



## **SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

**Thursday, November 5 and 6, 2020  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

### **AMENDED AGENDA**

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**CALL TO ORDER      9:30 a.m.**

#### **AGENDA**

1. Adoption of Agenda

#### **PRESENTATIONS AND DELEGATIONS**

2. Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer  
Regarding Pre-Budget Overview *VERBAL*

#### **REPORTS**

3. General Manager, Corporate Services / Chief Financial Officer  
Community Partners and Stakeholders 2021 Budget Requests  
**(Voting- Various Depending on Function)** Annex A  
Pages 1-3

4. Attachments: pp. 4-158

- #1 – Sechelt Public Library
- #2 – Gibsons and District Public Library
- #3 – Roberts Creek Community Library
- #4 – Pender Harbour Reading Centre
- #5 – Pender Harbour Health Centre
- #6 – Sechelt Community Archives
- #7 – Sunshine Coast Museum and Archives
- #8 – Skookumchuck Museum / Egmont Heritage Centre
- #9 – Sunshine Coast Community Services Society
  
- #10 – Halfmoon Bay – Chatelech Community School Association
- #11 – Sechelt Community Schools Society

#12 – Pender Harbour Community School Society

#13 – Roberts Creek Community School Society

#14 – Gibsons Community School

#15 – Sunshine Coast Tourism

#16 – Pender Harbour Chamber of Commerce

#17 – Coast Cultural Alliance

#18 – Gibsons and District Chamber of Commerce

5. General Manager, Corporate Services / Chief Financial Officer  
2021 – 2025 Financial Plan Outlook  
**(Voting – All Directors)** Annex B  
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6. General Manager, Corporate Services / Chief Financial Officer  
Annual Support Service Allocation Policy Review  
**(Voting – All Directors)** Annex C  
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2020  
*Manager, Financial Services / Budget and Financial Analyst*  
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8. Senior Leadership Team  
2020 Project Carry-Forward Requests  
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Planning and Community Development Functions

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- 218 Egmont Fire Protection
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- 222 Sunshine Coast Emergency Planning
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- 625 Pender Harbour Pool
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**12. 2020 Carry-Forwards and 2021 Proposed Initiatives**

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Infrastructure Services Functions

- 150 Feasibility – Regional
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- 350 Regional Solid Waste
- 365 North Pender Harbour Water Service
- 366 South Pender Harbour Water Service
- 370 Regional Water Services
- 381 – 391 Various Wastewater Treatment Plants

**COMMUNICATIONS**

- 13. ⇒ADD** Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing  
Regarding: COVID-19 Safe Restart Grants for Local Governments  
(Voting – All Directors)

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**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

