



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, July 22, 2021

Held Electronically in Accordance with Ministerial Order M192
and Transmitted via the SCRD Boardroom, 1975 Field Road,
Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Sunshine Coast Regional District Q2 Corporate Financial Variance (Attachment A: Year to Date Variance by Service not included (96 pages) please see this [link](#)
General Manager, Corporate Services / Chief Financial Officer
(Voting – All Directors) Annex A
Pages 1-6
3. Long Term Debt as at June 30, 2021
Budget and Financial Analyst
(Voting – All Directors) Annex B
pp. 7-11
4. Gas Tax Community Works Fund Update
Budget and Financial Analyst
(Voting – A, B, D, E, F) Annex C
pp. 12-16
5. Director Constituency and Travel Expenses (April to June 2021)
Accounts Payable Technician
(Voting – All Directors) Annex D
pp. 17-18
6. 1st Update for 2021 – Corporate and Administrative Services Department (January to June)
Joint Report
(Voting – All Directors) Annex E
pp. 19-30
7. Contracts between \$50,000 and \$100,000
Manger, Purchasing and Risk Management
(Voting – All Directors) Annex F
p. 31

8. Free Transit for Children 12 and Under Program
General Manager, Community Services and Manager, Transit and Fleet
(Voting – B, D, E, F, DoS, ToG, SIGD)

Annex G
pp. 32-38

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) 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”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

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

SUBJECT: SUNSHINE COAST REGIONAL DISTRICT Q2 CORPORATE FINANCIAL VARIANCE

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Regional District Q2 Corporate Financial Variance be received for information.

BACKGROUND

As part of the Sunshine Coast Regional District's (SCRD) financial process, quarterly variance reports are provided to the Committee for the second and third quarters, with the fourth quarter provided at year-end. This budget variance report provides an overview for line items that make up the financial impacts in the 2021 Financial Plan.

Due to the foreseeable financial impacts of the COVID-19 pandemic, the SCRD adjusted the 2021-2025 Financial Plan Bylaw for services such as Transit [310], Community Recreation Facilities [615], Pender Harbour Fitness and Aquatic Centre [625], and Community Parks [650] where revenues and expenses would likely be reduced.

This budget variance report provides an overview for line items that make up the financial impacts in the amended 2021-2025 Financial Plan for the second quarter (Q2) period ending June 30, 2020.

DISCUSSION

Variance Analysis to June 30, 2021

The Variance by Service - YTD report provides a Statement of Revenues and Expenses by Service for the period ending June 30, 2021 and it is listed as Attachment A and can be viewed at [SCRD-Agendas-2021](#). Please note the 'Budget YTD (\$)' column represents the budget from January to June 2021. The anticipated percentage for this period is 100%. A summary report is attached hereto as Attachment B.

The variance report aligns with the revenue and expense groupings found in the SCRD's Annual Financial Plan Bylaw and Financial Statements. This report includes expenses relating to operations, one-time operating projects and capital expenditures to date. Capital projects are currently reported as part of the Budget Project Status Report, provided every other month.

Accrual estimates are necessary in some functions as actual information was not available at the time of the report. Actual results could differ from these estimates. Adjustments, if any, will be reflected in the third quarter variance report.

Timing Differences

There are a number of normal variances to revenues and expenses which are affected by timing throughout the year. These include debt payments, grants to or from organizations, contract fees, dues, insurance and project costs that occur during specific times of the year or as contracts are awarded. Debt payments and investments occur at specified dates throughout the year and as a result, the percentage realized varies by function.

Overall Revenue and Expenditure Position

Revenues and expenses are recognized equally across the 12 months of the year when feasible to ensure revenue is matched with applicable expenses. Revenue from grants and for capital projects are recognized as the project progresses and expenses are incurred.

