project is closed. Looking for opportunities to maximize system utilization and effectiveness such as condition assessments.	Carryforward	In Progress 75%
21	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%
22	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
23	IS	350	Cooper	\$5,000	\$0	Eco-Fee	2017	Dec-17		All	Regional	Waste Reduction Initiatives Program	Call for Applications scheduled for September. Applications opened Aug 25 and close on Oct 20.	Low Cost / High Value	Started
24	IS	350	Cooper	\$5,500	\$5,500	Taxation	2017	Dec-17		All	Regional	2017 Wildsafe BC Program	Wildsafe BC Program started in May. Program continues until late October or early November.	Low Cost / High Value	In Progress 50%
25	IS	370	Crosby	\$15,000	\$30,338	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. Installation of station is tentatively scheduled for September 11, 2017.	Carryforward	In Progress 75%
26	IS	388	Walkey	\$20,000	\$30,308	Operating Reserve	2014	Dec-17		F	F	Langdale Waste Water Treatment Plant - Connection to Camp Elphinstone (YMCA) System	Trial study continuing into the 2017 fall.	Carryforward	In Progress 25%
27	CS	617	Robinson	\$36,000	\$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. Equipment order in progress. Installation planning for 2018 shutdown.	Carryforward	In Progress 25%
28	CS	650	Robinson	\$28,000	\$2,982	Surplus	2016	Nov-17		All EA's including Islands	A, B, D, E	Playground Surface Replacements	Completed in some parks identified for substructure for safety. Planning for project completion underway.	Carryforward	In Progress 25%
29	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%
30	IS	365	Walkey	\$15,000	\$0	Operating Reserve	2016	Dec-17		A and SIGD	A	Water Rate Study	Implementation plan underway. Report to come forward.	Carryforward	Started
31	IS	366	Walkey	\$15,000	\$0	Operating Reserve	2016	Dec-17		A	A	Water Rate Study	Implementation plan underway with RFP. Report to come forward.	Carryforward	Started
32	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
33	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. Task Force nearing completion.	Carryforward	In Progress 75%
34	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. Seeking collaboration with First Nations on names/translation.	Carryforward	In Progress 50%

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35	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 shishálh 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. SCRD has approval for a grant from VCH Healthy Communities for \$57,500 for detailed trail planning.	Carryforward	In Progress 50%
36	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. Design and engineering complete; implementation funding plan in place pending grant application results.	Carryforward	In Progress 75%
37	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%
38	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%
39	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%
40	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%
41	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%
42	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%
43	IS	135	Hall	\$35,000	\$0	CARIP / SS	2017	Dec-17		All	Regional	Corporate Energy Management Program	Scope of work for energy audits coordinated with Asset Management Plan completed. Work will carryforward.	Strategic Plan	Started
44	IS	370	Crosby	\$5,545,000	\$4,139,420	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 continuing in all the rural areas. The project is approximately 94% (4450 meters installed) complete.	Carryforward	In Progress 75%
45	CA	117	Nelson	\$13,418	\$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. CAS report recommending: ...Corporate Software Replacement ... be reallocated for Information Technology overtime in the amount of \$13,418.	Carryforward	In Progress 75%
46	CA	506 / 510	Nelson	\$80,000	\$0	Reserves / SS	2017	Sep-18		All	All	Ortho-Photo Acquisition	RPF issued and selection underway. Project completion will be delayed until Summer 2018 when aerial photography conditions are more favourable.	Integrated 5-Year Plan	In Progress 25%
47	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 initiated.	Mandatory / BC	Started
48	CA	114	Perreault	\$10,000	\$0	Support Services	2017			All	Regional	Fire Code Violation Improvements	SCRD Building Maintenance team have started project and plan to complete by year end.	Mandatory / BC	In Progress 25%
49	PD	313	Robinson	\$10,000	\$0	MFA	2017	Nov-17		All	Regional	Building Maintenance Workshop Development	Project brief complete. Implementation during cold weather/indoor work season.	Mandatory / BC	Started

