



**SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE  
Round 2 Budget Meetings**

**Monday, March 5, 2018**

**SCRD Boardroom, 1975 Field Road**

**AGENDA**

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**CALL TO ORDER:** 9:30 a.m.

**AGENDA**

1. Adoption of Agenda

**PETITIONS AND DELEGATIONS**

**REPORTS**

- |  |                      |
|--|----------------------|
| 2. Chief Administrative Officer – 2018 Round 2 Budget Introduction   | VERBAL               |
| 3. General Manager, Corporate Services / Chief Financial Officer<br>Final 2016 Project Carry-Forwards<br><b>(Voting – All Directors)</b>                                     | Annex A<br>Pages 1-3 |
| 4. General Manager, Corporate Services / Chief Financial Officer –<br>2016 Final Surplus / Deficits<br><b>(Voting – All Directors)</b>                                       | Annex B<br>pp. 4-7   |
| 5. Manager, Information Technology and Geographical Information<br>Systems - 2018 Round 2 Budget Proposal [117] Information<br>Technology<br><b>(Voting – All Directors)</b> | Annex C<br>pp. 8-10  |
| 6. Chief Administrative Officer - 2018 Round 2 Budget Proposal<br>[210] Gibsons and District Fire Protection<br><b>(Voting – E, F and ToG)</b>                               | Annex D<br>pp. 11-13 |
| 7. Chief Administrative Officer - 2018 Round 2 Budget Proposal<br>[222] Sunshine Coast Emergency Planning<br><b>(Voting – All Directors)</b>                                 | Annex E<br>pp. 14-16 |
| 8. Manager, Solid Waste Services – 2018 Round 2 Budget<br>Proposal [350-353] Solid Waste<br><b>(Voting – All Directors)</b>  | Annex F<br>pp. 17-20 |

- |     |   |                      |
|-----|---|----------------------|
| 9.  | Manager, Utility Services and Operations Support Technician - 2018 Round 2 Budget Proposal [370] Regional Water Services<br><b>(Voting – A, B, D, E, F and DoS)</b> | Annex G<br>pp. 21-28 |
| 10. | General Manager, Planning and Community Development – 2018 Round 2 Budget Proposal [345] Ports<br><b>(Voting – B, D, E and F)</b>                                   | Annex H<br>pp. 29-31 |
| 11. | Manager, Planning and Development – 2018 Round 2 Budget Proposal [540] Hillside Development Project<br><b>(Voting – All Directors)</b>                              | Annex I<br>pp.32-34  |
| 12. | Manager, Facility Services and Parks – 2018 Round 2 Budget Proposal [615] Recreation<br><b>(Voting – B, D, E, F, DoS, SIGD and ToG)</b>                             | Annex J<br>pp. 35-38 |
| 13. | Manager, Facility Services and Parks – 2018 Round 2 Budget Proposal [650] Community Parks<br><b>(Voting – A, B, D, E and F)</b>                                     | Annex K<br>pp. 39-41 |
| 14. | General Manager, Planning and Community Development – 2018 Round 2 Budget Proposal [670] Regional Recreation<br><b>(Voting-All Directors)</b>                       | Annex L<br>pp. 42-43 |

#### **COMMUNITY PARTNERS AND STAKEHOLDERS**

- |     |   |                      |
|-----|---|----------------------|
| 15. | Sechelt Public Library – 2018 Special Project Request<br><b>(Voting – All Directors)</b>  | Annex M<br>pp. 44-48 |
| 16. | Pender Harbour Health Centre – 2018 Budget Submission and Special Project Request<br><b>(Voting – All Directors)</b>  | Annex N<br>pp. 49-52 |
| 17. | General Manager, Corporate Services / Chief Financial Officer – Pender Harbour Health Clinic – Funding Options for Special Project and Allocation Options for Electoral Area B<br><b>(Voting – All Directors)</b> | Annex O<br>pp. 53-55 |
| 18. | Roberts Creek Community Library – 2018 Budget Submission<br><b>(approved and incorporated but referred for consideration)</b><br><b>(Voting – All Directors)</b>  | Annex P<br>p. 56     |
| 19. | Pender Harbour Reading Centre – 2018 Budget Submission<br><b>(approved and incorporated but referred for consideration)</b><br><b>(Voting – All Directors)</b>  | Annex Q<br>pp. 57-59 |

- 20. General Manager, Corporate Services / Chief Financial Officer –  
Rural Areas’ Grant-in-Aid and Economic Development  
(Voting – A, B, D, E, F)**

Annex R  
pp. 60-61

## 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”.

## CORPORATE AND ADMINISTRATIVE SERVICES

Function	Name
110	General Government
113	Finance
114	Administrative Offices Building Maintenance
115	Human Resources
117	Information Technology
118	Sunshine Coast Regional Hospital District Administration
121	Grants-In-Aid (Area A Only)
122	Grants-In- Aid (Area B Only)
123	Grants-In-Aid (Areas E and F Only)
125	Grants-In-Aid (Community Schools)
126	Greater Gibsons Community Participation
127	Grants-In-Aid (Area D Only)
128	Grants-In-Aid (Area E Only)
129	Grants-In-Aid (Area F Only)
130	UBCM / AVICC Electoral Area Services
131	Elections – Electoral Area Services
135	Corporate Sustainability Services
136	Regional Sustainability Services
140	Member Municipality Debt
151	Area A Feasibility
200	Bylaw Enforcement
290	Animal Control
291	Keats Island Dog Control
410	Pender Harbour Health Clinic
506	Geographic Information Services
510	Civic Addressing
531	Economic Development “A”
532	Economic Development “B”
533	Economic Development “D”
534	Economic Development “E”

535	Economic Development “F”
640	Gibsons and Area Library
643	Egmont / Pender Harbour Library Service
645	Halfmoon Bay Library Service
646	Roberts Creek Library Service
648	Museum Service

## INFRASTRUCTURE SERVICES

Function	Name
310	Public Transit
312	Maintenance Facility
320	Regional Street Lighting
322	Langdale Street Lighting
324	Granthams Street Lighting
326	Veterans Street Lighting
328	Spruce Street Lighting
330	Woodcreek Street Lighting
332	Fircrest Street Lighting
334	Hydaway Street Lighting
336	Sunnyside Street Lighting
340	Burns Road Street Lighting
342	Stewart Road Street Lighting
350	Regional Solid Waste
355	Refuse Collection
365	North Pender Harbour Water Service
366	South Pender Harbour Water Service
370	Regional Water Services (RWS)
381	Greaves Road Waste Water Plant
382	Woodcreek Park Waste Water Plant
383	Sunnyside Waste Water Plant
384	Jolly Roger Waste Water Plant
385	Secret Cove Waste Water Plant
386	Lee Bay Waste Water Plant
387	Square Bay Waste Water Plant
388	Langdale Waste Water Plant
389	Canoe Road Waste Water Plant
390	Merrill Crescent Waste Water Plant
391	Curran Road Waste Water Plant
392	Roberts Creek Cohousing Treatment Plant
393	Lily`s Lake Waste Water Plant
394	Painted Boat Waste Water Plant
395	Sakinaw Ridge Waste Water Plant

## PLANNING AND COMMUNITY DEVELOPMENT

Function	Name
204	Halfmoon Bay Smoke Control
206	Roberts Creek Smoke Control
210	Gibsons and District Fire Protection
212	Roberts Creek Fire Protection

216	Halfmoon Bay Fire Protection
218	Egmont Fire Protection
220	Emergency Telephone - 911
222	Sunshine Coast Emergency Planning
313	Building Maintenance Services
345	Ports Services
346	Langdale Dock
400	Cemetery
500	Regional Planning
504	Rural Planning Services
515	Heritage Conservation Service
520	Building Inspection Services
540	Hillside Development Project
615	Community Recreation Facilities
625	Pender Harbour Pool
630	School Facilities – Joint Use
650	Community Parks
665	Bicycle and Walking Paths
667	Area A Bicycle and Walking Paths
670	Regional Recreation Programs
680	Dakota Ridge Recreation Service Area

## ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

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

**SUBJECT:** FINAL 2017 PROJECT CARRY-FORWARDS

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### RECOMMENDATION

**THAT** the report titled Final 2017 Project Carry-Forwards be received;

**AND THAT** any remaining ongoing 2017 projects and associated funding be included in the 2018-2022 Financial Plan as presented.

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### BACKGROUND

At the December 14, 2017 Regular Board Meeting the following motion (348/17) was passed:

**Recommendation No. 3**     *2017 Project Carry-Forward Requests*

THAT report titled 2017 Project Carry-Forward Requests be received;

AND THAT the recommended carry-forward projects be included in the 2018-2022 Financial Plan;

AND THAT any remaining incomplete 2017 projects and associated funding be included in the 2018-2022 Financial Plan;

AND FURTHER THAT staff be authorized to continue and proceed with these projects prior to adoption of the 2018-2022 Financial Plan.

The purpose of this report is to ensure all ongoing 2017 projects and the corresponding financial implications are incorporated into the 2018-2022 Financial Plan in preparation for Budget adoption.

### DISCUSSION

Staff have reconciled all the 2017 project carry-forwards which have been included in the 2018 Round 2 Budget. The final list is attached for reference (Attachment A) and focuses on the project description, the 2017 approved budget, actual amount spent in 2017, and the carry-forward value included in the 2018 Budget, as well as the original source of funding for the project.

The carry-forward projects will be incorporated into the Budget Project Status Report (BPSR), which will be presented at the April Corporate and Administrative Services Committee. At that

time status of these projects will be provided as staff have continued to work on these projects prior to budget adoption.

*Financial Implications*

Carry-forward projects do not have a financial or taxation impact for the newly adopted Financial Plan and only remaining unused funding for the projects is carried over.

**STRATEGIC PLAN AND RELATED POLICIES**

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

**CONCLUSION**

The final 2017 carry-forward list has been compiled to be include in the 2018-2022 Financial Plan in preparation for adoption.

Carry-forward projects do not have a financial or taxation impact for the current Budget and only remaining unused funding for the projects is carried over.