User fees and charges in most functions are trending at or above expected YTD budget values with some minor variances due to timing differences. Services where user fee revenue tends to be more variable include Transit [310], Solid Waste [350], Building Inspection [520], Community Recreation Facilities [615] and Community Parks [650]. Fee revenue for these services must be monitored closely to ensure mitigation strategies can be put in place should unfavorable variances occur. A summary of the current state of user fee revenue for each of these services is detailed below:

- Transit [310] – Favourable variance of \$23,948 (110% of YTD budget). This trend is expected to continue now that full service has been restored for the busy summer season; however, the overall surplus position for this service could be impacted by a larger than anticipated need to pay overtime to staff to deliver the service.
- Solid Waste [350] – While the overall service has a favourable variance, the User fee revenues has an unfavourable variance of \$111,480 (93% of YTD budget). User fee revenue for landfills is up by 4.4% over the same period in 2020; however, a higher increase was anticipated based on a 19% increase to the budget. It's expected that the recent increases to tipping fees for several materials will reduce to some extent the continued pressure on the solid waste budget.
- Building Inspection [520] – Favourable variance of \$57,052 (114% of YTD budget). This trend is expected to continue in the short term based on continued strong building activity. Permit fee revenue is also tied to construction values and generally increases over time as values increase.
- Community Recreation Facilities [615] – Unfavourable variance of \$51,175 (88% of YTD budget). This is an expected variance based on the Provincial Health orders in place up until July 1. Fee revenue was projected to increase in the latter half of the year and it is expected that this variance will shift to a favourable position by year end based on the resumption of regular operations and seasonal factors such as arena operations.
- Community Parks Service [650] – Unfavourable variance of \$29,882 (21% of YTD budget). This revenue line is impacted by reduced hall rental revenue due to COVID restrictions and seasonality with respect to the Katherine Lake Campground. It is expected that an unfavorable variance will persist through the fiscal year and mitigation strategies will need to be put in place to avoid a deficit in this service.

The overall expenses for operations are less than the anticipated range for this time period. This is consistent with previous years.

Other items such as transfers to/from reserves and debt repayments are generally tied to specific project expenditures and as a result, variances in these line items can be more pronounced. These variances do not translate into the bottom line surplus/deficit as funding for projects is transferred monthly to match project expenditures.

Expense Line Item Review

Administration expenses percentage should be 100% for this period; actual expenses incurred overall total 100%.

The anticipated Wages and Benefits expense percentage should be 100% for this period (to June 30); actual expenses incurred overall total 87% for a favorable variance of \$1.39M. A portion of this variance is attributable to timing differences associated with staffing new positions approved as part 2021 budget and should be offset in the second half of the year. The remaining variance is mainly attributable to temporary vacancies as a result of staff turnover and is anticipated this will persist through to year end.

The anticipated Operating expense percentage should be 100% for this period; actual expenses incurred overall total 73% inclusive of budgets for one-time projects. Excluding one-time items, base budget operating expenses are 86% of the YTD budget for a favourable variance of 1.04M. The percentage spent is slightly less than two preceding year's amounts of 89% in 2019 and 91% in 2020 for the same period. The overall variance total for 2021 is mainly a result of the following expense object variances of \$30,000 or more:

- Training and development – Favourable variance of \$99,507 (43% of budget).
- Travel - Favourable variance of \$53,582 (27% of budget).
- Electricity - Favourable variance of \$60,953 (82% of budget).
- Rentals & Leases - Favourable variance of \$59,965 (85% of budget).
- Contracted Services - Favourable variance of \$371,720 (88% of budget).
- Repairs & Maintenance - Favourable variance of \$235,278 (76% of budget).
- Bank Fees - Unfavourable variance of \$32,814 (139% of budget). Credit card processing fees have increased significantly in recent years due to higher volume of online payments and increased dollar values as a result of rate increases.

Interest charges for debt are \$163,399 under budget year to date due to timing differences and delays in debt issuance for projects that have been delayed or deferred.

Surplus/Deficit Positions

The majority of functions are in a surplus position, with the SCRD's overall surplus being \$2,724,310 which is equivalent to 10% of year to date revenue. As per the *Local Government Act* (LGA), and unlike a municipality, each Regional District Service must be distinct from one

another, therefore, surplus or funds from one service can't be transferred to another. Likewise for reserve funds. The surplus/deficit position on the variance report is located under the 'Variance (\$)' column. Deficits are indicated in brackets ().