**Attachment A**  
**Investments of Reserves**  
**As at September 30, 2020**

**REPLACEMENT PAGES**

Bylaw	Description	2019 Opening Balance	Transfers	YTD Interest	Closing Balance	Budgeted Transfers	Uncommitted Balance
<b>General</b>							
504	Administration - Capital	\$ 630	\$ -	\$ 20	\$ 650	\$ -	\$ 630
495	Administration - Vehicle Acquisition	42,976	-	1,351	44,328	-	42,976
648	Administration - Operating	430,694	(119,816)	12,091	322,969	(334,945)	95,749
648	Administration - Operating (Risk Management)	35,771	-	1,125	36,895	10,000	45,771
648	Finance - Operating	515,591	(75,000)	15,307	455,898	(125,000)	390,591
496	Office Building Upgrades - Capital	221,232	-	6,957	228,189	-	221,232
	Office Building Upgrades - Operating	16,884	-	531	17,415	-	16,884
648	Human Resources - Operating	222,116	(37,500)	6,532	191,147	(83,712)	138,404
504	Information Services - Capital	208,742	178,824	6,717	394,283	(60,233)	148,509
648	Information Services - Operating	51,119	-	1,607	52,727	-	51,119
648	Area D Grant in Aid - Operating	3,259	-	102	3,361	-	3,259
648	Elections - Operating	170,495	(37,500)	4,908	137,903	(50,000)	120,495
648	Corporate Sustainability - Operating	115,109	-	3,620	118,729	(19,328)	95,781
648	Regional Sustainability - Operating	66,844	-	2,102	68,946	(1,828)	65,016
	Feasibility Studies - Area B	27,185	-	855	28,040	(26,472)	713
	Feasibility Studies - Area D	27,185	-	855	28,040	(26,472)	713
649	Bylaw Enforcement - Vehicle Acquisition	64,791	-	2,037	66,828	-	64,791
677	Bylaw Enforcement - Operating	57,646	-	1,813	59,459	(1,664)	55,982
	Halfmoon Bay Smoke Control - Operating	2,670	(783)	75	1,961	(1,044)	1,626
650	Roberts Creek Smoke Control - Operating	12,874	(783)	395	12,486	(1,044)	11,830
497	Gibsons and District Fire Protection - Land	42,317	-	1,331	43,648	-	42,317
489	Gibsons and District Fire Protection - Capital	310,632	107,741	9,545	427,918	49,036	359,668
678	Gibsons and District Fire Protection - Operating	62,016	-	1,950	63,966	-	62,016
490	Roberts Creek Fire Protection - Capital	489,742	109,971	15,432	615,146	(457,205)	32,537
679	Roberts Creek Fire Protection - Operating	138,504	-	4,355	142,859	(5,000)	133,504
491	Halfmoon Bay Fire Protection - Capital	449,548	67,681	13,972	531,202	(257,500)	192,048
	Halfmoon Bay Fire Protection - Operating	36,812	-	1,158	37,970	(7,000)	29,812
601	Egmont Fire Protection - Capital	120,408	5,000	3,794	129,202	2,500	122,908
	Egmont Fire Protection - Operating	45,043	-	1,416	46,459	-	45,043
492	Emergency Telephone 911 - Capital	662,874	109,800	21,016	793,691	(475,100)	187,774
	Emergency Telephone 911 - Operating	35,067	(1,701)	1,103	34,468	(26,814)	8,253
493	Sunshine Coast Emergency Planning - Capital	36,404	-	1,145	37,548	-	36,404
	Sunshine Coast Emergency Planning - Operating	69,210	-	2,176	71,387	(21,869)	47,341
651	Animal Control - Vehicle Acquisition	52,781	-	1,660	54,441	-	52,781
680	Animal Control - Operating	118,652	-	3,731	122,383	(1,664)	116,988
529	Transit - Capital	-	-	-	-	-	-
652	Transit - Operating	213,088	-	6,701	219,789	(6,000)	207,088
563	Fleet Maintenance - Capital	105,078	(178)	3,304	108,204	(77,057)	28,021
	Fleet Maintenance - Operating	113,961	-	3,584	117,545	(10,000)	103,961
	Building Maintenance - Operating	59,403	-	1,868	61,271	-	59,403
486	Ports - Capital	687,857	(48,296)	17,395	656,956	(192,006)	495,851
607	Ports - Operating	61,587	15,600	1,965	79,152	(22,000)	39,587
653	Regional Solid Waste - Operating	52,452	-	1,649	54,101	-	52,452
670	Zero Waste Initiatives (Eco Fee) - Operating	277,563	18,245	8,928	304,735	(93)	277,470
653	Landfill - Operating	54,683	(21,516)	1,766	34,933	(54,486)	197
654	Refuse Collection - Operating	252,083	(197,972)	7,925	62,036	(215,358)	36,725
655	Cemetery - Operating	346,527	-	10,897	357,423	(38,600)	307,927
515	Pender Harbour Health Clinic - Capital	56,360	-	1,772	58,132	(20,000)	36,360
681	Regional Planning - Operating	79,773	-	2,509	82,281	(50,000)	29,773
656	Rural Planning - Vehicle Acquisition	18,182	-	572	18,754	-	18,182
657	Rural Planning - Operating	73,280	-	2,304	75,585	(18,285)	54,995
504	Property Information & Mapping - Capital	61,797	-	1,943	63,740	-	61,797
648	Property Information & Mapping - Operating	178,000	(22,500)	5,325	160,825	(30,000)	148,000
	Civic Addressing - Operating	113,971	(18,750)	3,357	98,579	(25,000)	88,971
659	Building Inspection - Vehicles Acquisition	67,761	(43,995)	2,001	25,767	(50,000)	17,761
	Building Inspection - Operating	952,968	-	29,967	982,935	(7,775)	945,193
715	Hillside - Operating	808,375	27,037	25,462	860,874	(32,963)	775,412
590	Community Recreation Facilities - Capital	2,049,694	463,327	60,599	2,573,620	(616,639)	1,433,055
682	Community Recreation Facilities - Operating	317,010	(47,074)	9,913	279,848	(237,800)	79,210
494	Pender Harbour Pool - Capital	71,485	(23,308)	2,140	50,317	(54,190)	17,295
660	Pender Harbour Pool - Operating	187,771	-	5,905	193,675	-	187,771
	School Facilities - Joint Use - Operating	-	-	-	-	-	-
609	Gibsons & Area Library - Capital	77,179	-	2,427	79,606	-	77,179
	Gibsons & Area Library - Operating	25,536	-	803	26,339	-	25,536
533	Community Parks - Capital	492,818	(6,945)	14,263	500,136	(424,346)	68,472
662	Community Parks - Operating	214,392	(3,320)	6,742	217,813	(87,903)	126,489
683	Bicycle and Walking Paths - Operating	240,503	(8,788)	7,457	239,172	(11,717)	228,786
	Area A - Bicycle and Walking Paths - Operating	84,086	-	2,644	86,730	-	84,086
	Regional Recreation Programs - Operating	(0)	-	-	(0)	-	(0)
	Dakota Ridge - Operating	279,320	-	8,783	288,104	(58,500)	220,820
<b>Total General Reserve Funds</b>		<b>\$ 13,638,366</b>	<b>\$ 387,500</b>	<b>\$ 415,656</b>	<b>\$ 14,441,521</b>	<b>\$ (4,263,076)</b>	<b>\$ 9,375,290</b>