**Attachments:**

1. 2017 Final Carry-Forward Projects

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

Project No.	Project Description	2017 Budget Value	2017 Expenditures	2018 Carry Forward
CP1109	Enterprise Asset/Work Order Management System	\$ 388,601	\$ 142,202	\$ 246,399
CP1079	Corporate Space & Site Planning	75,000	-	75,000
OO1000	Worksafe BC Certificate of Recognition	8,000	-	8,000
OO1143	Corporate Energy Management Program	60,000	-	60,000
CP1004	Gibsons & District Fire - Ladder Truck Replacement	840,000	674,034	165,966
CP1065	Frank West Hall / Cliff Mahlman Fire Station Roof Replacement	75,000	-	75,000
CP1108	Gibsons & District Fire SCBA Replacement	240,000	187,372	52,628
CP1006	911 - Chapman Creek Tower	180,000	-	180,000
CP1007	Replace Gibsons Tower	97,500	-	97,500
CP1071	Rear Overhead Door on Fleet Wash Bay	20,000	-	20,000
CP1008	Gambier Float Replacement	99,594	793	98,801
CP1073	2017 Ports Repairs (Canada 150)	426,831	135,447	291,384
OO1150	SWMP 5 Year Effectiveness Review	10,000	-	10,000
CP1110	Purchase of Steel Plates for Sechelt Landfill	70,000	-	70,000
CP1012	Pool Road Waterline Replacement	4,870	3,220	1,650
CP1076	Garden Bay Road & Claydon Road Water Main Replacement	1,650,000	59,363	1,590,637
CP1077	Francis Peninsula Road Water Main Replacement	1,650,000	72,951	1,577,049
CP1017	Chapman Lake Supply Expansion	4,511,779	25,445	4,486,334
CP1019	Groundwater Investigation Stage 1	149,859	27,303	122,556
CP1021	Soames Well Chlorination Project	142,516	85,383	57,133
CP1022	Universal Metering Phase 2 - Rural Areas	4,800,101	3,679,760	1,120,341
OO1012	Regional Water - Well Protection Planning	30,647	17,560	13,087
OO1013	Zone 2 Reservoir Repairs	75,000	-	75,000
CP1023	Detailed Engineering Design for Square Bay WWTP	975,937	79,088	896,849
CP1074	Canoe Road Community Septic Field System Replacement	75,000	9,041	65,959
CP1075	Merrill Crescent Community Septic Field System Replacement	65,000	7,592	57,408
OO1015	Invasive Plant Management	5,606	5,000	606
OO1144	Zoning Bylaw 310 re-write	75,000	12,700	62,300
CP1078	Orthophoto Aquisition	80,000	291	79,710
CP1026	GDAF - Hot Tub Replacement	309,174	289,708	19,466
CP1027	GACC - RTU Controls (CRF)	29,661	22,546	7,115
CP1084	GDAF - Exhaust Fan Environmental Control (CRF)	10,000	-	10,000
CP1086	GDAF - Exterior Door Replacement (CRF)	27,000	-	27,000
CP1087	GACC - Heat Exchanger Replacement (CRF)	8,000	-	8,000
CP1089	GACC - Breaker Spare (CRF)	8,000	-	8,000
CP1090	GACC - Sidewalk Code Upgrade (CRF)	8,000	-	8,000
CP1091	GACC - Plant Room Ventilation (CRF)	36,000	-	36,000
CP1094	SCA - Minor Office Renovations (CRF)	10,000	7,996	2,004
CP1097	SCA - Electric Hot Water Tank - Rotary Rom - Replacement (CRF)	3,000	-	3,000
CP1098	SCA - Electric Hot Water Tank - In-floor Heat - Replacement (CRF)	3,000	-	3,000
CP1099	SCA - Gas Hot Water Tank Replacement (CRF)	13,000	-	13,000
CP1104	SAC - Flooring and Carpeting Replacement (CRF)	4,000	-	4,000
OO1160	Fall Protection & Hazardous Materials Audit	19,150	-	19,150
CP1106	SAC - Pool Leak Testing Repair	160,000	-	160,000
CP1107	SAC - Buildding Envelope Panel Drying	250,000	-	250,000
CP1080	HVAC Unit Replacement	125,000	-	125,000
CP1032	Coopers Green Park Hall & Parking Design Plans	113,033	18,342	94,691
CP1033	Granthams Hall - Restoration Design & Engineering	379,614	13,257	366,357
CP1034	Playground Surface Replacement	25,018	107	24,911
CP1066	Frank West Hall / Cliff Mahlmann Fire Station Roof Replacement	75,000	-	75,000
CP1083	Katherine Lake Park Accesibility Project	20,000	17,960	2,040
CP1111	Parks Unit 1 Truck Replacement	80,500	-	80,500
OO1019	Gambier Island Community Information & Amenities	3,341	283	3,058
OO1020	Signage Upgrade Project (\$20k annually 2015-2017)	20,000	5,237	14,763
OO1021	Parks - Suncoaster Trail Planning	3,000	812	2,188
OO1154	Hazard Tree Assessment Plan	6,000	2,651	3,349
OO1155	Parks Bridge Capital Maintenance	25,000	10,521	14,479
OO1157	Sports Field Equipment Replacement & Enhancement Program	4,000	-	4,000
OO1163	Suncoaster Trail Detailed Planning	57,500	-	57,500
CP1035	Area B - Redrooffs from Highway 101 to Mintie	140,964	-	140,964
CP1036	Area D - Beach Avenue South of Flume Park	44,543	-	44,543
CP1037	Area D - Lower Road Planning for Remaining Sections	8,694	-	8,694
CP1038	Area D - Planning for Roberts Creek Village to Pier	9,847	-	9,847
CP1039	Area E - Gower Pt. Rd from Secret Beach to Gibsons	89,189	-	89,189
CP1040	Area E - Highway 101 Maintenance Repairs - East of Poplars Park	32,532	-	32,532
CP1042	Lily Lake Area Bicycle and Walking Path Project	161,461	952	160,509
		\$ 19,204,062	\$ 5,614,919	\$ 13,589,146



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

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

**SUBJECT:** 2017 FINAL SURPLUS/DEFICITS

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### RECOMMENDATION

**THAT** the report titled 2017 Final Surplus/Deficits be received;

**AND THAT** the 2017 surpluses be allocated per the Board's Financial Sustainability Policy as detailed in Attachment A;

**AND THAT** the following 2017 deficits be funded from operating reserves:

- [115] Human Resources - \$20,185
- [210] Gibsons and District Fire Protection - \$3,723
- [312] Fleet Maintenance - \$12,044
- [350] Regional Solid Waste - \$64,710
- [381] Greaves Road Waste Water Plant - \$3,028
- [384] Jolly Roger Waste Water Plant - \$11,670
- [385] Secret Cove Waste Water Plant - \$8,539
- [388] Langdale Waste Water Plant - \$17,506
- [389] Canoe Road Waste Water Plant - \$2,714
- [504] Rural Planning Services - \$34,921
- [630] School Facilities Joint Use - \$1,258
- [670] Regional Recreation Programs - \$8,186;

**AND THAT** the 2017 Public Transit deficit of \$40,069 be funded by 2018 taxation;

**AND FURTHER THAT** the 2017 Building Maintenance Services deficit of \$35,327 be funded by 2018 internal recoveries.

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### BACKGROUND

In 2016, a budget process change was made to provide the Sunshine Coast Regional District (SCRD) Board with one universal report which outlines the year end surplus/deficits.

The options for surplus are outlined within the Financial Sustainability Policy, excerpt below:

#### **4.4 One-time Revenues**

*Using one-time revenues to fund ongoing expenditures results in unfunded expenditure obligations in future years.*

4.4.1 Policy: *Operating surpluses and one-time revenues will not be used to fund ongoing expenditures. Major one-time revenues will be applied to:*

- *Reserves and/or Rate Stabilization in keeping with levels set by the Board;*
- *One-time expenditures; or*
- *Repayment of outstanding debt.*

The purpose of this report is to provide the Board a summary of all the 2017 year-end surpluses, final recommended transfers to reserves, and to report on any year-end deficits requiring approval on proposed funding mitigation.

## DISCUSSION

Staff have completed the 2017 year-end processes in preparation of the annual SCRD Financial Statements and external audit. Reconciliation of final surpluses, deficits and recommended allocation for each functional area has been attached for reference (Attachment A).

### *Surpluses*

Several functions generated higher than average surpluses. Generally, these are the result of staff vacancies or medical leaves for extended periods of time resulting in lower wage expense, higher than expected revenues, or lower than anticipated operating expenditures. Highlights can be found on Attachment A.

Surpluses in Rural Areas' Grant-in-Aid and Economic Development functions are automatically carried forward in the 2017 budget and will be dealt with during Round 2 budget deliberations.

Minor surpluses not exceeding \$3,400 for functions where there is no reserve fund have also been carried forward in the 2018 budget and used to reduce taxation.

The remaining surpluses total \$2.16M are recommended to be transferred to operating or capital reserves.

### *Deficits*

Fourteen services had deficits in 2017 totaling \$263,880 and more information can be found on Attachment A. Staff recommend that operating reserves be utilized to fund all deficits with the exception of Transit and Building Maintenance Services. These services do not have funds in operating reserves.

The Transit deficit of \$40,069 will need to be funded from taxation in 2018. The Building Maintenance Services deficit of \$35,327 can be funded from existing planned internal recoveries in 2018.

Minor deficits not exceeding \$1,400 have been carried in the 2018 budget.

### *Financial Implications*

Surpluses transferred to reserves are uncommitted and are available to fund future projects or one time expenditures.

Funding of the transit deficit through taxation in 2018 will result in a 0.22% increase in overall taxation in 2018.

### **STRATEGIC PLAN AND RELATED POLICIES**

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

### **CONCLUSION**

Staff have completed the year end process and reconciled all functional area surplus deficits. Options for allocation of surpluses are outlined in the Financial Sustainability Policy.

Staff are recommending that \$2.16M of surpluses be transferred to operating or capital reserves as appropriate. Surpluses for Rural Areas' Grant-in-Aid and Economic Development functions have been carried forward to the 2017 budget for allocation during Round 2 budget deliberations.

There were fourteen deficits totaling \$263,880 that must be funded. Staff are recommending that these deficits be funded through a transfer from operating reserves with the exception of Transit (2018 taxation) and Building Maintenance Services (2018 Internal Recoveries).

### **Attachments**

1. 2017 Final Surplus/Deficits

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

**Sunshine Coast Regional District**  
**2017 Final Surplus/Deficits**

**Attachment A**

Function	Year End Surplus / (Deficit)	Recommended Allocation			Unfunded Deficit
		Carried Forward in 2018 Budget	Transfer to Operating Reserves	Transfer to Capital Reserves	
110 - General Government	101,756		(101,756)		-
113 - Finance	159,952		(159,952)		-
114 - Administration Office	45,923			(45,923)	-
115 - Human Resources	(20,185)				(20,185)
117 - Information Services	42,669			(42,669)	-
118 - SCRHD Administration	28,902	(28,902)			-
121 - Grants in Aid - Area A	6,296	(6,296)			-
122 - Grants in Aid - Area B	6,564	(6,564)			-
123 - Grants in Aid - Area E & F	2,685	(2,685)			-
125 - Grants in Aid - Community Schools	478	(478)			-
126 - Greater Gibsons Community Participatic	17,244	(17,244)			-
127 - Grants in Aid - Area D	5,697	(5,697)			-
128 - Grants In Aid - Area E	4,706	(4,706)			-
129 - Grants In Aid - Area F	8,930	(8,930)			-
130 - Electoral Area Services - UBCM/AVICC	7,206		(7,206)		-
131 - Electoral Area Services - Elections	(450)	450			-
135 - Corporate Sustainability Services	26,847		(26,847)		-
136 - Regional Sustainability Services	18,364		(18,364)		-
151 - Feasibility Studies - Area A	1,087	(1,087)			-
200 - Bylaw Enforcement	20,159		(20,159)		-
210 - Gibsons & District Fire Protection	(3,723)				(3,723)
212 - Roberts Creek Fire Protection	10,329			(10,329)	-
216 - Halfmoon Bay Fire Protection	37,479			(37,479)	-
218 - Egmont Fire Protection	24,506			(24,506)	-
220 - Emergency Telephone - 911	20,715			(20,715)	-
222 - Sunshine Coast Emergency Planning	50,611		(50,611)		-
290 - Animal Control	23,762		(23,762)		-
291 - Keats Island Dog Control	2,297	(2,297)			-
310 - Public Transit	(40,069)				(40,069)
312 - Fleet Maintenance	(12,044)				(12,044)
313 - Building Maintenance Services	(35,327)				(35,327)
320 - Regional Street Lighting	(1,313)	1,313			-
322 - Langdale Street Lighting	254	(254)			-
324 - Granthams Street Lighting	(132)	132			-
326 - Veterans Street Lighting	51	(51)			-
328 - Spruce Street Lighting	7	(7)			-
330 - Woodcreek Street Lighting	(57)	57			-
332 - Fircrest Street Lighting	13	(13)			-
334 - Hydaway Street Lighting	8	(8)			-
336 - Sunnyside Street Lighting	24	(24)			-
340 - Burns Road Street Lighting	7	(7)			-
342 - Stewart Road Street Lighting	13	(13)			-
345 - Ports Services	45,765			(45,765)	-
346 - Langdale Dock	(98)	98			-
350 - Regional Solid Waste	(91,552)	26,842			(64,710)
355 - Refuse Collection	53,641		(53,641)		-
365 - North Pender Harbour Water Service	57,785			(57,785)	-
366 - South Pender Harbour Water Service	124,974			(124,974)	-
370 - Regional Water Services	405,435			(405,435)	-
381 - Greaves Rd Waste Water Plant	(3,028)				(3,028)
382 - Woodcreek Park Waste Water Plant	11,353		(11,353)		-
383 - Sunnyside Waste Water Plant	1,053		(1,053)		-
384 - Jolly Roger Waste Water Plant	(11,670)				(11,670)
385 - Secret Cove Waste Water Plant	(8,539)				(8,539)
386 - Lee Bay Waste Water Plant	29,746		(29,746)		-
387 - Square Bay Waste Water Plant	(181)	181			-
388 - Langdale Waste Water Plant	(17,506)				(17,506)
389 - Canoe Rd Waste Water Plant	(2,714)				(2,714)
390 - Merrill Crescent Waste Water Plant	1,399		(1,399)		-
391 - Curran Rd Waste Water Plant	5,368		(5,368)		-
392 - Roberts Creek Cohousing Treatment Pl	8,611		(8,611)		-
393 - Lilly's Lake Waste Water Plant	9,346		(9,346)		-
394 - Painted Boat Waste Water Plant	8,078		(8,078)		-
400 - Cemetery	40,076		(40,076)		-
410 - Pender Harbour Health Clinic	(0)	0			-
500 - Regional Planning	8,820		(8,820)		-
504 - Rural Planning Services	(34,921)				(34,921)
506 - Geographic Information Services	54,274		(54,274)		-
510 - Civic Addressing	19,469		(19,469)		-
515 - Heritage Conservation Service	3,365	(3,365)			-
520 - Building Inspection Services	208,880		(208,880)		-
531 - Economic Development Area A	14,781	(14,781)			-
532 - Economic Development Area B	7,096	(7,096)			-
533 - Economic Development Area D	4,771	(4,771)			-
534 - Economic Development Area E	18,154	(18,154)			-
535 - Economic Development Area F	8,776	(8,776)			-
615 - Community Recreation Facilities	188,775		(188,775)		-
625 - Pender Harbour Pool	38,994		(38,994)		-
630 - School Facilities - Joint Use	(1,258)				(1,258)
640 - Gibsons & Area Library	24,009			(24,009)	-
645 - Halfmoon Bay Library Service	6	(6)			-
646 - Roberts Creek Library Service	0	(0)			-
648 - Museum Service	(0)	0			-
650 - Community Parks	70,338		(70,338)		-
665 - Bicycle & Walking Paths	65,192		(65,192)		-
667 - Area A Bicycle & Walking Paths	16,856		(16,856)		-
670 - Regional Recreation Programs	(8,186)				(8,186)
680 - Dakota Ridge Recreation Service Area	72,925		(72,925)		-
<b>Totals</b>	<b>\$ 2,010,701</b>	<b>\$ (113,140)</b>	<b>\$ (1,321,852)</b>	<b>\$ (839,589)</b>	<b>\$ (263,880)</b>