An analysis of deficit positions greater than \$2,500 has been provided and further monitoring, mitigation and reporting will be provided for Q3 at the October 28, 2021 Corporate & Administrative Services Committee. Functional area summaries are as follows:

- [110] General Government – Deficit of \$28,813 as of June 30. This deficit is attributable to a timing difference for Grant in Lieu of Tax revenue which was received in early July. After accounting for this revenue, the function is on budget.
- [313] Building Maintenance Services – Deficit of \$18,731 as of June 30. This deficit is attributable to lower than anticipated recoveries in the first quarter due to lower than anticipated billable hours resulting from temporary staffing shortages. Internal billings have recovered and it is anticipated this deficit will be mitigated by year end as a result.
- [345] Ports - Deficit of \$5,533 as of June 30. This minor deficit is due to higher than anticipated repairs and maintenance expenses to date.
- [346] Langdale Dock- Deficit of \$15,715 as of June 30. The deficit is a result of a timing difference due to full revenue not yet recorded against the full contract payment. This budget is expected to be balanced for 2021.
- [382] Woodcreek Park Waste Water Plant- Deficit of \$5,435 as of June 30. This deficit is due to higher than budget expenditures for wages and material and supplies due to a pump failure.
- [393] Lily Lake Village Waste Water Plant- Deficit of \$3,134 as of June 30. This deficit is mainly due to higher than budget expenditures for material and supplies to address asset failure and a new regulatory requirement to install additional monitoring equipment.
- [650] Community Parks – Deficit of \$15,749 as of June 30. This deficit is due to lower than budgeted user fee revenue and higher than budgeted wages

Financial Implications

Surpluses are transferred to reserves at yearend for use towards future one-time funding, rate mitigation or other specific initiatives as approved by the Board. Deficits for individual services must be funded either through operational reserves or in the following year's budget, usually through taxation.

The Regional District overall is in a strong financial position as evidenced by the overall year to date surplus and minimal service level deficits. However, there are some individual services experiencing revenue and/or cost pressures which may lead to deficits at year end. Staff will continue to monitor these closely and apply mitigation strategies wherever possible to avoid deficits.

STRATEGIC PLAN AND RELATED POLICIES

Reviewing and analyzing the overall financial results aligns with the Boards Financial Sustainability Policy.

CONCLUSION

As part of the SCRD budget process, quarterly variance reports are provided to the Committee for the second and third quarters, with the fourth quarter provided as part of the year-end audit process.

A number of normal variances to revenues and expenses are noted in the report and are affected by timing throughout the year.

Staff recommend that this report be received for information.

Attachment A: Year to Date Variance, by Service: January 1 to June 30, 2021
(available at: <https://www.scrd.ca/agendas-2021>)

Attachment B: Year to Date Variance- Summary: January 1 to June 30, 2021

Reviewed by:			
Manager		Finance	X – B. Wing
GM	X – R. Rosenboom X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Human Resources	X – G. Parker



Sunshine Coast Regional District

Attachment B Year to Date Variance

Budget Version: Amended Budget
From Period: 202101
To Period: 202106

				Actuals/
Revenues	Actuals YTD (\$)	Budget YTD (\$)	Variance (\$)	Budget (%)
Grants in Lieu of Taxes	451	36,000	35,549	1%
Tax Requisitions	12,063,556	12,224,595	161,039	99%
Frontage & Parcel Taxes	2,955,722	2,957,757	2,035	100%
Government Transfers	2,373,273	2,951,171	577,898	80%
User Fees & Service Charges	7,041,254	6,962,207	(79,047)	101%
Member Municipality Debt	965,861	914,253	(51,608)	106%
Investment Income	323,698	338,412	14,714	96%
Developer Contributions	0	272,250	272,250	0%
Internal Recoveries	3,586,569	3,599,647	13,078	100%
Other Revenue	613,043	495,837	(117,206)	124%
Total Revenues	29,923,439	30,752,142	(828,703)	97%
Expenses				
Administration	2,683,014	2,683,013	(1)	100%
Wages and Benefits	9,621,718	11,001,850	1,380,132	87%
Operating	8,176,991	11,177,359	3,000,368	73%
Debt Charges Member Municipalities	965,861	914,253	(51,608)	106%
Debt Charges - Interest	621,826	785,225	163,399	79%
Amortization of Tangible Capital Assets	2,517,438	2,411,221	(106,217)	104%
Total Expenses	24,573,244	28,973,034	(4,399,790)	85%
Other				
Capital Expenditures (Excluding Wages)	1,569,418	18,223,533	16,654,115	9%
Proceeds from Long Term Debt	0	(9,459,422)	(9,459,422)	0%
Debt Principal Repayment	1,086,726	1,227,930	141,204	89%
Transfer to/(from) Reserves	1,646,379	(4,980,430)	(6,626,809)	-33%
Transfer to/(from) Appropriated Surplus	967,463	76,958	(890,505)	1257%
Transfer to/(from) Other Funds	(615,856)	(108,289)	507,567	569%
Transfer to/(from) Accumulated Surplus	0	(28,903)	(28,903)	0%
Prior Year (Surplus)/Deficit	89,211	89,217	6	100%
Unfunded Amortization	(2,517,438)	(2,411,221)	106,217	104%
Transfer (to)/from Unfunded Liability	400,000	(850,000)	(1,250,000)	-47%
Total Other	2,625,885	1,779,366	846,519	148%
Suplus/(Deficit)	2,724,310	(258)	2,724,568	-1055934%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