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50	PD	345	Hall	\$379,300	\$5,280	Taxation / Reserves / Grant	2017			B, D, E, F and Islands	B, D, E, F and Islands	Ports Repairs	Scoping work underway. Engineer/project manager hired; material specifications and project designs to be completed in September, tendering to follow.	Mandatory / BC	Started
51	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	RFP proposals reviewed.	Other	In Progress 25%
52	PD	504	Allen	\$75,000	\$0	Reserves	2017			A-F	B-F	Zoning Bylaw 310	Staff are preparing a project brief and background research for scope work for RFP. RFP released and open until June 23rd. Consultant selected. Initial meeting conducted in August.	Strategic Plan	In Progress 25%
53	CA	640	Perreault	\$125,000	\$0	Reserves / Loan	2017			E, F and ToG	E, F and ToG	HVAC Unit Replacement (controls) - Gibsons and District Public Library	Project Plan developed.	Mandatory / BC	Started
54	PD	650	Robinson	\$25,000	\$0	Taxation	2017	Nov-17		A, B, D, E, F	A-F including Islands	Parks Bridge Engineering Assessments / Capital Plans	Engineer selection process completed. Work to commence late September.	Mandatory / BC	In Progress 25%
55	PD	650	Robinson	\$6,000	\$2,651	Taxation	2017	Dec-17		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. Training conducted in hazard tree assessments training for use of chain saws to aid in the implementation.	Mandatory / BC	In Progress 50%
56	PD	650	Robinson	\$25,000	\$0	Taxation	2017	Nov-17		A, B, D, E, F	A-F including Islands	Parks Bridge Capital Maintenance	Project brief completed and selection of new area for bridge and trees to use for bridge has been confirmed. Work on hold due to dry forest conditions and fire risk.	Mandatory / BC	In Progress 25%
57	PD	650	Robinson	\$4,000	\$0	Taxation	2017	Nov-17		A, B, D, E, F	F	Eric Cardinal Hall Hot Water Tank Replacement	Scoping complete. Grant opportunities being reviewed.	Mandatory / BC	Started
58	CA	112 / 520	Legault / Whittleton	\$50,000	\$0	Reserves	2017			Regional	Regional	Scan / Transfer Building Permit Microfiche to Portable Document Format (PDF) (3 year project)	Developing scope of work; RFP closed Aug 18; proposal review underway.	Other	Started
59	PD	616-621	Robinson	\$19,150	\$0	Taxation	2017	Nov-17		B, D, E, F (except F Islands)	ToG	Fall Protection Audit and Hazardous Materials Audit for Recreation Facilities	Scoping complete. Fall initiation anticipated.	Mandatory / BC	Started

Line No.	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	IS	366	Crosby	\$30,000		Capital Reserves	2016	Nov-16	Dec-16	A	A	Air Release Automation System	Project Completed.	Carryforward	Completed
2	IS	352	Cooper	\$5,000		Tipping	2017	Mar-17	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	Mar-17	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	310	Dykstra	\$5,000		Taxation	2017	Jun-17	May-17	All except Area A	Regional	Gas Line Lowering and Yard Grading at Mason Road Facility	Completed.	Integrated 5-Year Plan	Completed
5	CA	640	Perreault	\$25,000		Short Term Capital Financing	2016	Oct-17	Jun-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. Project was complete June 2017.	Carryforward	Completed