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** David Nelson, Manager, Information Technology and GIS

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [117] INFORMATION TECHNOLOGY

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [117] Information Technology be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 - as follows, was referred to 2018 Round 2 Budget per the following resolution:

060/18     **Recommendation No. 4**     *Information Technology [117] – 2018 R1 Budget Proposal*

THAT the report titled 2018 R1 Budget Proposal for [117] Information Technology be received;

AND THAT the following budget proposal be incorporated into the Information Technology [117] budget and referred to the 2018 Round 2 Budget for further consideration:

- Budget Proposal 1 – 5 Year Capital Plan – Base Budget Increase - Replacement of Information Technology Equipment, \$50,000 funded from Support Services;

AND FURTHER THAT staff provide a report prior to 2018 Round 2 Budget meetings with an overview of the preliminary Information Technology asset management plan, including priority replacement requirements and funding needs.

A report with the subsequent plan was presented at the February 22, 2018 Corporate and Administrative Services Committee.

**Recommendation No. 6**     *Information Technology Capital Plan*

The Corporate and Administrative Services Committee recommended that the report titled Information Technology Capital Plan be received for information.

**2018 R2 Budget Proposals by Category**

**A- MANDATORY / BUSINESS CONTINUITY**

1	<i>Function Number – Project Name:</i>	117 – Information Technology  5 Year Capital Plan  Replacements of Information Technology Equipment
	<i>Location(s) of Work / Proposal:</i>	All
	<i>2018 Funding Required:</i>	\$50,000 increase in Capital base funding from \$150,000 to \$200,000
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	Information Technology (IT) Assets were excluded as part of the 2015 Corporate Asset Management Plan and has now been completed. This work will address needed replacements of obsolete and end-of-life IT capital assets.
	<i>Rational / Service Impacts:</i>	IT is critical to day-to-day operations of all SCRD departments and for providing information to the public and our partner agencies. IT equipment is subject to rapid obsolescence and deterioration. Recent asset assessments shows \$4M in asset replacement costs with equipment lifecycles between 5 to 8 years only.  Updates and replacements of IT equipment need to occur to meet evolving technology standards and service delivery imperatives of Staff and the Public.  Information Technology asset management plan, including priority replacement requirements and funding needs was presented at the February 22, 2018 CAS meeting.
	<i>Energy Saving Potential (if applicable):</i>	Up-to-date equipment and modern IT delivery techniques offer the best energy saving options.

<p><i>Future Funding Implications (if applicable):</i></p>	<p>The inventory of IT assets (with associated lifecycles) indicate ongoing replacement/refresh needs of \$485K per year. Current IT capital funding envelope is \$150 per year representing a gap of \$335,000. Recommendation is to incrementally close the IT Capital funding gap over 5 years, starting with a \$50,000 increase in 2018.</p>
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**Financial Implications**

<b>Five-Year Capital Reserve Plan (or longer, if applicable)</b>					
<b>(use table illustrating capital contributions and expenditures, if available)</b>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Item</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Opening Balance in reserve –	\$ 56,289	\$112,212	\$122,212	\$132,212	\$142,212
Annual Contribution	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Surplus Contribution	\$ 45,923	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$112,212	\$122,212	\$132,212	\$142,212	\$152,212

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Rob Michael, Gibsons and District Fire Department Fire Chief

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [210] GIBSONS AND DISTRICT FIRE PROTECTION

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [210] Gibsons and District Fire Protection be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 – Pager Replacement (50), incorporated in Round 1. \$32,481 funded from Reserves.
- Budget Proposal 2 – Preventative Maintenance Program Cliff Mahlman Fire Hall, incorporated in Round 1. \$7,500 increase to base budget funded through Taxation.
- Budget Proposal 3 – Paint the Exterior of Fire Hall #1, incorporated in Round 1. \$15,000 funded through Taxation.
- Budget Proposal 5 – Fire Department Records Management Software, incorporated in Round 1. \$2,500 funded from Reserves.
- Budget Proposal 4 - as follows, was referred to 2018 Round 2 Budget per the following resolution:

060/18     **Recommendation No. 6**     *Gibsons and District Fire Protection  
[210] - 2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be incorporated into the Gibsons and District Fire Protection [210] budget and referred to the 2018 Round 2 Budget with clarification regarding the deficit balances presented in the Five-Year Capital Reserves Plan:

- Budget Proposal 4 – Replace Fire Prevention Officer Vehicle, \$75,000 funded from Reserves.



**2018 R2 Budget Proposals by Category**

E. OTHER or NOT CURRENTLY CLASSIFIED

4	<i>Function Number – Project Name:</i>	[210] – Replace Fire Prevention Officer Vehicle
	<i>Location(s) of Work / Proposal:</i>	E, F and Town of Gibsons
	<i>2018 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain vehicles.
	<i>Rational / Service Impacts:</i>	<p>Current 2002 Ford Ranger is in need of replacement. Maintenance costs are exceeding value of asset. Replacement vehicle will also be utilized as a command center and will need to be equipped with a light and siren package for emergency response</p> <p>This project has been deferred since 2013. The current vehicle has over 100,000 KM on the odometer and is no longer reliable.</p> <p>The fire department will be looking for a newer sport utility vehicle with ample room to transport personnel and/or equipment to emergency scenes and training sessions.</p> <p>The vehicle would be staffed on a 24/7 basis for a rapid response to fire department incidents.</p> <p>In future years 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 on this item.</p>

	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Vehicle replacement plan will need to be developed and operating costs are already included in the budget.

### Financial Implications

<b>Five-Year Capital Reserve Plan (or longer, if applicable)</b>					
<b>(use table illustrating capital contributions and expenditures, if available)</b>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Item</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Opening Balance in reserve	\$109,000	\$124,019	(\$981)	\$36,019	(\$163,981)
Contributions Surplus					
Transfer to Reserves	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Replace FPO Vehicle	(\$75,000)				
Replace Auto Extrication		(\$50,000)			
Hall #1 Roof Replacement		(\$150,000)			
Automatic Garage Door			(\$25,000)		
Replace Utility Vehicle					(\$50,000)
Replace CAFS Truck				(\$300,000)	
Replace Radio Equipment		(\$50,000)			
Replace Pagers	(\$32,481)				
Exterior Lighting			(\$20,000)		
Interior Lighting			(\$20,000)		
Emergency Generator			(\$11,000)		
Pave Cliff Malhman Fire Hall				(\$25,000)	
Pave North Road Fire Hall					(\$65,000)
Records Management	(\$2,500)				
Turnout Gear Washing			(\$12,000)		
Closing Balance in Reserve	\$124,019	(\$981)	\$36,019	(\$163,981)	(\$153,981)

<b>Reviewed by:</b>			
Manager		Finance/CFO	X-T. Perreault
GM		Legislative	
CAO	X-J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [222] SUNSHINE COAST EMERGENCY PLANNING

### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [222] Sunshine Coast Emergency Planning be received.**

### BACKGROUND

The following Budget Proposals are new for 2018 Round 2 Budget based on two grants applied for through the Union of British Columbia Municipalities (UBCM) Local Government Services Program.

#### **2018 R2 Budget Proposals by Category**

##### E. OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	*** <b>NEW</b> Community Emergency Preparedness Fund - Emergency Social Services
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$24,400
	<i>Funding Source(s):</i>	Grant (Approved)
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	The SCRD has received approved funding for the Emergency Support Services Group Lodging Resiliency Project and requires Board approval to proceed with this Project and include the funding and corresponding expenditures into the Financial Plan.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

2	<i>Function Number – Project Name:</i>	*** <b>NEW</b> Community Emergency Preparedness Fund - Emergency Operation Centres and Training
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$23,467
	<i>Funding Source(s):</i>	Grant (Pending)
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	Staff and Emergency Management Teams met to discuss enhancements to telecommunications equipment. An application for the Sunshine Coast EOC Telecommunications Upgrade Project was made on February 2, 2018 requesting funding for upgrades to the radio communications equipment. Staff expect to be notified on this grant by April 3, 2018 and if successful needs to be included into the 2018-2022 Financial Plan.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

### Financial Implications

This report is considered administrative to keep the funds within the Financial Plan.

Five-Year Operating Reserve Plan					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 32,699	\$ 83,310	\$ 83,310	\$ 83,310	\$ 83,310
Contributions Surplus	\$ 50,611	\$ -	\$ -	\$ -	\$ -
Transfer to Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 83,310	\$ 83,310	\$ 83,310	\$ 83,310	\$ 83,310

Five-Year Capital Reserve Plan					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 37,590	\$ 37,590	\$ 37,590	\$ 37,590	\$ 37,590
Contributions Surplus					
Transfer to Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 37,590	\$ 37,590	\$ 37,590	\$ 37,590	\$ 37,590

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [350-352] SOLID WASTE

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [350-352] Solid Waste be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 – Sechelt Landfill 4x4 Truck Replacement, incorporated in Round 1. Up to \$25,000 funded from Reserves.
- Budget Proposal 2 – Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station, incorporated in Round 1. \$40,000 funded from Reserves.
- Budget Proposal 3 – 2018 WildsafeBC Program, incorporated in Round 1. \$5,500 funded through Taxation.
- Budget Proposal 4 – Site Improvement at Pender Harbour Transfer Station, incorporated in Round 1. \$10,000 funded from Reserves.
- Budget Proposal 5 - as follows, was referred to 2018 Round 2 Budget per the following resolution:

060/18     **Recommendation No. 13**     *Regional Solid Waste [350-352] – 2018 R1 Budget Proposal*

THAT the following budget proposal be referred to the 2018 Round 2 Budget:

- Budget Proposal 5 – [350] Islands Clean-Up Service Expansion \$31,000 funded through Taxation;

AND THAT additional information, including details from the previous staff report be provided as follows:

- Reconciliation of the clean-up service to all islands;
- Detail of the services received and subsidy of bins included under the Regional Solid Waste function; and
- Consideration of providing an islands clean-up service every two years.

2017 Deficit:

As a result of deficit incurred in Regional Solid Waste for 2017 in the amount of \$64,710, staff recommend to not proceed with Budget Proposal 2 – Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station, incorporated in Round 1. \$40,000 funded from Reserves. As well, that Budget Proposal 1 – Sechelt Landfill 4x4 Truck Replacement, be amended to up to \$25,000 from reserves.

This will allow for the deficit to be funded from Operating Reserves versus taxation.