**Attachment A**  
**Investments of Reserves**  
**As at September 30, 2020**

Bylaw	Description	2019 Opening Balance	Transfers	YTD Interest	Closing Balance	Budgeted Transfers	Uncommitted Balance
<b>Water Services</b>							
589	North Pender Harbour - Capital	\$ 297,654	\$ (16,075)	\$ 7,195	\$ 288,775	\$ 25,778	\$ 323,432
605	North Pender Harbour - Operating	234,158	-	7,363	241,522	(194,629)	\$ 39,529
602	South Pender Harbour - Capital	523,408	175,541	16,464	715,412	(77,000)	\$ 446,408
663	South Pender Harbour - Operating	661,211	(30,815)	20,792	651,188	(150,073)	\$ 511,138
488	Regional - Capital	5,730,827	1,042,950	178,934	6,952,711	(1,604,758)	\$ 4,126,069
498	Regional - Land	17,913	-	563	18,476	-	\$ 17,913
664	Regional - Operating	3,108,916	(94,409)	97,315	3,111,821	(1,475,049)	\$ 1,633,867
<b>Total Water Services Reserves</b>		<b>\$ 10,574,086</b>	<b>\$ 1,077,192</b>	<b>\$ 328,626</b>	<b>\$ 11,979,905</b>	<b>\$ (3,475,731)</b>	<b>\$ 7,098,355</b>
<b>Waste Water Plants</b>							
512	Greaves Road - Capital	\$ 2,628	\$ 612	\$ 84	\$ 3,323	\$ 612	\$ 3,240
608	Greaves Road - Operating	8,941	598	282	9,821	(674)	\$ 8,267
665	Woodcreek Park - Capital	25,619	3,641	811	30,071	7,446	\$ 33,065
666	Woodcreek Park - Operating	179,058	(9,145)	5,549	175,462	(50,074)	\$ 128,984
512	Sunnyside - Capital	17,958	1,122	566	19,647	1,122	\$ 19,080
608	Sunnyside - Operating	8,713	3,253	279	12,246	3,212	\$ 11,925
512	Jolly Roger - Capital	36,454	2,630	1,150	40,234	3,162	\$ 39,616
608	Jolly Roger - Operating	12,878	-	405	13,283	(646)	\$ 12,232
512	Secret Cove - Capital	9,786	3,060	313	13,158	3,060	\$ 12,846
608	Secret Cove - Operating	27,149	1,886	857	29,892	1,776	\$ 28,925
512	Lee Bay - Capital	239,844	17,952	7,570	265,366	17,952	\$ 257,796
608	Lee Bay - Operating	295,264	(16,375)	9,286	288,175	(37,030)	\$ 258,234
512	Square Bay - Capital	56,197	(6,690)	1,629	51,136	(11,362)	\$ 44,835
608	Square Bay - Operating	81,858	(15,685)	2,574	68,747	(25,342)	\$ 56,516
512	Langdale - Capital	-	755	1	756	4,080	\$ 4,080
608	Langdale - Operating	37,141	-	1,168	38,309	(3,472)	\$ 33,669
512	Canoe Road - Capital	3,210	-	101	3,311	(139)	\$ 3,071
608	Canoe Rd - Operating	519	3,009	21	3,549	2,972	\$ 3,491
512	Merrill Crescent - Capital	-	-	-	-	436	\$ 436
608	Merrill Crescent - Operating	3,088	-	97	3,185	839	\$ 3,927
512	Curran Road - Capital	19,695	10,710	636	31,042	10,710	\$ 30,405
608	Curran Road- Operating	81,605	2,595	2,570	86,770	(37,663)	\$ 43,942
512	Roberts Creek Co-Housing - Capital	2,528	-	79	2,607	6,324	\$ 8,852
608	Roberts Creek Co-Housing - Operating	46,866	-	1,474	48,340	(11,016)	\$ 35,850
667	Lily Lake Village - Operating	56,700	-	1,783	58,483	(400)	\$ 56,300
668	Painted Boat - Capital	1,777	3,468	61	5,306	3,468	\$ 5,245
669	Painted Boat - Operating	61,584	1,625	1,939	65,148	1,500	\$ 63,084
<b>Total Waste Water Plants Reserves</b>		<b>\$ 1,317,059</b>	<b>\$ 9,021</b>	<b>\$ 41,286</b>	<b>\$ 1,367,366</b>	<b>\$ (109,147)</b>	<b>\$ 1,207,912</b>
<b>Total Reserve Funds</b>		<b>\$ 25,529,510</b>	<b>\$ 1,473,713</b>	<b>\$ 785,568</b>	<b>\$ 27,788,791</b>	<b>\$ (7,847,954)</b>	<b>\$ 17,681,556</b>
					Investments	\$ 27,706,156	
					Accrued Interest	\$ 172,502	
					Over/ (Under) Subscribed	\$ 89,866	