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
6	IS	352	Cooper	\$30,000		Operating Reserve	2017	Jun-17	Jul-17	All	Regional	Sechelt Landfill Battery Replacement	Work is scheduled to commence and be completed in June. Work was completed in June and July.	Mandatory / BC	Completed
7	IS	350-353	Cooper	\$25,000		Surplus	2016	Jul-17	Jul-17	All	All	Organics Management Strategy	Work has commenced. Resident questionnaire opened on May 8, closes on Jun 2. Draft Strategy presented at Jul 20 ISC and Jul 27 Board. Strategy was adopted as Draft until adoption of Implementation Plan.	Carryforward	Completed
8	IS	351/352	Cooper	\$50,000		Operating Reserve	2017	Oct-17	Aug-17	All	Regional	Sechelt Landfill and Pender Harbour Transfer Station Environmental Monitoring Program Upgrades	Not started yet. Will begin in Q3. Drilling work and installation of new monitoring wells were completed in August. Project is complete. (Invoices have not been processed yet.)	Mandatory / BC	Completed
9	PD	210	Michael	\$6,000		Taxation	2017	Oct-17	2017-Aug-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. Turnout gear has arrived and is being put into service.	Mandatory / BC	Completed
10	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
11	CS	210	Michael	\$23,000		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. Quote has been received, PO currently being issued. Work is expected to be complete by Q3, 2017. Work is complete, invoice has been submitted for payment.	Carryforward	Completed
12	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
13	IS	312	Dykstra	\$4,000		Capital Reserve	2017	Jun-17		All	Regional	Engine Diagnostic Testing Instrument	Received and In use	Mandatory / BC	Completed
14	PD	313	Robinson	\$53,000		MFA	2017			All	Regional	Facility Maintenance vehicle replacement	Used vehicle purchased and now in use.	Mandatory / BC	Completed
15	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
16	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
17	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
18	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
19	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
20	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

2017 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
21	IS	370	Walkey	\$45,000		User Fees	2016	Dec-17		A, B, D, E, F, F Islands and DoS	E and F	Well Protection Planning	Report complete.	Carryforward	Completed
22	PD	625	Cole	\$23,000		Reserve	2017		Aug-17	A	A	Acoustic Remediation - Sound Absorption Panels / Acoustics	Project completed in August. 100 acoustic panels installed.	Other	Completed
23	PD	650	Robinson	\$3,300		Reserves	2017			A, B, D, E, F	A-F including Islands	Purchase Small Riding Mower	New mower now in operation.	Low Cost / High Value	Completed
24	CS	667	Allen	\$240,000		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 compete by the end of June. Complete.	Carryforward	Completed
25	CS	615-621	Robinson	\$40,000		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. Detailed schedule to be confirmed; anticipated to require carryforward for completion in 2017. This project is now completed and final invoices from Modern have been submitted.	Carryforward	Completed

Open Projects by Year	
Prior to 2015	6
2015	13
2016	16
2017	24
TOTAL	59

% Complete Summary		DEFINITION
Not Started	3	3.6% Work has not been started for project.
Started	14	16.7% Work is in preliminary stages.
In Progress 25%	15	17.9% Up to 25% progress
In Progress 50%	12	14.3% Up to 50% progress
In Progress 75%	15	17.9% Up to 75% progress
Completed	25	29.8% 100% Finished
Deferred	0	0.0% Project was deferred by motion.
Cancelled	0	0.0% The project listed as cancelled was determined as a) not required by Board or b) the project
TOTAL	84	100% evolved into a new project and is referred to in status column (line number)

Policy Codes Key
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 – September 21, 2017

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: GAS TAX COMMUNITY WORKS FUNDING

RECOMMENDATION(S)

THAT the report titled Gas Tax Community Work Funding be received for information.

BACKGROUND

The purpose of this financial report is to provide the Committee with an update on the current status of Gas Tax Community Works Funding including budgeted project commitments, year to date spending and uncommitted funds available to be spent on eligible projects.

Since 2005, \$5,973,040 has been received from the Federal Gas Tax Fund under the 2005-2015 Community Works Fund Agreement and the renewed 2014-2024 Community Works Fund Agreement. Funding is based on Regional District population and payments are advanced on a semi-annual basis with funds allocated to the five rural areas per the following resolution adopted at the May 11, 2017 Board meeting:

163/17 **Recommendation No. 4** *Gas Tax Community Works Funding*

AND THAT 2016 Census population data be used as the basis for allocating Gas Tax Community Works Funding by Electoral Area for funds received after January 1, 2017.

DISCUSSION

Funding Allocation

Community Works Funds are allocated to all local governments in British Columbia based on a per capita funding formula with a funding floor. Consistent with this method, funding received since inception of the Fund has been allocated to each of the five electoral areas based on the most current census data.

