



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, July 23, 2020  
SCRD Boardroom, 1975 Field Road

### AMENDED AGENDA

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

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

#### REPORTS

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|----|---|-----------------------|
| 2. | Budget Project Status Report<br>Senior Leadership Team<br><b>(Voting – All Directors)</b>   | Annex A<br>Pages 1-10 |
| 3. | Sunshine Coast Regional District Q2 Corporate Financial Variance<br>(Attachment A: Year to Date Variance by Service not included (96 pages) please see this link <a href="https://www.scrd.ca/agendas-2020">https://www.scrd.ca/agendas-2020</a> )<br><i>General Manager, Corporate Services / Chief Financial Officer</i><br><b>(Voting – All Directors)</b> | Annex B<br>pp. 11-28  |
| 4. | Regional Solid Waste [350] Service Levels as a Result of COVID-19<br><i>Manager, Solid Waste Services</i><br><b>(Voting – All Directors)</b>  | Annex C<br>pp. 29-32  |
| 5. | Community Recreation Facilities [615] COVID-19 Budget Implications<br><i>Manager, Recreation Services</i><br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>   | Annex D<br>pp. 33-45  |
| 6. | Community Parks Service Levels as a Result of COVID 19<br><i>General Manager, Planning and Community Development</i><br><b>(Voting – A, B, D, E, F)</b>   | Annex E<br>pp. 46-47  |
| 7. | Pender Harbour Aquatic and Fitness Centre Service Levels as a Result of COVID 19<br><i>General Manager, Planning and Community Development</i><br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>  | Annex F<br>pp. 48-52  |

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| 8.  | Waste Water Capital Reserve Bylaws<br><i>Manager, Financial Services</i><br><b>(Voting – All Directors)</b>  | Annex G<br>pp. 53-54                           |
| 9.  | Coopers Green Hall Investing in Canada Infrastructure Program<br>(ICIP) Grant Result and Next Steps<br><i>General Manager, Planning and Community Development</i><br><b>(Voting – A, B, D, E, F)</b><br><b>⇒ADD Attachment A as referenced in report</b> | Annex H<br>pp. 55-62<br><br><b>pp. 62a-62b</b> |
| 10. | Long Term Debt as at June 30, 2020<br><i>Manager, Financial Services</i><br><b>(Voting – All Directors)</b>  | Annex I<br>pp. 63-67                           |
| 11. | Gas Tax Community Works Fund Update<br><i>Manager, Financial Services</i><br><b>(Voting – A, B, D, E, F)</b>   | Annex J<br>pp. 68-71                           |
| 12. | Director Constituency and Travel Expenses (April to June 2020)<br><i>Accounts Payable Technician</i><br><b>(Voting – All Directors)</b>  | Annex K<br>pp. 72-73                           |
| 13. | 1st Update for 2020 – Corporate and Administrative Services<br>Department (January to June)<br><i>Joint Report</i><br><b>(Voting – All Directors)</b>  | Annex L<br>pp. 74-83                           |

## COMMUNICATIONS

## NEW BUSINESS

### IN CAMERA

**⇒ADD CLAUSE** That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) and Section 92 (b) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

## ADJOURNMENT

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**Subject:** Investing in Canada Infrastructure Program – Community, Culture and Recreation  
Project Announcement | IC0032 Coopers Green Hall Replacement

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**From:** INFRA, CSCD MAH:EX [<mailto:INFRA@gov.bc.ca>]

**Sent:** Friday, July 10, 2020 10:15 AM

**To:** Dean McKinley <[Dean.McKinley@scrd.ca](mailto:Dean.McKinley@scrd.ca)>; Ian Hall <[Ian.Hall@scrd.ca](mailto:Ian.Hall@scrd.ca)>

**Cc:** INFRA, CSCD MAH:EX <[INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca)>

**Subject:** Investing in Canada Infrastructure Program – Community, Culture and Recreation Project Announcement | IC0032 Coopers Green Hall Replacement

### External Message

Good morning,

It is our pleasure to inform you that your project that was approved under the Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Program has been announced.

Now that the project has been announced and no longer confidential, you are able to complete your own communications regarding the project. Please ensure all public information materials pertaining to the project follow the communications protocol found on the RNC website - <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/rural-northern-communities>. Communications must clearly and prominently indicate that funding for the project is provided from the ICIP-RNC Program by the Government of Canada and the Province of British Columbia.

This project has been reviewed by Infrastructure Canada for Impact Assessment and/or Aboriginal Consultation requirements. Please ensure that any requirements have been met prior to completing capital works on your project. No site preparation, vegetation removal or construction can occur, and the Province will not pay eligible capital costs until requirements are met, and continue to be met, as determined by Canada.

Contracts for this project will be awarded in a way that is transparent, competitive and consistent with value for money principles, and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements. All contracts for works associated with the project will be publicly tendered. If this is not feasible, approval must be received from the Province of British Columbia in writing before proceeding with the contract.

If you haven't received your Shared Cost Agreement at this time, one will be sent shortly.

Now that your project is officially announced, here is a reminder on any future Media Events and Signage:

- Media events related to the Projects, include but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases. shall not occur without the prior knowledge and agreement of Canada and British Columbia. The Ultimate Recipients shall provide at least 15 working days' notice to ministry staff of their intention to undertake a media event. The event shall take place at a mutually agreed date and location. All joint communications material related to media events shall be approved by Canada and British Columbia and recognize the funding of all funding partners, as appropriate. Please refer to the communications and signage documents on the website

- Signage for the project is required to be installed 30 days prior to the start of construction and it will stay in place until 30-days after construction is completed. Information on the signage can be found on the program website: [https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/icip\\_signage\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/icip_signage_guidelines.pdf) and *Infrastructure Project Sign Design and Installation Guidelines*. Prior to final production, you are required to send the signage layout to [infra@gov.bc.ca](mailto:infra@gov.bc.ca) and copy the Ministry for approval by the Province of British Columbia and Canada. Attached is a list of Ministry's recognized sign suppliers who are approved to manufacture signs to meet the standards for design, materials and messaging or you can choose the sign company of your choice.

The Province of British Columbia will require you to submit online periodic progress reports along with budget forecasting reports using the online Local Government Information System: <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/>.

Please note it is your responsibility to obtain and comply with all local regulations and obtain necessary authorizations and/or permits as an ongoing condition of our funding.

If you have any questions regarding the above, please do not hesitate to contact the Ministry of Municipal Affairs and Housing, Local Government Infrastructure and Finance Branch, who will be administering the funding for the project by telephone at: 250 387-4060 or by email at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca).

Thank you and congratulations once again.