**2018 R2 Budget Proposals by Category**

**E. OTHER or NOT CURRENTLY CLASSIFIED**

5	<i>Function Number – Project Name:</i>	[350] – Islands Clean Up Service Expansion
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$31,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	<p>Service expansion consideration as per Resolution 021/18 January 11, 2018 Board Meeting.</p> <p>021/18 THAT the SCRD move forward with consideration of Islands Clean Up Service Expansion for Nelson Island in 2018 Round 1 Budget;</p> <p>AND FURTHER THAT a report on the comparison of taxation versus costs be included in the 2018 Round 1 Budget proposal.</p> <p>Funds are for existing contractor to service Nelson Island and for the recycling and disposal costs.</p> <p>2018 budget for Islands Clean Up contracted services, waste disposal &amp; staffing: \$82,000. Service is provided to Gambier, Keats, Thormanby and their surrounding islands.</p>

		<p>Estimated<sup>1</sup> 2018 Annual Island Contributions to [350] Regional Solid Waste:</p> <p>Gambier<sup>2</sup> - \$43,000 Hardy – \$6,400 Keats<sup>2</sup> - \$21,700 Nelson – \$11,400 Thormanby<sup>2</sup> - \$15,200</p> <p><sup>1</sup>Based on Assessment Link BC <sup>2</sup>And surrounding islands</p> <p>[350] Regional Solid Waste Services funded by taxation: Depot Recycling Good Samaritan Program Backroad Trash Bash Education &amp; Outreach Islands Clean Up Garbage containers for island residents</p> <p>Island-only Solid Waste Services: Islands Clean Up: \$82,000/yr Garbage containers: \$18,500/yr</p>
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	\$31,000 per Nelson Island Clean Up event. <del>annually from taxation.</del>

### Financial Implications

Five-Year Operating Reserve Plan - Landfill					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$121,417	-\$ 2,883	-\$ 2,883	-\$ 2,883	-\$ 2,883
2017 Carry Forwards	-\$ 61,600	\$ -	\$ -	\$ -	\$ -
Categorized Mandatory	-\$ 27,700	\$ -	\$ -	\$ -	\$ -
BP #1 (up to \$25k)	-\$ 25,000	\$ -	\$ -	\$ -	\$ -
BP #2 (defer)	\$ -	\$ -	\$ -	\$ -	\$ -
BP #4	-\$ 10,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	-\$ 2,883	-\$ 2,883	-\$ 2,883	-\$ 2,883	-\$ 2,883



Five-Year Operating Reserve Plan - Reg. Solid Waste [Taxation Function]					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$123,792	\$ 59,082	\$ 59,082	\$ 59,082	\$ 59,082
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Deficit	-\$ 64,710	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 59,082	\$ 59,082	\$ 59,082	\$ 59,082	\$ 59,082

Five-Year Operating Reserve Plan - Eco-fees					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$213,948	\$218,573	\$232,391	\$246,208	\$260,026
Contributions	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
2017 Carry Forward	-\$ 10,000				
50% Waste Reduction Coord.	-\$ 40,375	-\$ 41,183	-\$ 41,183	-\$ 41,183	-\$ 41,183
Waste Reduction Initiatives	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000
Closing Balance in Reserve	\$218,573	\$232,391	\$246,208	\$260,026	\$273,843

The Eco-fee Operating Reserve is funded from the \$5 per tonne fee charged on municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station. The reserve plan above reflects the approved use of approximately \$40,000 towards the Waste Reduction Coordinator's wages in 2018 and \$41,000 in future years per the approved funding formula for this position.

Eight-Year Closure Reserve Plan - Landfill								
	2018	2019	2020	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 810,445	\$1,252,870	\$1,829,807	\$2,544,148	\$ 979,168	\$1,800,220	\$2,638,925	\$3,495,662
Investment Income @2.15%	\$ 17,425	\$ 26,937	\$ 39,341	\$ 54,699	\$ 21,052	\$ 38,705	\$ 56,737	\$ 75,157
Annual Contribution	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Additional Contribution*	\$ 125,000	\$ 250,000	\$ 375,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Closure Costs				-\$2,419,679				-\$4,435,947
Closing Balance in Reserve	\$1,252,870	\$1,829,807	\$2,544,148	\$ 979,168	\$1,800,220	\$2,638,925	\$3,495,662	-\$ 65,128

\*Presented and approved additional contribution at the Feb 22, 2018 CAS meeting

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Shane Walkey, Manager, Utility Services

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [370] REGIONAL WATER SERVICE

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [370] Regional Water Service be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 – Exposed Water Main Rehabilitation, incorporated in Round 1. \$112,500 funded from Reserves.
- Budget Proposal 2 – Demand Reduction Rebate Program – Rainwater Harvesting Rebate Pilot Program, incorporated in Round 1. \$25,000 funded from Existing User Fees.
- Budget Proposal 6 – Chapman Water Treatment Plant Chlorination System Upgrade, incorporated in Round 1. \$692,000 funded from Reserves.
- Budget Proposal 7 – Vehicle Replacements, \$200,000 funded through Municipal Finance Authority 5-Year Equipment Financing Loan;
- Budget Proposals - as follows, were referred to 2018 Round 2 Budget per the following resolutions:

060/18     **Recommendation No. 17**     *Regional Water Service Area [370] – 2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be incorporated into the Regional Water [370] budget and referred to the 2018 Round 2 Budget with a report which provides an investigation scope and proposed capital funding:

- Budget Proposal 3 – Regional Water Storage Capacity, \$200,000 funded from Reserves.

**Recommendation No. 18**    *Regional Water Service Area [370] –  
2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be incorporated into the Regional Water [370] budget and referred to the 2018 Round 2 Budget pending the Groundwater Task Force results being presented at Committee:

- Budget Proposal 4 – Groundwater Investigation – Stage 2 – Test Drilling Program, \$325,000 funded from Reserves.

**Recommendation No. 19**    *Regional Water Service Area [370] –  
2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2018 Round 2 Budget pending notification regarding the Gas Tax Strategic Priorities Fund (SPF) Grant:

- Budget Proposal 5 – Universal Water Meter Installations – Phase 3 – District of Sechelt, \$5,896,550 funded through potential Gas Tax SPF Grant.

**2018 R2 Budget Proposals by Category**

**C INTEGRATED FIVE-YEAR PLAN**

3	<i>Function Number – Project Name:</i>	[370] Regional Water Storage Capacity  *Additional Information See Below
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$200,000
	<i>Funding Source(s):</i>	DCC's and/or Capital Reserves
	<i>Asset Management Plan Implications:</i>	By proceeding to construction stage, the Comprehensive Regional Water Plan (CRWP) will need to be revised to incorporate additional funding scenarios as well as asset maintenance and replacement values associated with any new infrastructure built.
	<i>Rational / Service Impacts:</i>	In the 2013 CRWP it is recommended to construct an engineered storage lake adjacent to the Chapman Creek Water Treatment Plant. The concept consists of a lined constructed raw water storage

		<p>reservoir with a new intake on Chapman Creek. The engineered lake is identified as a long term project in the CRWP, however due to the establishment of the Water Sustainability Act by the Province of BC, requirements have changed from the 2013 concept related to licensing and land tenure.</p> <p>This project involves the investigation of water storage which would include site identification, preliminary engineering and costing.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	By proceeding to construction phase, there would be future financial implications associated with the primary construction of an engineered storage structure and any associated capital infrastructure requirements necessary to connect to existing treatment facilities, intakes, etc.

4	<i>Function Number – Project Name:</i>	[370] Groundwater Investigation – Stage 2 – Test Drilling Program
	<i>Location(s) of Work / Proposal:</i>	E, F, DoS
	<i>2018 Funding Required:</i>	\$325,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	Investigative ground water exploration is included in the Comprehensive Regional Water Plan (CRWP) and funding for this stage is incorporated into the long term financial funding model that is associated with the Plan.
	<i>Rational / Service Impacts:</i>	The SCR D commissioned Waterline Resources Ltd in 2016/17 to perform a desktop-based study (Groundwater Investigation -Stage 1) to identify promising aquifer(s) in the vicinity of the Chapman water system.

		<p>Waterline's study was presented to the Board at the October 19, 2017 ISC with the following resolution:</p> <p>300/17 cont.</p> <p>Recommendation No. 1</p> <p>"AND THAT recommendations from the Groundwater Investigation to Supplement Chapman Creek Water Supply Report be brought forward to the 2018 Budget process."</p> <p>The Groundwater Investigation study identified 12 locations to be examined for potential groundwater production, of which four sites have been recommended by the Consultant that will require test drilling, water quality and yield testing and final assessment.</p> <p>The total estimated costs (Class C estimate) for completing a four well exploration program was estimated by Waterline in their report at a value of \$325,000. This includes drilling and well installation of four test wells, supply and installation of pumping equipment, and conducting a 48 hour pumping test in each well, water quality testing, and hydrogeological support during the field work, and delivery of a short technical report summarizing results and recommendations for each location.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	If this initiative proceeds to Stage 3 – Construction, there would be future financial implications associated with the development and commissioning of one (or more) production wells and related infrastructure.

5	<i>Function Number – Project Name:</i>	[370] Universal Water Meter Installations – Phase 3 – District of Sechelt
	<i>Location(s) of Work / Proposal:</i>	DoS, SIGD
	<i>2018 Funding Required:</i>	\$5,896,550
	<i>Funding Source(s):</i>	***New - Long-term debt
	<i>Asset Management Plan Implications:</i>	Water meters have an estimated useful life of 20 years. Once installed, meters will be capitalized and long term asset/financial planning will ensure funding is in place for replacement.
	<i>Rational / Service Impacts:</i>	<p>Universal water metering is the leading priority identified within the CRWPs' intensive demand management program. The CRWP forecasts that universal metering will lower the Average Daily Demand (ADD) for water by 20% and the Maximum Daily Demand (MDD) by 25%. Universal water metering will also contribute to the deferment of over \$7 million in infrastructure upgrades as well as decreasing the scale of capacity improvements needed.</p> <p>This project is a critical component of the SCRD's water demand-side management actions that will help mitigate the impact of drought events on available water supply by encouraging conservative water use and reducing net per capita water consumption on the Sunshine Coast. Water meters enable conservation by identifying likely leaks, increasing consumer understanding of water use habits, and through volumetric rate structures. In the last year, over 700 leaks on private properties have been identified and resolved by analyzing water meter data, saving an estimated 2,135,000 litres per day of treated water from being wasted.</p> <p>This project represents the third and final phase of the SCRD's Universal Metering installation program after already completing installations in Pender</p>

		Harbour and the Electoral Areas on the Sunshine Coast.  This project will involve the installation of water meters and backflow prevention devices in approximately 4,800 water services throughout the boundaries of the District of Sechelt and the Sechelt Indian Government District.
	<i>Energy Saving Potential (if applicable):</i>	The implementation of a universal water metering program has been shown to reduced water consumption by approximately 25%.
	<i>Future Funding Implications (if applicable):</i>	n/a

### **Additional Information for Budget Proposal #3**

#### **Scope of Feasibility Study Regional Water Storage Capacity Project**

The feasibility study has the intent to provide the information required for a decision if and how a reservoir can be constructed to provide additional storage capacity in the Chapman Creek Water Service Area.

The feasibility study will provide answers to the following questions:

- What are the pros and cons of a regulatory, financial and legal perspective associated with a reservoir on Crown Land, private land or First Nation land?
- What are the most favourable locations given these pros and cons?
- What would the regulatory framework look like for each of these options?
- What are the pros and cons associated with the construction for each of these options from an engineering and financial perspective?
- What are the pros and cons associated with the operations of a lake for each of these options from an engineering, financial and regulatory perspective?
- Preliminary designs, cost estimates and timelines until full commissioning for one or more favourable options.

The regulatory framework for such a reservoir will most likely consist of:

- Issuance of a Land Tenure by FLNRORD

Essential information requirements:

- o management plan;
- o public consultation; and,
- o environmental impact assessment (terrestrial ecosystem focussed).

- Issuance of a Water Licence by FLNRORD.

Essential information requirements:

- o hydrological analysis of efficiency of reservoir storage under several climate and water demand scenarios;
  - o confirmation that the SCR D is the legal owner of the land the reservoir;
  - o operational regime procedures;
  - o hydrological, ecological and geomorphological impact assessment of impacts to Chapman Creek;
  - o confirmation that the Vancouver Coastal Health Authority is willing to consider certifying this lake as a source for drinking water; and,
  - o final design drawings for construction lake and accessory works.
- Certification of lake as a drinking water supply by Vancouver Coastal Health Authority.

Essential information requirements:

- o confirmation of meeting water quality standards (incl. measures to mitigate potential risk of bird fecal pollution and algae growth); and,
- o monitoring and testing plan.

### Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 5,480,952	\$4,291,945	\$5,044,395	\$5,796,845	\$6,549,295
Contributions Surplus	\$ 1,048,173	\$ 752,450	\$ 752,450	\$ 752,450	\$ 752,450
2017 Carry Forwards	-\$ 957,680				
Mandatory: Langdale Well-Pump Station Upgrade	-\$ 100,000	\$ -	\$ -	\$ -	\$ -
Mandatory: Chaster Well Upgrades (Well Protection Plan)	-\$ 50,000				
BP#1-Exposed Water Main	-\$ 112,500	\$ -	\$ -	\$ -	\$ -
BP#4-Groundwater Investigation-Test Drilling	-\$ 325,000	\$ -	\$ -	\$ -	\$ -
BP#6-Chapman WTP Chlorination Upgrade	-\$ 692,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 4,291,945	\$5,044,395	\$5,796,845	\$6,549,295	\$7,301,745



Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$1,609,545	\$1,521,458	\$1,521,458	\$1,521,458	\$1,521,458
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Carry Forwards	-\$ 88,087	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$1,521,458	\$1,521,458	\$1,521,458	\$1,521,458	\$1,521,458

Five-Year DCC Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$1,577,268	\$1,377,268	\$1,377,268	\$1,377,268	\$1,377,268
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
BP#3-Regional Water	-\$ 200,000				
Closing Balance in Reserve	\$1,377,268	\$1,377,268	\$1,377,268	\$1,377,268	\$1,377,268

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Ian Hall, General Manager, Planning and Community Development

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [345] PORTS

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [345] Ports be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 – 5 Year Capital Plan Repairs, incorporated in Round 1. \$130,000 funded through Taxation.
- Budget Proposal - as follows, was referred to 2018 Round 2 Budget per the following resolution:

060/18     **Recommendation No. 23**     *Ports Services [345] – 2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be incorporated into the Ports Services [345] budget and referred to the 2018 Round 2 Budget with additional information regarding the projected 2019 taxation implications for participating areas related to the Short Term Debt funding requirement:

- Budget Proposal 2 - Vaucroft Capital Works, \$450,000 funded through Short Term Debt.