Opportunities to incorporate Gas Tax Community Works Fund allocations into the annual budget process will better assist the SCRD in financial planning and aligning qualified projects with department work plans.

Summary of Funding Commitments

Unspent funding received as at December 31, 2016 totaled \$3,109,457. This year's first installment payment totalling \$327,657 was received in August. The second installment for \$323,525 is expected to be received in early December bringing the total available funding for eligible projects in 2017 to \$3,760,639. Of this, \$1,038,630 is currently committed for projects and \$2,722,009 remains uncommitted.

A summary of Gas Tax Community Works Funding allocations and funding commitments by Electoral Area for 2017 is provided in Table 1 below with more details outlined in Attachment A, Gas Tax Community Works Fund Summary of Commitments worksheet.

Table 1: Summary of Gas Tax Community Works Funding				
Electoral Area	Unspent Funding as at December 31, 2016	2017 Anticipated Payments	2017 Budgeted Funding Commitments	Uncommitted Funds for Available for 2016
Area A- Egmont/Pender Harbour	\$ 837,096	\$ 118,020	\$ (161,461)	\$ 793,655
Area B - Halfmoon Bay	412,725	122,608	(353,997)	181,336
Area D - Roberts Creek	511,167	153,867	(63,084)	601,950
Area E - Elphinstone	755,318	164,796	(121,721)	798,393
Area F - West Howe Sound	593,153	91,889	(338,367)	346,675
Totals	\$ 3,109,459	\$ 651,180	\$ (1,038,630)	\$ 2,722,009

STRATEGIC PLAN AND RELATED POLICIES

The information presented in this report is consistent with the Sunshine Coast Regional District's Financial Sustainability Policy.

CONCLUSION

This report is an update on the current status of Gas Tax Community Works Funding including funding commitments, year to date spending and uncommitted funds available to be spent on eligible projects. There is \$3,760,639 of Gas Tax Community Works Funding available to fund eligible projects in 2017. Of this, \$1,038,630 has been committed for projects and \$2,722,009 remains uncommitted.

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

Gas Tax Community Works Fund Summary of Commitments 2017 Funding Year

		A	B	D	E	F	Total
CWF Funding	Function	<u>Z10159</u>	<u>Z10160</u>	<u>Z10161</u>	<u>Z10162</u>	<u>Z10163</u>	
Balance of 2016 Uncommitted Funds to 2017		\$ 664,651	\$ 169,429	\$ 442,776	\$ 624,851	\$ 247,069	\$ 2,148,777
2016 Interest Earned		\$ 10,984	\$ 4,298	\$ 5,306	\$ 8,746	\$ 7,717	37,051
Balance of 2016 Committed Funds to 2017 (Carry Forwards)		\$ 161,461	\$ 238,997	\$ 63,084	\$ 121,721	\$ 338,367	923,630
Funding Available as at December 31, 2016		\$ 837,096	\$ 412,725	\$ 511,167	\$ 755,317	\$ 593,153	\$ 3,109,457
2017 Anticipated Funding Allocation (based on 2016 Census data)							
First Installment (August)		59,385	61,693	77,422	82,921	46,236	327,657
Second Installment (December)		58,636	60,915	76,446	81,876	45,653	323,525
Funding Available for Projects in 2017		\$ 955,116	\$ 535,333	\$ 665,034	\$ 920,114	\$ 685,042	\$ 3,760,639
2017 Budgeted Funding Commitments							
Area A - Lily Lake Area Bicycle/Walking Path (CF)	667	161,461					161,461
Area B - Redroofs Rd Bicycle/Walking Path - Hwy 101 to Mintie (CF)	665		140,964				140,964
Area B - Coopers Green Park - Hall & Parking Design Plans (CF)	650		113,033				113,033
Area B - Coopers Green Hall Replacement - \$100k in each of 2017, 2018 & 2019	650		100,000				100,000
Area D - Beach Avenue Bicycle Path, South of Flume (CF)	665			44,543			44,543
Area D - Lower Road, Remaining Sections - Planning (CF)	665			8,694			8,694
Area D - Village to Pier - Planning (CF)	665			9,847			9,847
Area E - Highway 101 Bicycle/Walking Path - Barrier Fencing Replacement (CF)	665				32,532		32,532
Area E - Gower Point Rd Bicycle/Walking Path - Secret Beach to Gibsons (CF)	665				89,189		89,189
Area F - Granthams Hall Restoration - Design & Engineering (CF)	650					41,014	41,014
Area F - Marine Drive Bicycle/Walking Path - Phase 2 (CF)	665					297,353	297,353
		\$ 161,461	\$ 353,997	\$ 63,084	\$ 121,721	\$ 338,367	\$ 1,038,630
Uncommitted CWF Gas Tax Funds for 2017		\$ 793,655	\$ 181,336	\$ 601,950	\$ 798,393	\$ 346,675	\$ 2,722,009
CWF Funds allocation (per capita basis using 2016 Census data)		18.12%	18.83%	23.63%	25.31%	14.11%	100.00%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee- September 21, 2017