AUTHOR: Alex Taylor, Budget and Financial Analyst

SUBJECT: LONG TERM DEBT AS AT JUNE 30, 2021

RECOMMENDATION(S)

THAT the report titled Long Term Debt as at June 30, 2021 be received for information.

BACKGROUND

The purpose of this semi-annual report is to provide the Committee with current information regarding the Sunshine Coast Regional District's (SCRD) long term debt obligations and any market updates which may impact debt for the SCRD.

DISCUSSION

A summary of the SCRD's short and long term debt obligations as at June 30, 2021 is provided in Attachment A.

Specifics of new debt issues, budgeted unissued debt, Municipal Finance Authority (MFA) Issue 95 rate reset and expiring debt affecting the 2021-2025 Financial Plan are detailed below along with information on member municipality debt and historical debt levels.

New Debt Issued

On January 28, 2021 a short-term loan agreement was entered into for providing funding for revenue anticipation funding through Bylaw 729 per Board Resolution #423/20. The maximum for which could be borrowed was \$12,500,000. The total amount borrowed was \$3,750,000 and currently has a \$nil balance owing after repayment of the principal outstanding on June 25, 2021.

Budgeted Unissued Debt

Budgeted funding from borrowing proceeds for four capital projects and thirteen equipment purchases totaling \$18,839,844 are included in the draft 2021-2025 Financial Plan and are detailed in Table 1 below. All unissued debt (\$17,416,466) is related to carry forward projects from 2020 and \$1,423,378 is for newly approved projects for 2021.

The timing for issuance of new borrowing is estimated based on individual project timelines and is subject to final authorization through either a Security Issuing Bylaw or Board resolution if not already in place.

Table 1: Summary of Budgeted Unissued Debt

Project/Equipment Purchase	Budgeted Proceeds	Proposed Term	Estimated Issuance	Authorization
GDVFD Engine #1 Replacement*	400,789	5 Years	2021	004/20 No. 9
HMBVFD Tanker (Tender) Replacement*	200,000	5 Years	2021	004/20 No. 11
Building Maintenance Vehicle*	25,000	5 Years	2021	004/20 No. 19
Water Meter Installations – Phase 3*	7,250,000	15 Years	Q4 2021	Requires elector approval
Vehicle Purchase – Strategic Infrastructure Division*	46,500	5 Years	2021	065/20 No. 37
Regional Water Utility Vehicle Purchase*	46,500	5 Years	2021	004/20 No. 31
Regional Water Excavator & Trailer*	200,000	5 Years	2021	004/20 No. 32
Church Road Well Field Project*	8,000,000	30 Years	Fall 2021	<i>Elector approval process complete-results received at July 23, 2020 Board Meeting. Security Issuing estimated for Fall 2021/Spring 2022.</i>
South Pender Vehicle Purchase	80,000	5 Years	2021	046/21 No. 64
Regional Water Vehicle	210,000	5 Years	2021	046/21 No. 68
Sechelt Landfill Forklift	25,000	5 Years	2021	046/21 No. 53
Cab Tractor	70,000	5 Years	2021	046/21 No. 45
Sechelt Landfill Remediation	1,247,677	5 Years	2021	163/21 No. 3
Power Supply System Replacement	115,000	5 years	2021	068/21 No. 35
Coopers Green Hall Replacement	528,378	5 Years	2022	068/21 No. 22
Sechelt Aquatic Centre Sprinkler Replacement	175,000	5 Years	2022	068/21 No. 13
Self-Contained Breathing Apparatus & Fill Station	220,000	5 Years	2021	068/21 No. 7
Total	\$18,839,844			