**Attachment B**  
**Investments of Landfill Closure Reserve**  
**As at September 30, 2020**

<b>Account</b>	<b>Opening Balances</b>	<b>YTD Interest</b>	<b>Transfers To (From)</b>	<b>Closing Balance</b>
Pender Harbour Landfill Closure Liability	\$ 450,043		-	\$ 450,043
Pender Harbour (Unfunded)	<u>(450,043)</u>	-	-	<u>(450,043)</u>
Net Funded Liability	<u>-</u>			<u>-</u>
Sechelt Landfill Closure Liability	6,438,462		-	6,438,462
Sechelt Landfill (Unfunded)	<u>(4,566,697)</u>	42,768	675,000	<u>(3,848,929)</u>
Net Funded Liability	<u>1,871,765</u>			<u>2,589,533</u>
				<u>-</u>
<b>Total Landfill Closure Reserve</b>	<b>\$ 1,871,765</b>	<b>42,768</b>	<b>675,000</b>	<b>\$ 2,589,533</b>

  

	<b>Investments</b>	<b>2,585,758</b>
	<b>Accrued Interest</b>	<b>3,490</b>
	<b>Over (Under) Subscribed</b>	<b>(286)</b>

**Attachment C**  
**Investments of Gas Tax, Parkland Acquisition and Development Costs Charges**  
**As at September 30, 2020**

Description	Opening Balance	Transfers	YTD Interest	Closing Balance
<b>Gas Tax Community Works Fund</b>				
Area A	\$ 1,380,892	\$ 120,493	\$ 48,560	\$ 1,549,945
Area B	884,755	125,177	31,260	1,041,192
Area D	1,188,127	157,091	41,946	1,387,164
Area E	1,492,297	168,249	52,595	1,713,140
Area F	780,614	93,814	27,530	901,957
<b>Parkland Acquisition</b>	635,151	-	22,166	657,317
<b>Development Cost Charges</b>				
North Pender Harbour Water Service	36,997	-	1,291	38,288
South Pender Harbour Water Service	163,016	2,000	5,703	170,720
Regional Water Service	1,939,120	112,563	69,582	2,121,265
<b>Totals</b>	<b>\$ 8,500,969</b>	<b>\$ 779,385</b>	<b>\$ 300,633</b>	<b>\$ 9,580,987</b>

Investments	\$ 9,438,624
Accrued Interest	82,507
Over/ (Under) Subscribed	\$ (59,856)



# ADDITION COMMUNICATION

November 2, 2020

Ref: 257735

Dean McKinley  
Chief Administrative Officer  
Sunshine Coast Regional District  
1975 Field Rd  
Sechelt BC V0N 3A1

Dear Dean McKinley:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

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As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Sunshine Coast** is the recipient of a **\$521,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **31,523** and rural population of **15,168** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

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Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Tina Perreault, Chief Financial Officer, Sunshine Coast Regional District

**Attachment 1: Example Calculation for a Regional District with 65,000 People**

**Rockridge Regional District**

**Variables:**

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	<b>65,000</b>	<b>\$3.10</b>	<b>\$900,000</b>	n/a
Rural Part of RD	<b>20,000</b>	<b>\$8.13</b>	n/a	n/a
Other	n/a	n/a	n/a	<b>\$300,000</b>

**Calculation:**

	A	B	C=AxB	D	E=min(C or D)
Cost Item	Population	Per Capital Amount	Pop-Based Funding	Ceiling	Funding
Total Population	<b>65,000</b>	<b>\$3.10</b>	201,500	<b>900,000</b>	201,500
Rural Population	<b>20,000</b>	<b>\$8.13</b>	162,600	<b>n/a</b>	162,600
Flat Amount	-----				<b>300,000</b>

**TOTAL**

664,100

Funding is based on a flat amount (**\$300,000**) plus two per capita amounts.

One per capita amount is based on total RD population times \$3.10 per person. This first per capita amount is subject to a funding ceiling of \$0.9M (or \$1.8M for Metro). In the above example, this amount equals **\$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times \$8.13 per person. In the above example, this equals **\$162,600**.

The total funding is the sum of these three amounts. In the above example, this equals **\$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)  
<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>  
"Municipal and sub-provincial areas population, 2011 to 2019.xls"