### **2018 R2 Budget Proposals by Category**

#### A MANDATORY / BUSINESS CONTINUITY

2	Function Number – Project Name:	[345] Ports – Vaucroft Capital Works
	Location(s) of Work / Proposal:	B
	2018 Funding Required:	\$450,000

	<i>Funding Source(s):</i>	Short Term Debt
	<i>Asset Management Plan Implications:</i>	This work will address work identified in the Ports capital plan based on 5-year rotating major inspections.
	<i>Rationale / Service Impacts:</i>	<p>Ports provide critical transportation infrastructure for island residents, emergency services and marine industries</p> <p>Ports are susceptible to degradation from environmental exposure due to harsh marine conditions. As highly-functional infrastructure, the failure of one component (such as a tie rail, stringer, etc.) can render the port nearly unusable. Regular capital works are thus required to maintain serviceable condition.</p> <p>This initiative would complete repairs to the Vaucroft approach and replace the Vaucroft float. This work has been identified through a major inspection and engineer review. These repairs will maintain status quo service at the port and help to ensure reliable performance.</p>
	<i>Energy Saving Potential (if applicable):</i>	None.
	<i>Future Funding Implications (if applicable):</i>	<p>Annual Debt Servicing costs will be approximately \$105,000 and begin in 2019, therefore no significant tax impact in 2018. Note that interest is variable and amounts are subject to change. Amounts will be included in the 2018-2022 Financial Plan.</p> <p>Estimated taxation impacts* resulting from this project in each of the next 5 years are (estimated overall percentage tax increase in 2019 shown in brackets; based on 2018 Round 2 taxation):</p> <p>Area B: \$21,026 (0.66%)  Area D: \$17,021 (0.70%)  Area E: \$12,015 (0.62%)  Area F: \$50,063 (1.61%)</p>

		<p>Total: \$100,125 (0.52%)  <i>*Assumes borrowing of \$450,000 over a five year term with payments beginning in January 2019 at an average interest rate of 2.25%. Actual interest rate will be variable (MFA daily floating rate - currently 2.05%).</i></p> <p>Routine preventative maintenance can continue to be delivered through the existing Ports base budget.</p>
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### Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 536,841	\$ 189,453	\$ 239,453	\$ 289,453	\$ 339,453
Contributions Surplus	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
2017 Carry Forwards	-\$ 397,388				
Closing Balance in Reserve	\$ 189,453	\$ 239,453	\$ 289,453	\$ 339,453	\$ 389,453

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 66,048	\$ 46,048	\$ 46,048	\$ 46,048	\$ 46,048
Contributions Surplus					
Load ratings/safety audit	-\$ 20,000	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 46,048	\$ 46,048	\$ 46,048	\$ 46,048	\$ 46,048

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Ian Hall, General Manager, Planning and Community Development

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [540] HILLSIDE DEVELOPMENT PROJECT

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [540] Hillside Development Project be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 - as follows, was referred to 2018 Round 2 Budget per the following resolution (excerpt):

060/18     **Recommendation No. 24**     *Hillside Development Project [540] – 2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2018 R1 Budget Proposal for [540] Hillside Development Project be received;

AND THAT the following budget proposal be referred to 2018 Round 2 Budget pending a staff report, prior to 2018 Round 2 Budget, on funding options:

- Budget Proposal 1 – Hillside Development Project – Investment Attraction Analysis, \$60,000 funded through potential Grant;

A subsequent financial status report was presented at the February 22, 2018 Corporate and Administrative Services Committee and the recommendation is included under “Funding Source”.

### **2018 R2 Budget Proposals by Category**

#### D - LOW COST, HIGH VALUE

1	Function Number – Project Name:	540– Hillside Development Project – Investment Attraction Analysis
	Location(s) of Work / Proposal:	F
	2018 Funding Required:	\$60,000.00

	<i>Funding Source(s):</i>	<p>Grant funding and operating reserves as follows:</p> <p><b><u>Recommendation No. 2</u></b>     <i>Hillside Development – Surplus Fund Options</i></p> <p>The Corporate and Administrative Services Committee recommended that the report titled Hillside Development-Surplus Fund Options be received;</p> <p>AND THAT an Operating Reserve Bylaw be established for the Hillside Development function;</p> <p>AND THAT the 2018 Dike Maintenance project in the amount of \$10,000 be amended to be funded from surplus/reserves versus taxation;</p> <p>AND FURTHER THAT base budget operations for Hillside be funded from taxation and lease revenues.</p>
	<i>Asset Management Plan Implications:</i>	Not applicable
	<i>Rationale / Service Impacts:</i>	<p>SCRD has large portions of land remaining from earlier Hillside Industrial Park subdivision. Industrial investment interest currently exists. However, the two large remaining properties (50 and 63 hectares) are not prepared for sale or development.</p> <p>A review of lands and related uses is recommended to attract investment opportunities at Hillside. An investment attraction analysis with support of a professional land management or economic development consultant can assist in enabling SCR D to make effective and coordinated decisions for land use and property disposition opportunities.</p> <p>There may be funding support opportunities available through Island Coastal Economic Trust (ICET).</p> <p>ICET has a number of opportunities available within the Economic Development Readiness Program.</p>

		Applicable ICET funding programs include:  1. Economic Development Strategy – up to \$30,000 (one time) 2. Investment Attraction Tools - – up to \$30,000 (up to twice a year)  <a href="http://www.islandcoastaltrust.ca/economic-development-readiness">http://www.islandcoastaltrust.ca/economic-development-readiness</a>
	<i>Energy Saving Potential (if applicable):</i>	Not applicable.
	<i>Future Funding Implications (if applicable):</i>	Property sales/lease revenue and/or tax base growth from investment attraction.

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve*	\$706,120	\$636,120	\$636,120	\$636,120	\$636,120
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Invest. Attr'n Analysis**</b>	-\$ 60,000		\$ -	\$ -	\$ -
Dike Maintenance	-\$ 10,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$636,120	\$636,120	\$636,120	\$636,120	\$636,120

\*Subject to Board decision on establishment.

\*\*Full value of project shown; would be reduced should grant funding be approved.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Ken Robinson, Manager, Facility Services and Parks

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [615] COMMUNITY RECREATION

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [615] Community Recreation be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 – Fitness Equipment Replacement, incorporated in Round 1. \$251,650 funded from Reserves.
- Budget Proposal 3 – Gibsons and Area Community Centre – Recommission Hot Water Heat Recovery System, incorporated in Round 1. \$12,000 funded from Reserves.
- Budget Proposal 2 - as follows, was referred to 2018 Round 2 Budget per the following resolution:

060/18     **Recommendation No. 27**     *Community Recreation [615] – 2018 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be incorporated into the Community Recreation [615] budget and referred to 2018 Round 2 Budget with options for other sources of funding:

- Budget Proposal 2 – Sunshine Coast Arena – Water Efficiency Plan, \$25,000 funded through Taxation.



**2018 R2 Budget Proposals by Category**

**C- INTEGRATED FIVE-YEAR PLAN**

2	<i>Function Number – Project Name:</i>	[615] Sunshine Coast Arena – Water Efficiency Plan
	<i>Location(s) of Work / Proposal:</i>	DoS
	<i>2018 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Reserves and, if approved, grant support (approved in Round 1 as taxation)
	<i>Asset Management Plan Implications:</i>	Water efficiency measures evaluated through this plan would consider specific impacts on asset management (such as future maintenance and replacement costs and cost avoidance opportunities).
	<i>Rationale / Service Impacts:</i>	<p>Sunshine Coast Arena uses water for ice making, cooling the ice plant (once-through water cooling) and drinking/sanitation. Alternatives to using potable water for ice making and plant cooling exist. Possibilities exist for water reuse or more efficient fixtures as well. These alternatives could make more efficient use of a community resource (potable water), reduce consumption of a renewable resource, and contribute to a more resilient recreation facility capable of operating in water-restricted conditions.</p> <p>This initiative would include a study and evaluation of water efficiency measures and potable water alternatives and lead into capital work required to modify plant equipment or facility plumbing. Staff anticipate reporting back on progress and to seek or confirm direction once study is complete and prior to work beginning.</p> <p>Based on the scope described, operating reserve funds can be appropriately applied to this project. The table below has been amended to show the implications if the full value of the project</p>

		is borne by SCRD. Grant funding, if approved, would reduce this amount.
	<i>Energy Saving Potential (if applicable):</i>	Project to lead to reduced water consumption.  2016 water consumption for the SCA was 6,235 cubic meters at a cost of \$4,676.
	<i>Future Funding Implications (if applicable):</i>	This initiative includes a study of options, so exact implications cannot be determined at this stage. Possible funding implications include: <ul style="list-style-type: none"> <li>• Water and energy savings</li> <li>• Maintenance and replacement costs for new/different plant equipment</li> <li>• Identification of additional capital requirements to complete efficiency measures (subject to future Board consideration)</li> </ul>

### Financial Implications

<b>Five-Year Capital Reserve Plan (or longer, if applicable)</b>					
<b>(use table illustrating capital contributions and expenditures, if available)</b>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Item</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Opening Balance in reserve	\$1,462,738	\$ 724,503	\$ 808,503	\$ 892,503	\$ 976,503
Contributions Surplus*	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000
2017 Carry Forwards	-\$ 558,585				
Fitness Equipment	-\$ 251,650	\$ -	\$ -	\$ -	\$ -
Recommissioning Project	-\$ 12,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 724,503	\$ 808,503	\$ 892,503	\$ 976,503	\$1,060,503

\*Estimated annual contribution – 5% of fees and charges revenue (per Board Resolution 238/14 No.9)

<b>Five-Year Operating Reserve Plan (or longer, if applicable)</b>					
<b>(use table illustrating capital contributions and expenditures, if available)</b>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Item</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Opening Balance in reserve	\$ 329,470	\$ 290,620	\$ 295,920	\$ 301,220	\$ 306,520
Contributions Surplus	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
2017 Carry Forward	-\$ 19,150	\$ -	\$ -	\$ -	\$ -
<b>Arena Water Efficiency</b>	<b>-\$ 25,000</b>	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 290,620	\$ 295,920	\$ 301,220	\$ 306,520	\$ 311,820

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 5, 2018  
**AUTHOR:** Ken Robinson, Manager, Facility Services and Parks  
**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [650] COMMUNITY PARKS

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### RECOMMENDATION(S)

**THAT the report titled 2018 R2 Budget Proposal for [650] Community Parks be received.**

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### BACKGROUND

Following is a summary of the Round 1 2018 Budget meeting recommendations:

- Budget Proposal 1 – Regional Parks – Minor Capital Repairs Funding Adjustment, incorporated in Round 1. \$20,000 funded from Reserves for 2018.
- Budget Proposal 2 - as follows, was referred to 2018 Round 2 Budget per the following resolution:

060/18     **Recommendation No. 29**     *Community Parks [650] – 2018 R1  
Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be incorporated into the Community Parks [650] budget and referred to 2018 Round 2 Budget with additional information regarding options for other sources of funding, synergies with water efficiency projects, potential economies of scale and water conservation:

- Budget Proposal 2 – Sunshine Coast Regional District Sports Fields Potable Water Use Reduction, \$30,000 funded through Taxation.