*denotes a carry forward project from 2020

Loan Authorization Bylaw No. 704

Issuance of \$5,000,000 in borrowing approved under Loan Authorization Bylaw No. 704 for the Chapman Lake Supply Expansion project is set to expire on July 28, 2021. This authorized borrowing is not included in the draft 2021-2025 Financial Plan. Once it expires the SCRD no longer has authority to issue debt for this purpose.

Expiring Debt

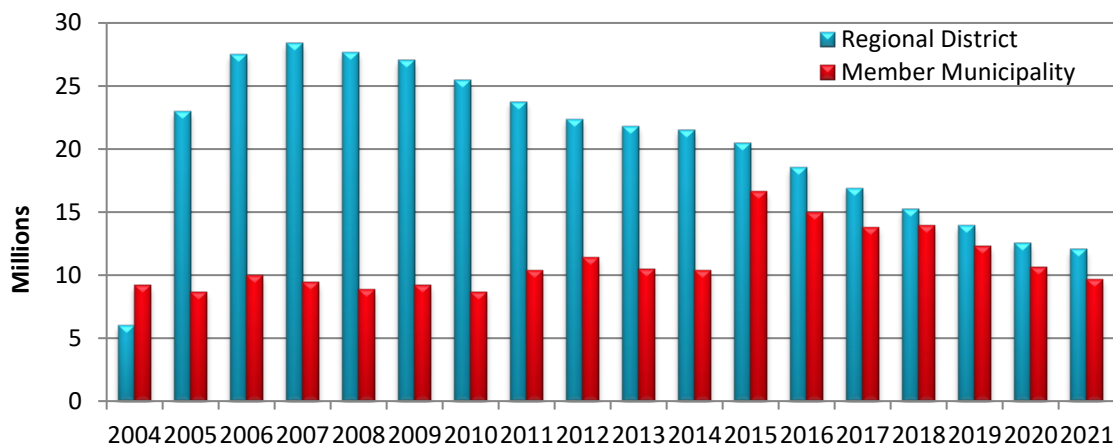
Equipment Financing Loan 0013-0 for a Regional Water Vehicle [370] purchased in December 2016 is set to mature in December 2021. The annual debt serving cost for this loan is \$15,396. In addition, Equipment Financing Loan 0019-0 for Information Technology [117] hardware purchased in December 2018 is set to mature in December 2021. The annual debt servicing cost for this loan is \$23,606.

There are no financing loans or debt issues that are set to expire in 2021. There has not been any debt that has expired since debt was last reported on.

Member Municipality Debt

Municipal financing under loan authorization bylaws (other than temporary borrowing) must be undertaken by the applicable Regional District. As at June 30, 2021, the outstanding principal balance of debt recoverable from Member Municipalities by the SCRD was as follows:

Gibsons	\$ 6,084,613
Sechelt	3,606,113
Total	\$ 9,690,726

Historical Debt Balances*Financial Implications*

All debt servicing costs are included in the Financial Plan and are updated annually to reflect actual repayment schedules and interest rates. Funding for expiring debt is automatically removed from the Financial Plan as a loan expires. Debt servicing costs for budgeted unissued borrowings are estimated based on current interest rates and are included in the Financial Plan no sooner than when the borrowing is expected to occur.

STRATEGIC PLAN AND RELATED POLICIES

The information provided in this report is consistent with the SCRD's Debt Management Policy.

CONCLUSION

The budgeted unissued debt funding for capital projects and equipment purchases for 2021 totals \$18,839,844. This debt will be issued in accordance with project timelines and funding requirements, subject to any required authorizations.