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

SUBJECT: GRANTS STATUS UPDATE

RECOMMENDATION(S)

THAT the report titled Grants Status Update be received for information.

BACKGROUND

The Sunshine Coast Regional District (SCRD) applies regularly for grants available to undertake projects in every department each year. Staff diligently search for new grant opportunities and alignment where possible, with the Board's Strategic Plan, the Integrated Five-Year Service Plan or currently approved projects.

The purpose of this report is to update the Committee on any recent grant application notifications, pending applications and grants in progress as well as provide information on potential new opportunities expected to be available in the near future.

The last grants status update was presented at the March 23, 2017 Corporate and Administrative Services Committee meeting.

DISCUSSION

Grant Application Notifications:

The table below summarizes recent grant application notifications:

Program Name	Administered By	Project	Funding Received	Status	Area(s) Affected
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Pender Harbour Water Systems Water Main Upgrades	\$2,739,000	Approved	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Merill Cresnet WWTP Septic System Replacement	\$53,950	Approved	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Canoe Road WWTP Septic System Replacement	\$62,250	Approved	A

Active Communities Grant Program	Vancouver Coastal Health	Suncoaster Trail Detailed Planning	\$57,500	Approved	B, D, E, F, DOS, TOG, SIGD
Healthy Communities Capacity Building Fund	BC Healthy Communities Society	Resilient Streets Program – Roberts Creek	\$20,000	Approved	D
Canada Summer Jobs	Employment and Social Development Canada	Community Parks - Seasonal Student Parks Workers	\$5,498	Approved	Rural Areas
2017 Regional District Basic Grant	BC Ministry of Municipal Affairs & Housing	Unconditional Grant to Assist With Local Government Administration Costs	\$190,000	Annual Grant – No Application Process	Regional
Community Fund for Canada's 150th	Sunshine Coast Community Foundation	Sunshine Coast Regional District 50 th Anniversary	\$0	Denied	Regional
Heritage Legacy Fund	Heritage BC	Granthams Hall Rehabilitation	\$0	Denied	F

Pending Grant Applications:

Below is an updated summary of pending grant applications submitted or in progress for which no notification has been received to date:

Program Name	Administered By	Project	Funding Request	Submission Date	Area(s) Affected
Gas Tax Strategic Priorities Fund	Union of British Columbia Municipalities	Regional Water Cross Connection Control and Universal Metering Program – Phase 3	\$5,896,550	May 30, 2017	A, B, D, E, F and DoS
Canada Cultural Spaces Fund	Canadian Heritage	Granthams Hall Rehabilitation	\$217,498	June 19, 2017	F
Age-Friendly Community Grant Program	Union of British Columbia Municipalities	Age-friendly Parks Trail Map	\$20,000	In Progress - Next intake expected in Fall 2017	Rural Areas

Grants Received and in Progress:

The table below summarizes approved grant funding received for project works and programs which are currently in progress:

Program Name	Administered By	Project	Approved Funding	Project Completion Deadline	Area(s) Affected
Invasive Plant Program	BC Ministry of Forests, Lands, Natural Resource Operations & Rural Development	Corporate Strategy for Invasive Plant Management on SCRD Owned Property	\$6,000	Dec. 31, 2017	Regional
Gas Tax Strategic Priorities Fund	Union of British Columbia Municipalities	Enterprise Asset Management Software Implementation	\$412,831	Dec. 31, 2017	Regional
New Build Canada Fund – Small Communities Fund	BC Ministry of Municipal Affairs & Housing	Regional Water Cross Connection Control and Universal Metering Program – Phase 2	\$3,446,666	Mar. 31, 2018	A, B, D, E, F and DoS
Canada 150 Community Infrastructure Program	Western Economic Diversification Canada	Dock Repairs and Installations	\$160,100	Mar. 31, 2018	B, D, E, F
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Square Bay Waste Water Treatment Plant Upgrade	\$697,303	Mar. 31, 2018	B
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Pender Harbour Water Systems Water Main Upgrades	\$2,739,000	Mar. 31, 2018	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Merill Crescent WWTP Septic System Replacement	\$53,950	Mar. 31, 2018	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Canoe Road WWTP Septic System Replacement	\$62,250	Mar. 31, 2018	A

Completed Grants:

The table below is a summary of recently completed grants:

Program Name	Administered By	Project	Funding Received	Completion Date	Area(s) Affected
2016 Asset Management Planning Program	BC Ministry of Municipal Affairs & Housing	Recreation Facilities Building Condition Assessment	\$8,957	May. 31, 2017	B, D, E, F, DOS, TOG, SIGD
2016 Asset Management Planning Program	BC Ministry of Municipal Affairs & Housing	Mason Road Works Yard Building Condition Assessment	\$2,800	May. 31, 2017	Regional
2016 Asset Management Planning Program	BC Ministry of Municipal Affairs & Housing	Community Halls Building Condition Assessment	\$4,200	May. 31, 2017	Rural Areas
BC Hydro Incentive Fund	BC Hydro	Chapman Water Treatment Plant Variable Frequency Drives	\$23,180	August 1, 2017	A, B, D, E, F and DoS

Upcoming Opportunities:

Staff are currently investigating potential funding opportunities through the Strategic Wildfire Prevention Initiative program administered by the Union of British Columbia Municipalities. The final deadline for submitting an application to the 2017 program intake is October 6, 2017.

Staff are also awaiting further information from the new Provincial Government with respect to new programs and funding opportunities.

Financial Implications

Grants received and in progress have been incorporated into the 2017-2021 Financial Plan. Staff will bring a further report detailing any financial implications if the SCRD is successful in receiving funding for any of the pending grant applications.

Timeline for next steps or estimated completion date

Staff are continuously monitoring for grant funding opportunities that align with the Board's Strategic Plan and will bring forward a further report with details on new Fall application intakes and opportunities as program details are announced.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD Strategic Plan including Ensuring Fiscal Sustainability, Supporting Sustainable Economic Development and Facilitating Community Development and embodies the spirit of the Mission Statement “To provide leadership and quality services to our community through effective and responsive government.”

CONCLUSION

The SCRD applies regularly for grants available to undertake projects in every department each year that align with the Board’s Strategic Plan.

Details on recent application notifications, pending grant application and grants received and in progress are provided for information.

Staff are continuously monitoring for new funding opportunities and will report back on new application intakes and opportunities as program details are announced.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 21, 2017

AUTHOR: Michelle Goetz, Accounts Payable Technician

SUBJECT: DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES
FOR PERIOD ENDING AUGUST 31, 2017

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending August 31, 2017 be received for information.

BACKGROUND

The 2017 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$19,800 (\$2,500 allowance per Director from [110] and \$1,000 for Electoral Area Directors from [130]) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Travel Expenses within Legislative Services and UBCM/AVICC – Electoral Area Services provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on Sunshine Coast Regional District (SCRD) business.