### 2018 R2 Budget Proposals by Category

#### C- INTEGRATED FIVE-YEAR PLAN

2	<i>Function Number – Project Name:</i>	[650] Sunshine Coast Regional District Sports Fields Potable Water Use Reduction
	<i>Location(s) of Work / Proposal:</i>	B, D, F
	<i>2018 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	Operating Reserves (included in Round 2 as taxation)

	<i>Asset Management Plan Implications:</i>	Water efficiency measures evaluated through this plan would consider specific impacts on asset management (such as future maintenance and replacement costs and cost avoidance opportunities).
	<i>Rationale / Service Impacts:</i>	<p>Sports fields at Connor Park, Cliff Gilker Park and Shirley Macey Park use potable community water for irrigation (Lion's Field uses groundwater). Alternatives to using potable water exist, including use of groundwater or, at Shirley Macey Park, waterpark water capture and reuse. Water use efficiency strategies may also be deployed to reduce water use (potable or nonpotable). These alternatives and measures could make more efficient use of a community resource, reduce consumption of a renewable resource, and contribute to a more resilient park and recreation facility capable of operating in water-restricted conditions.</p> <p>This initiative would include a feasibility study and evaluation of water efficiency measures and potable water alternatives.</p> <p>Staff have conducted a further scan for grant funding opportunities but were unable to identify opportunities beyond those previously identified. Application for a BC Infrastructure Planning grant has been made.</p> <p>Uncommitted operating reserves total \$139,763 and can be used to fund this project as it is a one-time expenditure.</p>
	<i>Energy Saving Potential (if applicable):</i>	<p>May lead to reduced water consumption.</p> <p>Annual water use varies based on weather and drought management measures. 2016 water consumption for sports fields was:</p> <p>Shirley Macey: 5,963m<sup>3</sup> Connor Park: 4,106m<sup>3</sup> Cliff Gilker: 3,609m<sup>3</sup></p>

<p><i>Future Funding Implications (if applicable):</i></p>	<p>This initiative includes a study of options, so exact implications cannot be determined at this stage. Possible funding implications resulting from the study include:</p> <ul style="list-style-type: none"> <li>• Water and energy savings</li> <li>• Identification of additional capital requirements to complete efficiency measures (subject to future Board consideration)</li> <li>• Future maintenance costs (e.g. well testing)</li> </ul>
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### Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 471,825	\$387,374	\$384,874	\$142,374	\$149,874
Contributions Surplus	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500
2017 Carry Forwards	-\$ 141,951				
Building Renewal/Replace	\$ -	\$ -	-\$300,000	\$ -	\$ -
Vehicle replacement	\$ -	-\$ 60,000	\$ -	-\$ 50,000	\$ -
Closing Balance in Reserve	\$ 387,374	\$384,874	\$142,374	\$149,874	\$207,374

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 180,600	\$109,763	\$130,763	\$151,763	\$172,763
Contributions Surplus	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
2017 Carry Forwards	-\$ 41,837	\$ -	\$ -	\$ -	\$ -
BP#1 - Capital Repairs	-\$ 20,000	\$ -	\$ -	\$ -	\$ -
BP#2 - Water Efficiency	-\$ 30,000				
Closing Balance in Reserve	\$ 109,763	\$130,763	\$151,763	\$172,763	\$193,763

Reviewed by:			
Manager		Finance/CFO	X-T. Perreault
GM	X-I. Hall	Legislative	
CAO	X-J. Loveys	Water	X-S. Walkey

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Special Corporate and Administrative Services Committee – March 5, 2018

**AUTHOR:** Karen Preston, Manager, Recreation and Community Partnerships

**SUBJECT:** 2018 R2 BUDGET PROPOSAL FOR [670] REGIONAL RECREATION PROGRAMS

### RECOMMENDATION(S)

**THAT** the report titled 2018 R2 Budget Proposal for [670] Regional Recreation Programs be received.

### BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

### DISCUSSION

#### 2018 R2 Budget Proposals by Category

##### A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	*** <b>NEW</b> 670 – Base Budget Adjustment
	<i>Location(s) of Work / Proposal:</i>	Town of Gibsons
	<i>2018 Funding Required:</i>	\$1,240
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	<p>The value of contracted youth centre services delivered through 670 Regional Recreation Programs at the Gibsons and Area Community Centre has escalated for the final 2 years of the contract.</p> <p>If not addressed, the contract price increase will create an unfavourable variance for the service.</p> <p>The Gibsons Youth Centre is a well-used program (approximately 2,500 annual</p>

		visits, with steady increase in participation) that provides constructive recreation opportunities for south coast youth. This proposal will support continuation of the program.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Staff will evaluate the contract prior to its conclusion. Any future work, if contracted, would be the subject of a public tendering process.

### Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 5,295	\$ 5,295	\$ 5,295	\$ 5,295	\$ 5,295
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Business Plan Project					
Closing Balance in Reserve	\$ 5,295	\$ 5,295	\$ 5,295	\$ 5,295	\$ 5,295

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



TO: Tina Perreault, Chief Financial Officer

AUTHOR: Margaret Hodgins, Chief Librarian, Sechelt Library

SUBJECT: **REVISED 2018 BUDGET PROPOSAL FOR SECHELT LIBRARY – SPECIAL PROJECT REQUEST –**  
**ORGANIZED BY PRIORITY BASED ON ABILITY TO PERFORM WITHOUT FUTURE FINANCIAL IMPLICATIONS**

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## REQUEST

THAT the report titled 2018 Budget Proposal for Sechelt Library – Special Project Request be received and funding considered. Supporting documentation: *Five Year Funding Agreement Analysis Between Local Government Funders and the Sechelt Library, October 2017 (attached)*

***2018 Budget Proposal for Special Project - Total \$262,274 (see 2017 Funding Analysis Report)***

<b><i>Priority 1</i></b>	<b><i>Community Collection Update</i></b>	<b><i>2018 Funding Required</i></b>	<b><i>\$20,000</i></b>
<b><i>Rationale</i></b>	<p>The <b>materials budget has not increased in five years</b> despite increases in shipping costs and decreases in the Canadian dollar.</p> <p><b>A major weeding project</b> – a standard Library practice – has removed dirty, damaged and outdated material from the collection but no funds have been made available to replace those items. The Adult and Children’s non-fiction areas have been most affected.</p> <p><b>Developing new collections</b> have also put a strain on the existing collection – these popular new collections include a First Nations Collection and Graphic Novel Collection.</p> <p>The borrowing of physical materials has <b>increased</b> along with membership, digital resource usage and physical visits to the Library.</p>		
<b><i>Service Impact</i></b>	<p>These funds will enhance existing Library infrastructure and <b>improve services</b>. The community will continue to use the Library as a place for recreation, information and gathering.</p> <p><b>Prior investment</b> in the Library will not be lost.</p>		
<b><i>Savings Potential</i></b>	<p>In 2016, over 14,000 interLibrary loans were handled by the Library (borrowed and lent). There may be savings if the items can be provided by our Library instead of having to be ordered in from another BC Library.</p>		
<b><i>Future Financial Implications</i></b>	<p>No ongoing financial implications. Ideally, funding would allow for collection renewal on a regular basis.</p>		

<b>Priority 2</b>	<b>Technology &amp; Community Engagement Project</b>	<b>2018 Funding Required</b>	<b>\$104,000</b>  <b>priority projects only \$50,400</b>
<div> <div>4 tablets - loan in Library</div> <div>\$ 2,400.00</div> </div> <div> <div>Security stands for 2 tablets</div> <div>\$ 200.00</div> </div> <div> <div>Software</div> <div>\$ 2,000.00</div> </div> <div> <div>2 tablets - digital magazines, newspapers</div> <div>\$ 1,200.00</div> </div> <div> <div>Laptop and tablet storage and charger</div> <div>\$ 1,200.00</div> </div> <div> <div>2 iPads children with security cases</div> <div>\$ 2,500.00</div> </div> <div> <div>Upgrade ebook collection</div> <div>\$10,000.00</div> </div> <div> <div>Upgrades for 4 existing public computers</div> <div>\$10,000.00</div> </div> <div> <div>Chairs with attached tables and electrical outlets</div> <div>\$12,000.00</div> </div> <div> <div>Multifunction copier (wireless printing/copier/scanning)</div> <div>\$15,000.00</div> </div> <div> <div>.4 FTE digital education assistant (1 year contract)</div> <div>\$15,000.00</div> </div> <div> <div>Increase wifi and internet capacity</div> <div>\$ 3,000.00</div> </div> <div> <div>New website designed for accessibility</div> <div>\$ 5000.00</div> </div> <div> <div>Accessibility software for Library catalogue</div> <div>\$ 5000.00</div> </div> <div> <div>.4 interLibrary loan assistant (1 year contract)</div> <div>\$15,000.00</div> </div> <div> <div>Online information databases</div> <div>\$20,000.00</div> </div> <div> <div>Electrical work to install more outlets</div> <div>\$ 6500.00</div> </div>			
<b>Rational</b>	<ul style="list-style-type: none"> <li>• The current <b>funding MOU with local governments stipulates</b> that the Library is to provide a full range of copy/print/fax/scan services. In order to stay cost effective, this equipment needs to be updated every four years. In 2017 there has been a substantial increase in use of these services as local copy shops are no longer offering self-serve printing and copying services.</li> <li>• The <b>demand for public computers has continued to increase</b>. The computer area in the Library has access and privacy problems. Children use the computers beside adults. Several small businesses use the Library for wifi or computer access, and also for printing and faxing services.</li> <li>• In 8 months this year (Jan – Oct), <b>Library staff provided 548 hours</b> of service to answer <b>1061 technology based questions</b> on the phone, in person and in scheduled appointments with the Technology Education Coordinator. No other agency or organization provides this impact on digital literacy on the Sunshine Coast.</li> </ul>		
<b>Service Impact</b>	<ul style="list-style-type: none"> <li>• By providing technology education in the Library, the demands for staff time, software and hardware are increasing. The result is a <b>digital literate community</b></li> </ul>		

	which enhances quality of life, supports small business and provides an increasingly recognized right for Canadian citizens for digital access.		
<b>Future Financial Implications</b>	Ongoing - If the provision of technology resources and support is mandated by the MOU, funding must be provided to keep up with the technology used by the community. This requires funding to acquire new technology as it arises and also the technological infrastructure to support these changes and a commitment to ongoing technology funding.		
<b>Priority 3</b>	<i>Staff Technology Enhancement Project</i>	<i>2018 Funding Required:</i>	<i>\$16,000.00</i>
	2 scanners and tag pad (cataloguing)	\$6,000.00	
	4 laptops	\$4,000.00	
	4 iPads	\$4,000.00	
	Professional development	\$2,000.00	
<b>Rational</b>	<p>In order to provide technology education to the community, Library staff require technology upgrading and education.</p> <p>Moving to an accessible service model, staff require mobile technology when working with the community</p> <p>As the result of a crowded workroom, staff require flexible yet customizable workstations for both front and back of Library duties.</p>		
<b>Service Impact</b>	Current and affordable community assistance for technology issues provided in an organization with an established and successful infrastructure		
	<i>Sechelt Public Library Outreach to Underserved Communities Project</i>	<i>2018 Funding Required:</i>	<i>\$27,700</i>
<b>Rational</b>	<p>With the current operating funding commitments by local government, specifically the lack of funding from Area A, the Library cannot provide the services as mandated.</p> <p>As stipulated by funders in the funding agreement Schedule A Description of Library Services :</p> <p>“Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading.”</p>		

	<p>In “reaching out to under-served populations within the Community...” two populations are identified – First Nations and the Pender Harbour Reading Room.</p> <p>For the First Nations services:</p> <p>“...weekly visits by Children’s Librarian with new Library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaise with First Nations education department. Providing space, organization and access to Sechelt Indian Band collections.”</p> <p>For Pender Harbour Reading Room services:</p> <p>“...courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing digital resources to create more convenience for patrons and to overcome geographical barriers. ”</p>		
<b>Service Impact</b>	<p>Staffing, mileage and some technology and/or materials will be allocated to outreach programs. Some programs that the Library would like to develop, in consultation with community and the shishalh Nation, include: Library services and technology education at the Pender Harbour Community School (by their request), resource sharing Madeira Park Elementary (at the Principal’s request), explore storyteller in residence program with shishalh consultation, provide Library services and technology education in Halfmoon Bay through the Community Association.</p>		
<b>Future Financial Implications</b>	<p>Ongoing - If outreach programs are to be included in future MOU’s, appropriate designated funding must be provided.</p>		
<b>Staffing - New Full-time Position Assistant Chief Librarian Position</b>		<b>2018 Funding Required:</b>	<b>\$65,000</b>
<b>Rational</b>	<p>A supervisory position is empty due to attrition and the reallocation of funds to a much needed Digital Education Coordinator.</p> <p>Already at capacity, Library staff took on many of the supervisor’s duties.</p> <p>In moving toward a sustainable staffing model, the Library will benefit from the long-term vision and planning of staff and see less turnover at the top position.</p>		

<b><i>Service Impacts</i></b>	With the Chief Librarian able to work on the sustainability of the Library in the community, significant progress may be made in community and provincial partnerships, seeking and acquiring grants for special projects and keeping the Library moving forward and relevant to the community.		
<b><i>Savings Potential</i></b>	Restructuring of Library staffing model is in progress. Successful grant writing may move special project funding requests from local funders to granting agencies.		
<b><i>Financial Future Implications</i></b>	Ongoing - This position will require future funding.		
<b><i>Staffing – Re-classification of Positions</i></b>		<b><i>2018 Funding Required:</i></b>	<b><i>\$30,000</i></b>
<b><i>Rationale</i></b>	Professionalism of Library services has not been addressed and staff are working on decades old job descriptions.		
<b><i>Service Impact</i></b>	Increased morale and fairness to workers.		
<b><i>Financial Future Implications</i></b>	The reclassification of job descriptions will need to be addressed now or in the near future. The Library's current Collective Agreement ends July 2018.		