Two equipment financing loans are set to mature and will be repaid in December 2021. No financing loans or debt issues are set to expire in 2021. There have not been any loans that have expired since the last report on debt.

Attachment:

- A-SCRD Schedule of Short and Long Term Debt as at June 30, 2021

Reviewed by:			
Manager		Finance/CFO	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

Sunshine Coast Regional District

Attachment A

Schedule of Short & Long Term Debt
Projected Balances as at June 30, 2021

LA/SI Bylaw or Resolution	Purpose	Interest Rate	Annual Servicing Costs	Principal Balance Remaining	Maturity	Rate Reset / Early Payout
Borrowing Under Loan Authorization Bylaw						
584/593	Parks Master Plan	2.25%	88,480	207,195	2022	N/A
550/561	Community Recreation Facilities Construction	4.77%	1,461,424	5,606,244	2025	N/A
544/553	Chapman Water Treatment Plant	0.91%	159,316	1,035,529	2025	N/A
557/572	Field Road Administration Building	4.88%	243,191	966,995	2026	N/A
550/561	Community Recreation Facilities	4.88%	167,664	666,676	2026	N/A
556/571	Fleet Maintenance Building Expansion	4.88%	33,530	133,322	2026	N/A
547/575	Egmont & District Fire Department Equipment	4.88%	8,238	32,757	2026	N/A
594/613	Pender Harbour Pool	2.25%	48,519	428,596	2029	2024
676/694	South Pender Water Treatment Plant	3.00%	82,479	1,008,259	2034	2024
617/628	North Pender Harbour Water UV & Metering	3.00%	28,850	290,000	2035	N/A
619/629	South Pender Harbour Water Metering	3.00%	43,275	435,000	2035	N/A
707/719	Square Bay Waste Water Treatment Plant	2.66%	17,868	258,847	2039	2029
			\$ 2,382,834	\$ 11,069,421		
Liabilities Under Agreement						
266/19 No. 5	Merrill Crescent Septic Field Replacement	0.93%	2,999	8,473	2024	Open
266/19 No. 5	Canoe Road Septic Field Replacement	0.93%	4,009	11,327	2024	Open
015/20 No. 5	Vaucroft Dock Capital Works	0.93%	92,970	360,000	2024	Open
			\$ 99,978	\$ 379,800		
Equipment Financing						
0013-0 / 084/16 No. 48	Regional Water - Vehicle (2016)	0.94%	15,396	8,201	2021	Open
0019-0	Information Technology Hardware (2018)	0.94%	23,606	11,413	2021	Open
0015-0	Gibsons Fire Ladder Truck	0.94%	71,210	107,711	2022	Open
0016-0	Building Maintenance - Vehicle	0.94%	8,892	13,451	2022	Open
0017-0	Community Parks - Vehicle	0.94%	8,587	17,924	2023	Open
0018-0	SPHWS - Vehicle	0.94%	6,424	15,076	2023	Open
0021-0	Information Technology Hardware (2019)	0.94%	24,232	34,889	2022	Open
0020-0	Regional Water Vehicle Replacements (2018)	0.94%	42,546	127,195	2024	Open
0022-0	Regional Water Vehicle Replacements (2019)	0.94%	25,986	113,548	2025	Open
0023-0	Waste Water Vehicle Replacement (2019)	0.94%	9,275	40,527	2025	Open
0024-0	NPH Water Service Vehicle Replacement (2019)	0.94%	13,770	60,172	2025	Open
			\$ 249,924	\$ 550,107		
Budgeted Unissued Borrowing				Amount	Proposed Term	
	GDVFD Engine #1 Replacement	TBD	82,067	400,789	5 years	
	HMBVFD Tanker (Tender) Replacement	TBD	40,953	200,000	5 years	
	Building Maintenance Vehicle	TBD	5,119	25,000	5 years	
	Water Meter Installations - Phase 3	TBD	567,496	7,250,000	15 Years	
	Vehicle Purchase - Strategic Infrastructure Division	TBD	9,522	46,500	5 years	
	Regional Water Utility Vehicle Purchase	TBD	9,522	46,500	5 years	
	Regional Water Excavator & Trailer	TBD	40,953	200,000	5 years	
	Church Road Well Field Project	TBD	364,025	8,000,000	30 Years	
	South Pender Vehicle Purchase		16,381	80,000	5 years	
	Regional Water Vehicle Purchase		43,000	210,000	5 years	
	Sechelt Landfill Forklift		5,119	25,000	5 years	
	Cab Tractor (Sports Fields)		14,333	70,000	5 years	
	Sechelt Landfill Remediation		255,479	1,247,677	5 years	
	Power Supply System Replacement		23,548	115,000	5 years	
	Coopers Green Hall Replacement		108,193	528,378	5 years	
	Sechelt Aquatic Centre Sprinkler System Replacement		35,834	175,000	5 years	
	Self Contained Breathing Apparatus and Fill Station		45,048	220,000	5 years	
			\$ 1,136,037	\$ 18,839,844		
SCRD Long Term Debt Totals			\$ 3,868,773	\$ 30,839,172		