DISCUSSION

The total amount posted to Constituency Expenses for the period ending August 31, 2017 is \$3,825 leaving a surplus balance of \$15,975. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$16,375 leaving a surplus balance of \$19,769. Figures are based on expense reports submitted up to September 8, 2017 for the period ended August 31, 2017 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A/Vice Chair	\$430	\$4,793	\$270
Director Area B/Chair	\$79	\$5,651	\$-
Director Area D	\$2,400	\$1,547	\$-
Director Area E	\$27	\$615	\$-
Director Area F	\$857	\$3,003	\$-
Director DOS	\$-	\$-	\$-
Director TOG	\$32	\$496	\$-
Director SIGD	\$-	\$-	\$-
Totals	\$3,825	\$16,375	\$-
Budget	\$19,800	\$36,144	
Surplus (Deficit)	\$15,975	\$19,769	*
* Alternate included with Director travel totals.			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Director Constituency and Travel Expenses aligns with the Board's Strategic Value of "*Transparency*".

CONCLUSION

The 2017 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$55,944. For the period ending August 31, 2017, the total amount posted to Constituency and Electoral Expenses is \$20,200 leaving a surplus balance of \$35,744.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 21, 2017

AUTHOR: Bess Wong, Manager, Purchasing and Risk Management

SUBJECT: **CONTRACTS BETWEEN \$20,000 AND \$100,000 – TO AUGUST 31, 2017**

RECOMMENDATION

THAT the report titled Contracts between \$20,000 and \$100,000 – to August 31, 2017 be received for information.

BACKGROUND

The Sunshine Coast Regional District's (SCRD) existing 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. In July 2017, the Committee approved the amendment of Delegation Bylaw No. 532 which will come to the Board for approval in September. This will result in a change in the contract amounts and frequency of the report as follows: *"A report outlining all contracts entered into between \$50,000 and \$100,000 will be provided to the Corporate and Administrative Services Committee quarterly"*. Therefore, the quarterly reports will come at the January (up to December 31st), April, July, and October of each year.

This report includes vendor, purpose, function, amount and the authoritative budget.

DISCUSSION

77 contracts/purchase orders were issued during the time period July 10, 2017 to August 31, 2017 with 11 valued between \$20,000 and \$100,000. Amounts noted do not include applicable taxes.

	Supplier	Account Code	Awarded	Budget
1	The Arlington Group / Vancouver BC	500 – Planning	\$53,768	Operating
	RFP17-296 Zoning Bylaw Updated			
2	NB Contracting / Gibsons BC	681 – Dakota Ridge	\$65,000	Operating
	RFP16-273 Snow Clearing Services: Contract extension			
3	Star-Tek Industrial Services / Gibsons BC	651 – Parks	\$36,292	Operating
	RFP13-202 Portable Toilet Services: Contract extension			

4	Island Communications Ltd / Nanaimo BC	220 – 911 Administration	\$51,200	Operating
	RFP17-290 911 Equipment Preventative Maintenance Service			
5	KLA Engineering Ltd / Maple Ridge BC	345 – Ports Services	\$42,800	Capital
	RFP17-283 Regional District Port Repairs Project Design & Construction			
6	Direct Disposal / Sechelt BC	350 – Solid Waste	\$560,450	Operating
	RFP13-208 Wood Waste & Asphalt Processing: Contract extension			
7	Principle Architect / Vancouver BC	650 – Community Parks Operations	\$104,559	Capital
	RFP17-296 Professional Services for Coopers Green Hall Replacement Design			
8	BA Blacktop / Sechelt BC	613 – Facility Operations	\$39,881	Capital
	2017 Facilities Shutdown: SCA Asphalt Repairs			
9	Swich Services Inc / Vancouver BC	613 – Facility Operations	\$35,380	Capital
	2017 Facilities Shutdown: Water Conditioning System			
10	Gold Key Sales and Lease / Surrey BC	613 – Facility Operations	\$37,832	Capital
	RFQ17-305 Cube Truck			
11	Sicotte Bulldozing Ltd / Garden Bay BC	350 – Solid Waste	\$204,623	Operating
	RFP12-190 Sechelt Landfill Maintenance: contract amendment to include Pender Harbour Landfill			

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. Future reports will provide new contracts awarded between \$50,000-100,000 on a quarterly basis.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 21, 2017

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

SUBJECT: COAST ROGUE ARTS SOCIETY – REQUEST FOR SUPPORT

RECOMMENDATION(S)

THAT the report Coast Rogue Arts Society – Request for Support be received.