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Phone: 604-883-2764  
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[phhc@dccnet.com](mailto:phhc@dccnet.com)

November 10, 2017

Tina Perrault  
Treasurer  
Sunshine Coast Regional District  
1975 Field Road.  
Sechelt, BC  
V0N 3A1

Dear Tina:

Attached please find our budget submission for the 2018-2019 fiscal year. We have provided:

- An overview of the current 2017-2018 facility operations budget and projections with respect to surplus/deficit in the format requested: 2017 budget, 2017 year to date actuals, extrapolations to fiscal year end and 2018 budget (Attachment A)
- Fiscal year 2018-2019 proposed financial plan (budget) identifying operational resources being requested from the SCRD under the Pender Harbour Health Centre Amendment Bylaw 1003.1, 2002. (Attachment B)
- Fiscal year 2018-2019 capital improvement projects and resources being requested from SCRD under the Pender Harbour Health Centre Amendment bylaw 1003.1, 2002. (Attachment C)
- Our Board approved budget for 2017-2018, historical operational funding, the five year operational funding projection and the patient geographic breakdown for the Health Centre. (Attachment D)

### Operational funding

Fiscal 2018-2019 will be year two of the three year catchup program we presented to the SCRD board last year. We are tracking quite well to that program. For 2017-2018 we received a base grant of \$118,040, an \$8,000 increase. That is very much appreciated. For 2017-2018 we are managing all discretionary expenses and delaying expenditures where ever possible. We expect that our expenses will be **\$139,108** against our submitted 2016-2017 budget of **\$135,271**. This is an unfavorable variance of **(\$3,836)** to planned budget and will result in a deficit of **(\$21,068)** after applying our operating grant. We continue to seek ways to reduce costs in all areas, but have experienced notable overruns in 1) repairs and maintenance (\$2,785) primarily due to an extensive service to the 24/7 emergency generator system and a new auto door closer required for handicapped access, 2) increased janitorial costs (\$1,444) and 3) increased garbage/hazardous waste disposal (\$567). GST costs have been favorable by \$1,379 through deferment and delay where possible on discretionary costs. We are projecting overall operational expenses for 2018-2019 at **\$137,300** which reflects efforts to contain/reduce operating costs and is consistent with our five year plan.



In grant funding for 2018-2019 we are requesting an increase of **\$8,000** from **\$118,040** to **\$126,040**. This is in line with our three year catch up plan. A baseline of **\$126,040** will enable PHHC to hold the gap between operational expenses versus grant funding and result in a projected deficit of **(\$15,154)**. See five year operational funding projection, Attachment D.

### Capital Projects

Our two key capital projects in 2017- 2018 were a facility renovation to create a physiotherapist office and creating a bear proof enclosure for garbage. These totaled approximately \$7,500 which were self-funded. We again deferred replacing the carpeting in the main lobby and entrance areas to the health clinic and doctor's offices tile or industrial vinyl.

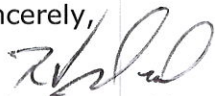
Planned projects for 2018-2019 – Capital improvement request (Attachment C)

The main project will be a community needs survey to help with determining future expansion plans for the Health Centre to meet current and emerging community needs. The expansion will be on the adjoining property which was purchased in 2016. The Health Centre has commissioned a comprehensive survey encompassing a broad cross section of community organizations, individuals and associated health care stakeholders. The agreement is in place with Urban Matters for \$16,700. **We are requesting SCRD support on this project in the amount of \$10,000 from our reserve funds.**

We will consider the lobby flooring project again in 2018 and determine if we are in position to proceed. The carpets are in need of replacement and tile or vinyl is a better solution for long term wear, health safety and cleaning/hygiene requirements. Estimated costs will be ~ **\$12,000**. We will obtain quotations in early spring. If we are able to proceed we will formally request a capital improvement grant of \$2,500 from SCRD to help with the funding this project. We are working on securing funds for the remaining costs of this project.

We are entering year two of our three year plan to reduce our annual operational deficit and we have made some progress this year. However, we are still carrying a significant deficit which negatively impacts our ability to cover training, medical equipment and preventative health care program costs that are simply not covered by any other funding sources. We recognize overall funding remains tight and additional assistance and support for both our operating budget and our capital projects is appreciated. Please call or e-mail me if you require any further information or would like to discuss the application.

Sincerely,



Rick MacDonald  
PHHC Administrator

CC Frank Mauro  
SCRD Director,  
Area "A" - Pender Harbour/Egmont

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – December 10, 2017

**AUTHOR:** Rick MacDonald, Administrator, Pender Harbour & District Health Centre

**SUBJECT:** 2018 R1 BUDGET PROPOSAL FOR PENDER HARBOUR & DISTRICT HEALTH CENTRE SOCIETY – SPECIAL PROJECT REQUEST

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### RECOMMENDATION(S)

**THAT** the report titled 2018 R1 Budget Proposal for PENDER HARBOUR & DISTRICT HEALTH CENTRE SOCIETY – Special Project Request be received.

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### DISCUSSION

#### *2018 R1 Budget Proposal for Special Project*

1	<i>Function Number – Project Name:</i>	<i>Pender Harbour Health Centre Needs Survey</i>
	<i>2018 Funding Required:</i>	<i>\$10,000</i>
	<i>Rational / Service Impacts:</i>	<i>The Health Centre has commissioned a comprehensive survey encompassing a broad cross-section of community organizations, individuals and associated health care stakeholders to help identify current and emerging community health care and wellness needs. This will be used as a key component in planning the future expansion of the Health Centre on the adjoining property which was purchased in 2016. The Health Centre is a significant provider of quality health care to both off Coast and on Coast residents. See attachment D, budget submission.</i>
	<i>Savings Potential (if applicable):</i>	<i>Future expansion of the Health Centre and ability to provide more community</i>



		<i>based team health care within Pender Harbour and accessible to other Coasters will enable helping seniors to age in place. It will also provide needed health care services to the whole community which will reduce travel demands/costs and service demands for Sechelt Hospital. Increased team based community based health care is closely aligned with MoH directions towards establishment of Patient Medical Homes in rural communities.</i>
	<i>Future Financial Implications</i>	<i>The survey is the first step of a major capital expansion of the Health Centre. Upon completion of the needs survey the Health Centre Board will begin planning for the facility expansion through engagement with key stakeholders at community, municipal and regional government, health authority, provincial and federal levels.</i>

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – January 23, 2018

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

**SUBJECT:** **PENDER HARBOUR HEALTH CLINIC-FUNDING OPTIONS FOR SPECIAL CAPITAL PROJECT AND ALLOCATION OPTIONS FROM ELECTORAL AREA B**

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### RECOMMENDATION(S)

**THAT the report titled Pender Harbour Health Clinic-Funding Options for Special Capital Project & Allocation Options from Electoral Area B be received.**

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### BACKGROUND

At the December 1, 2017 Special Corporate and Administrative Services Committee Pre-Budget meeting, the Board received funding requests from Community Partners and Stakeholders for the upcoming 2018 Budget. The following resolution was approved at the December 14, 2017 SCRD Board Meeting, excerpt below:

349/17      **Recommendation No. 6**      *Pender Harbour Health Centre*

THAT the budget submission from the Pender Harbour Health Centre (PHHC) be received and moved to 2018 Round 1 Budget with clarification from the PHHC as to whether the special project is related to needs assessment for a capital investment;

AND THAT staff provide options for funding the special project;

AND FURTHER THAT staff report on funding allocation options based on the patronage at the PHHC and the requirements to make the changes to funding allocation.

### DISCUSSION

The Pender Harbour Health Centre (PHHC) requested an additional \$10,000 toward a special project for 2018 which is part of a potential expansion of the facility. Staff from the PHHC confirmed via email “that our special project request for \$10,000 is for the needs assessment we are conducting which is in preparation for a facility expansion/capital investment. The project is to pay a contractor (Urban Matters) for a comprehensive community survey to help determine future expansion for the Health Centre.

*Options for Special Project Funding:*

1. Reserves

According to the Sunshine Coast Regional District Bylaw No. 515 for the PHHC, funds can be used for the following purposes (excerpt below):

5. Monies in the Reserve Fund shall only be used for:
- a) Expenditures for, or in respect of, capital projects and land, machinery or equipment necessary for them, including the extension or renewal of existing capital works.

Therefore, the initial feasibility work and related survey would not qualify to be funded from the reserve as it isn't capital in nature at this time. If the project does evolve into a capital project, reserve funds can be contemplated as a source of funding.

Staff recommend that if this special project were to be considered for 2018 Budget that it be funded through taxation.

2. Funding Allocation Options Based on Patronage at the PHHC

Currently the only participant in the Pender Harbour Health Clinic Service [410] - established through Bylaw 1003 - is Area A. Any changes related to the participants in the service or funding apportionment, would necessitate an amendment to the establishing bylaw which would require, at minimum, the written consent of 2/3 of the participants and the approval of the Inspector of Municipalities. Information on public engagement and support for the change would also be expected to accompany the request for approval. If the change was a significant departure from what was contemplated when the service was established, the Minister could order that an elector approval process be undertaken.

The timeline for accomplishing an amendment is dependent on the consultation method pursued and re-prioritization of staff work plans. The Ministry review period for such a bylaw amendment is likely four to six weeks. As the deadline for coding service changes has passed, no tax could be requisitioned on an amended service for 2018.

Amending or establishing a service requires a detailed analysis and discussion of various allocation options which staff were unable to provide for Round 1. Staff do not recommend an establishing bylaw amendment as a solution to the current funding request.

3. Grant-in-Aid

The *Local Government Act* authorizes the use of grants-in-aid for the purpose of benefiting the community or any aspect of the community and the grant can be apportioned to the areas deemed to benefit from the service. However, the Board Policy on Rural Areas Grant-in-Aid expressly states that grants will not be provided to "hospitals / healthcare".

It would not be appropriate for Area A to contribute to this project through grant-in-aid as a service already exists.

Providing funding through a grant-in-aid is not feasible as it is contrary to legislation, as an established service already exists.

### **STRATEGIC PLAN AND RELATED POLICIES**

Ensuring Financial Sustainability, Supporting Sustainable Economic Development and Facilitating Community Development.

### **CONCLUSION**

This report summarizes options for funding the special project at the PHHC, as well as the requirements to make changes to service area participants.

Reviewed by:			
Manager		CFO/Finance	
GM		Legislative	X-A. Legault
CAO	X-J. Loveys	Other	

## Roberts Creek Community Library

	<b>Budget 2018</b>	<b>Actual YTD Jan-Dec 2017</b>	<b>Budget 2017</b>
<b>REVENUE</b>			
Book sales & Fundraising	3,000	2,731	2,825
Donations	1,200	1,340	1,225
Room rent	400	560	440
Lost books repayment	150	63	160
SCRD - Grant	13,500	12,600	12,600
Misc income	300	115	170
<b>TOTAL REVENUE</b>	<b>18,550</b>	<b>17,409</b>	<b>17,420</b>
<b>EXPENSES</b>			
Books - Adult	7,120	6,893	6,650
Cleaning	1,200	1,000	900
Office, R&M	1,500	1,284	1,390
Rent	7,680	7,560	7,560
Supplies	700	670	560
Telephone	350	343	360
<b>TOTAL EXPENSE</b>	<b>18,550</b>	<b>17,750</b>	<b>17,420</b>
<b>NET</b>	<b>0</b>	<b>(341)</b>	<b>0</b>

Last year, we did not request an increase for 2017 over 2016. However, this year we are facing several cost increases - for hydro, internet, cleaning, and book purchasing

### CONTACT:

Kathleen Hudson, treasurer  
 kmhudson@telus.net  
 604-885-8800

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Special Corporate and Administrative Services Committee – December 1, 2017

**AUTHOR:** Kathy Harrison, Treasurer, Pender Harbour Reading Centre Society

**SUBJECT:** 2018 R1 BUDGET PROPOSAL FOR PENDER HARBOUR READING CENTRE – SPECIAL PROJECT REQUEST

### RECOMMENDATION(S)

**THAT the report titled 2018 R1 Budget Proposal for PENDER HARBOUR READING CENTRE – Special Project Request be received.**

### DISCUSSION:

The Pender Harbour Reading Centre is in its 51<sup>st</sup> year serving the community of Area A. It is entirely run by 35-40 volunteers, open 5 days a week from 11:00 am to 2:00 pm., providing reading materials, DVD's, and access to the internet via a community computer which was purchased through a donation by Rotary International 5 years ago. Our work office computer was updated last year with a grant in aid from SCRD, Area A of \$1,200. The BC Library Service allows us to use the Inter-library Loan system, and the Sechelt library supports us by paying for our internet connection and a weekly pickup/drop off of books between Sechelt and PHRC in Madeira Park.