Debt Servicing Ratio*

8.68%

*annual debt servicing cost/recurring revenue

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

AUTHOR: Alex Taylor, Budget and Financial Analyst

SUBJECT: GAS TAX COMMUNITY WORKS FUND UPDATE

RECOMMENDATION(S)

THAT the report titled Gas Tax Community Works Fund Update be received for information.

BACKGROUND

The purpose of this financial report is to provide the Committee with an update on the current status of the Community Works Fund (CWF) provided through the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement or GTA) including budgeted project commitments, year to date spending and uncommitted funds available to be spent on eligible projects.

Since 2005, \$10,008,570 has been received from the Gas Tax Fund under the 2005-2015 CWF Agreement and the renewed 2014-2024 CWF Agreement. Funding is based on Regional District rural area population (2016 census) and payments are typically advanced on a semi-annual basis with funds allocated to the five rural areas per the SCRD Board Federal Gas Tax - Community Works Fund Policy.

DISCUSSIONFunding Allocation

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

2021 Accelerated Payment & Top-up

In May 2021, UBCM notified the SCRD that the 2021 Community Works Fund payment of \$695,085 was expected to occur in the first week of June. As announced by the Government of Canada, the payment has been accelerated for 2021 as a single payment instead of the traditional two half-payments. The letter from UBCM has been included as Attachment A as reference.

The Government of Canada additionally announced that it intends to provide a one-time top-up of the Gas Tax Funds for 2021 subject to Federal approval. This funding is contingent upon the passing of Bill C-25. If the government passes this bill, local governments will see funding

allocations effectively double for 2021. Information on the timing and amount of the additional funding has yet to be released and will be communicated once the details have been confirmed.

Summary of Funding Commitments

Unspent funding received as at December 31, 2020 totaled \$6,625,282. This year's payment totalling \$695,085 was received in the first week of June. This was an accelerated payment and encompasses the whole amount that the SCRD was eligible to receive under the current agreement and brings the total available funding for projects to \$7,320,367. Should the funding be doubled, staff expect to receive a second installment in early December and bring the total available funding for eligible projects in 2021 to \$8,015,452. Of this, \$902,543 is currently budgeted or committed for projects and \$6,417,824 remains uncommitted.

A summary of CWF allocations and funding commitments by Electoral Area for 2021 is provided in Table 1 below with more detailed information in Attachment B, titled Gas Tax Community Works Fund Summary of Commitments. A summary of the impact that the proposed top-up would have on CWF allocations and funding balances is included in Table 2.

Table 1: Summary of Gas Tax Community Works Funding (No Top-up)				
Electoral Area	Unspent Funding as at December 31, 2020	2021 Funding Allocations	2021 Funding Commitments	Uncommitted Funds for Available for 2021
Area A- Egmont/Pender Harbour	\$ 1,557,440	\$ 125,977	\$ (452,500)	\$ 1,230,917
Area B - Halfmoon Bay	1,046,227	130,875	(387,550)	789,552
Area D - Roberts Creek	1,393,871	164,241	(7,899)	1,550,213
Area E - Elphinstone	1,721,425	175,908	(10,000)	1,887,333
Area F - West Howe Sound	906,319	98,084	(44,594)	959,809
Totals	\$ 6,625,282	\$ 695,085	\$ (902,543)	\$ 6,417,824