BACKGROUND

The Coast Rogue Arts Society received a Rural Areas' Grant-in-Aid award of \$2,500 in 2017.

DISCUSSION

The Coast Rogue Arts Society Board requests the Sunshine Coast Regional District's (SCRD) support for their application to Canadian Heritage for the "Building Communities through Arts and Heritage" for their 2018 Rogue Arts Festival by approving signature of the attached form "Confirmation of Support from Municipal Government or Equivalent Authority".

Financial Implications

There are no further financial implications to the SCRD.

Timeline for next steps or estimated completion date

The deadline for Coast Rogue Arts Society is September 30, 2017 and they are requesting acknowledgement and signature by September 29, 2017.

STRATEGIC PLAN AND RELATED POLICIES

By assisting small non-profit groups towards achieving self-sufficiency supports the Rural Areas' Grant-in-Aid Policy, the SCRD Vision and the Strategic Priority of Facilitating Community Development.

CONCLUSION

The Coast Rogue Arts Society Board requests the SCRD support for their application to Canadian Heritage for the "Building Communities through Arts and Heritage" for their 2018 Rogue Arts Festival by approving signature of the attached form.

Attachment: Canadian Heritage – Confirmation of Support from Municipal Government or Equivalent Authority

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	



Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: Coast Rogue Arts Society

Name of festival: 2018 Rogue Arts Festival

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

CASH This amount must appear in the budget.	
Total:	

IN-KIND (monetary value)	The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.
	Production Items
\$2,500.00	Signage and Marketing Materials for Garbage, Recycling and Zero Waste
	Materials for Creation Station
Total: \$2,500.00	

Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.	
Title and municipality (required):	
Telephone number (required):	
Authorized representative's signature (required):	
Date YYYY-MM-DD (required):	



POWELL RIVER REGIONAL DISTRICT

#202 - 4675 Marine Avenue, Powell River, BC V8A 2L2
Telephone: 604-485-2260 Fax: 604-485-2216
Email: administration@powellriverrd.bc.ca
Website: www.powellriverrd.bc.ca

August 18, 2017



Garry Nohr, Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

MASTER FILE COPY

Dear Chair Nohr,

Re: Powell River Regional District Name Change to 'qathet Regional District'

I am writing you today on behalf of the Powell River Regional District Board with regards to our desire to change our legal name to '**qathet Regional District**'.

The proposal to change our name is significant in our effort for inclusiveness to all the lands in our region. The 'Powell River' is but a small geographical portion of a region that includes four major islands and covers an area of approximately 5,000 sq. km.

This year marks the fiftieth anniversary of the incorporation of the Powell River Regional District, the first anniversary of the Tla'amin Nation self-government and the 150th birthday for Canada. What better way to acknowledge these significant events than to honour the many First Nations who have overlapping territory in the Regional District by changing our name to a traditional Coast Salish name.

The name '**qathet Regional District**' was suggested from the Tla'amin Nation and means "working together" and a region as varied and vast as ours must work together.

The benefit of changing our name will be the clarity provided to our constituents and the various levels of government by differentiating the Regional District from the City of Powell River. Having a name similar to that of the City of Powell River has caused on-going problems with regards to grant applications, mail delivery and constituents paying bills to the wrong local government. As a matter of fact, just this week administration received an application for an employment opportunity that we advertised and we were referenced throughout the cover letter as the City of Powell River! A name change will provide us our own distinct identity.

The Board is requesting that your Board provide feedback on the proposed name change from the Powell River Regional District to '**qathet Regional District**'. The small 'q' is synonymous with Coast Salish language as capital letters are not used.

If you have any questions or would like to provide feedback, please do not hesitate to contact the office of the Powell River Regional District via email at administration@powellriverrd.bc.ca.

Sincerely,



Patrick Brabazon
Chair



MASTER FILE COPY