We purchase books through the United Library Service at a 40% discount, we also purchase some books on Amazon when cheaper, and accept donations of current books from the general public. Thanks to a bequest made in 1982 we survived on interest accrued on this money, however, for the last 9 years interest rates are so low that we are now reducing the capital. Since the crash of oil prices and subsequent decline of the dollar, the cost of buying books has doubled. Our approach for the last 2 years has been to reduce the number of books purchased, but our patrons are now questioning the validity of this policy long-term! PHRC is requesting \$2,000 in the 2018 budget from the Library function for Area A to assist in the purchase of books to renew our declining collection.

### **2018 R1 Budget Proposal for Special Project**

1	<i>Function Number – Project Name:</i>	<i>Project Name: Area A Library function</i>
	<i>2018 Funding Required:</i>	<i>\$2,000.00</i>
	<i>Rational / Service Impacts:</i>	<i>Maintain level of service</i>
	<i>Savings Potential (if applicable):</i>	
	<i>Future Financial Implications</i>	

To: Members of the SCRD Budget Committee

From Janet Falk & Kathy Harrison, Pender Harbour Reading Centre

As requested by Tina Perreault, we are forwarding additional details to our request for \$2,000 for the 2018 budget year.

Attached is an update to our original budget submitted with our estimated year end actual results.

As the most significant expense is purchasing books, the PHRC has been significantly effected by the widening gap between the Canadian and US Dollar. All books, wherever purchased originate in the US and as a result our book purchases have increased in cost since 2015 by over 40%. In 2016, the Board tried to control this cost by buying less books, spending the same amount and buying half the number of books. As the reason for our existence as a small library is to provide books, we feel that we must increase the number of books we purchase this year. The change in the relationship of the Canadian dollar from the beginning of 2015 at \$1.17Cdn to \$1 US has risen to \$1.46Cdn to \$1 Cdn in our last invoice from United Library Services where our books are purchased.

In addition, since our original budget submission we have experienced a major problem with the furnace in the building which we lease from SCRD. Unfortunately, this furnace is so old that it can no longer be set to a lower heat when the building is not in use as it does not have the capability of raising the temperature up again. We have been advised by the repairman that we must keep the temperature set between 18-20C. As a result of this our last two monthly oil bills have been \$550, followed \$450. These two months in the past have averaged \$350 each. I am sure we are unlikely to have the furnace replaced by SCRD this winter, this additional cost of fuel will put severe pressure on our budget.

I hope the Committee can see their way to providing our request of \$2,000 for the 2018 budget year.

<b>PENDER HARBOUR READING CENTRE</b>									
<b>Budget comparisons 2018- 2012</b>									
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
	<b>2018</b>	<b>Dec 31/17</b>	<b>2017</b>	<b>2016</b>	<b>2016</b>	<b>2015</b>	<b>2015</b>	<b>2014</b>	<b>2014</b>
<b>INCOME</b>									
Memberships	\$900.00	\$800.00	\$900.00	\$965.00	\$1,040.00	\$1,010.00	\$900.00	\$825.00	\$900.00
Overdue Books	\$150.00	\$157.65	\$150.00	\$192.30	\$150.00	\$158.65	\$150.00	\$149.55	\$200.00
Book Sales	\$200.00	\$199.75	\$200.00	\$263.00	\$200.00	\$244.55	\$150.00	\$218.47	\$300.00
Dividends	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$1.02	\$0.00	\$44.01	\$0.00
Donations	\$200.00	\$225.85	\$200.00	\$495.00	\$200.00	\$804.65	\$200.00	\$135.58	\$700.00
Individual Donations	\$700.00	\$640.00	\$700.00	\$1,638.49	\$1,400.00	\$750.00	\$700.00	\$645.00	\$600.00
SCRD	\$2,000.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00	\$500.00	\$1,500.00	\$1,000.00	\$1,500.00
50th Anniversary				\$1,100.00	\$1,200.00				
Inter-Library Loans	\$75.00	\$16.50	\$75.00	\$73.90	\$90.00	\$62.40	\$75.00	\$77.50	\$75.00
Lost Books	\$0.00		\$0.00	\$32.00	\$0.00	\$46.70	\$0.00	\$18.00	\$0.00
Interest	\$400.00	\$1,323.01	\$400.00	\$1,188.19	\$400.00	\$783.01	\$600.00	\$687.16	\$1,000.00
Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Income</b>	<b>\$4,625.00</b>	<b>\$4,582.76</b>	<b>\$3,825.00</b>	<b>\$6,447.88</b>	<b>\$5,180.00</b>	<b>\$4,360.98</b>	<b>\$4,275.00</b>	<b>\$3,800.27</b>	<b>\$5,275.00</b>
Accounting	\$500.00	\$525.00	\$500.00	\$575.00	\$500.00	\$495.00	\$525.00	\$505.00	\$600.00
Advertising	\$0.00	\$0.00	\$0.00	\$385.00	\$720.00	\$80.00	\$0.00	\$0.00	\$0.00
Books	\$4,500.00	\$4,147.91	\$5,400.00	\$6,131.08	\$4,500.00	\$5,356.97	\$4,000.00	\$5,788.03	\$4,500.00
Insurance	\$1,700.00	\$1,601.00	\$1,700.00	\$1,773.00	\$1,700.00	\$1,718.00	\$1,700.00	\$1,689.00	\$1,700.00
Minister Finance	\$25.00	\$40.00	\$25.00	\$65.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Miscellaneous	\$150.00	\$314.10	\$150.00	\$294.75	\$150.00	\$166.50	\$150.00	\$204.98	\$150.00
Office Supplies	\$450.00	\$1,476.66	\$450.00	\$700.45	\$950.00		\$400.00	\$897.92	\$400.00
Rent	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25
Repairs & Maint.	\$500.00	\$335.00	\$500.00	\$690.24	\$500.00	\$976.01	\$500.00	\$576.25	\$500.00
Service charges	\$0.00	\$3.75	\$0.00	\$34.19	\$0.00	\$3.75	\$0.00	\$8.23	\$0.00
Catering & Music - 50th	\$0.00	\$0.00	\$0.00	\$1,997.33	\$650.00				
Telephone & Internet	\$1,100.00	\$1,307.81	\$1,100.00	\$1,182.16	\$1,100.00	\$1,125.21	\$900.00	\$946.91	\$800.00
Utilities	\$1,400.00	\$2,061.41	\$1,400.00	\$1,640.04	\$1,700.00	\$1,224.42	\$1,700.00	\$1,735.87	\$1,500.00
Gst Expense	\$300.00	\$297.66	\$300.00	\$294.62	\$350.00	\$251.92	\$250.00	\$244.00	\$300.00
<b>Total Expenses</b>	<b>\$10,630.00</b>	<b>\$12,115.30</b>	<b>\$11,530.00</b>	<b>\$15,767.86</b>	<b>\$12,850.00</b>	<b>\$11,427.78</b>	<b>\$10,155.00</b>	<b>\$12,626.19</b>	<b>\$10,480.25</b>
<b>TOTAL DEFICIT</b>	<b>-\$6,005.00</b>	<b>-\$7,532.54</b>	<b>-\$7,705.00</b>	<b>-\$9,319.98</b>	<b>-\$7,670.00</b>	<b>-\$7,066.80</b>	<b>-\$5,880.00</b>	<b>-\$8,825.92</b>	<b>-\$5,205.25</b>



### Rural Areas' Grant-in-Aid Status

	121 (A)	122 (B)	123 (E&F)	125 (COM)	126 (GGCP)	127 (D)	128 (E)	129 (F)
Discretionary	\$ 20,000	\$ 15,000	\$ 8,000	\$ -	\$ 25,000	\$ 24,000	\$ 9,000	\$ 14,000
Operating	\$ 3,474	\$ 2,741	\$ 1,483	\$ 1,486	\$ 2,462	\$ 3,195	\$ 2,136	\$ 2,424
Youth Outreach	\$ 8,453	\$ 8,067	\$ -	\$ -	\$ -	\$ 7,722	\$ 7,348	\$ 7,122
Bursary	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ 600
Howe Sound Marine Reference Guide (3 years starting 2018)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
HMB Comm School Restorative Justice	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
HMB Comm School Tween Night	\$ -	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PH Community School	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2018 TOTAL DISCRETIONARY TO DATE</b>	<b>\$ 40,527</b>	<b>\$ 29,108</b>	<b>\$ 9,483</b>	<b>\$ 11,486</b>	<b>\$ 27,462</b>	<b>\$ 35,517</b>	<b>\$ 19,084</b>	<b>\$ 25,146</b>

*\*Figures have not been approved by SCRD Board to date.*

SUBTOTAL: 2017 Surplus / Deficit	\$ 6,296.00	\$ 6,564.00	\$ 2,685.00	\$ 478.00	\$ 17,244.00	\$ 5,697.00	\$ 4,706.00	\$ 8,930.00
<b>TOTAL: 2017 Surplus / Deficit</b>	<b>\$ 6,296.00</b>	<b>\$ 6,564.00</b>	<b>\$ 2,685.00</b>	<b>\$ 478.00</b>	<b>\$ 17,244.00</b>	<b>\$ 5,697.00</b>	<b>\$ 4,706.00</b>	<b>\$ 8,930.00</b>

Reduce 2018 Taxation

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\$ 46,823.00   \$ 35,672.00   \$ 12,168.00   \$ 11,964.00   \$ 44,706.00   \$ 41,214.00   \$ 23,790.00   \$ 34,076.00

**ECONOMIC DEVELOPMENT FUNDING [531-535]  
2018 Budget**

Organization Name - Project Name	Basis of Allocation	2018 Requests	Area A [531]	Area B [532]	Area D [533]	Area E [534]	Area F [535]	Totals	Notes from 2018 Budget Process
Sunshine Coast Tourism - Destination Marketing Activities	Previously Assessed Value	20,000.00	5,110.00	4,569.00	3,253.00	2,531.00	4,537.00	20,000.00	
PH&DCC - Visitor Information Booth Ambassadors		8,000.00	8,000.00					8,000.00	
PH&DCC - Visitor Information Booth Washrooms		4,750.00	4,750.00					4,750.00	
PH&DCC - Tourism Sanitation Services (Portables)		2,500.00	2,500.00					2,500.00	
PH&DCC - Economic Development		2,500.00	2,500.00					2,500.00	
G&DCC - Visitor Services Centre (Gibsons and E&F)		6,100.00				2,000.00	4,100.00	6,100.00	
G&DCC - Travel Ambassador Program		1,600.00				600.00	1,000.00	1,600.00	
G&DCC - Visitor Information Park / Travel Services Kiosk		1,000.00						0.00	
Coast Cultural Alliance - Sunshine Coast Art Crawl	Previously Evenly Allocated	3,100.00	620.00	620.00	620.00	620.00	620.00	3,100.00	
Coast Cultural Alliance - Arts and Cultural Calendar	Previously Evenly Allocated	2,400.00	480.00	480.00	480.00	480.00	480.00	2,400.00	
<b>2018 Total Economic Development Funding Available</b>			71,756.00	47,581.00	39,485.00	39,309.00	56,062.00	254,193.00	
<b>Regional Economic Development Initiative MOU (2018 values included in the Funding Available above amount)</b>			37,589.00	33,941.00	30,733.00	20,228.00	33,089.00	155,580.00	* Based on \$300,000 Annual Contribution 50%Assessment/50% Population for Areas A, B, D, F Assessment Only for Area E
<b>2018 Total Discretionary Funds (2018 Discretionary plus MOU plus 2017 Surplus)</b>			58,333.35	47,011.84	37,606.67	48,700.10	51,043.75	242,695.71	
<b>Operating Expenses</b>			4,244.00	2,806.00	2,296.00	2,532.00	3,058.00	14,936.00	
<b>Total Committed Discretionary Funds in 2018</b>			23,960.00	5,669.00	4,353.00	6,231.00	10,737.00	60,950.00	
<b>Remaining Discretionary Funds (Uncommitted Discretionary Funds)</b>			5,963.00	5,165.00	2,103.00	10,318.00	9,178.00	32,727.00	
<b>2017 Uncommitted Surplus</b>			14,781.35	7,905.84	4,770.67	18,154.10	8,776.75		
<b>Used to offset 2018 Taxation</b>									