Table 2: Summary of Gas Tax Community Works Funding (With Top-up)				
Electoral Area	Unspent Funding as at December 31, 2020	2021 Funding Allocations	2021 Funding Commitments	Uncommitted Funds for Available for 2021
Area A- Egmont/Pender Harbour	\$ 1,557,440	\$ 251,955	\$ (452,500)	\$ 1,356,895
Area B - Halfmoon Bay	1,046,227	261,749	(387,550)	920,426
Area D - Roberts Creek	1,393,871	328,483	(7,899)	1,714,455
Area E - Elphinstone	1,721,425	351,815	(10,000)	2,063,240
Area F - West Howe Sound	906,319	196,168	(44,594)	1,057,893
Totals	\$ 6,625,282	\$ 1,390,170	\$ (902,543)	\$ 7,112,909

Incomplete Projects

There is a total of \$88,918 in incomplete active transportation projects which remain open on the SCRD's Annual Expenditure Report to UBCM. Expenditures to date for these projects have not yet resulted in a tangible capital asset, there is no further direction on the projects, and they were not included in the 2021-2025 Financial Plan.

Once there is further progress in reaching an agreement with MOTI and UBCM as to the next steps, staff will bring a report to a future Committee on recommended next steps for these projects, along with funding recommendations and Financial Plan amendments. Should these projects remain incomplete at the completion of the current agreement, there is a risk that the funding be required to be returned.

Funding Strategy

As previously noted in the April CAS report, the 10-year Gas Tax Fund agreement is set to expire in March 2024. The government recognizes that there is a considerable amount of funds in local government Gas Tax-Community Works Fund accounts that are still unspent. UBCM is working with local governments to ensure that unspent funds are utilized for capital projects within the timeframe of the program

In June 2021, the SCRD Board and Staff met with UBCM to discuss funding strategies and additional information will be coming as part of the Boards Strategic Plan and 2022-2026 Financial Planning process.

Options for CWF-Gas Tax funds have also been offered as options toward regional project funding such as for the Community Recreation Facilities and Regional Water projects. How we consider funding apportionment where member municipalities are participants still needs to be explored.

STRATEGIC PLAN AND RELATED POLICIES

Reporting on the funds align with the SCRD Board Federal Gas Tax - Community Works Fund Policy.

CONCLUSION

This report is an update on the current status of the CWF (provided through the Federal Gas Tax Fund) including funding commitments, year to date spending and uncommitted funds available to be spent on eligible projects. There is \$7,320,367 of CWF available to fund eligible projects in 2021. Of this, \$902,543 has been committed for projects and \$6,417,824 remains uncommitted.

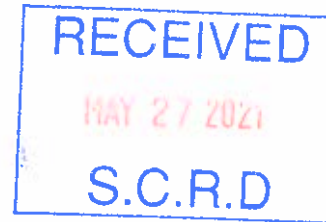
Attachment A: Gas Tax Agreement Community Works Fund Payment Notice

Attachment B: Gas Tax Community Works Funds – Summary of Commitments

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

May 21, 2021

Chair Lori Pratt
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1



MASTER FILE COPY

Dear Lori Pratt:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$695,085.14 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Brian Frenkel
UBCM President

PC: Tina Perreault, General Manager, Corporate Services

**Gas Tax Community Works Fund
Summary of Commitments
2021 Funding Year**

Last Updated 6/25/2021

Attachment B

		A	B	D	E	F	Total
CWF Funding	Function	<u>Z10159</u>	<u>Z10160</u>	<u>Z10161</u>	<u>Z10162</u>	<u>Z10163</u>	
Balance of 2020 Uncommitted Funds to 2021		\$ 1,501,384	\$ 652,289	\$ 1,345,218	\$ 1,660,546	\$ 874,427	\$ 6,033,864
2020 Interest Earned		56,056	36,295	48,653	60,879	31,892	233,775
Balance of 2020 Committed Funds to 2021 (Carry Forwards)			357,643			-	357,643
Funding Available as at December 31, 2020		\$ 1,557,440	\$ 1,046,227	\$ 1,393,871	\$ 1,721,425	\$ 906,319	\$ 6,625,282
2021 Anticipated Funding Allocation (based on 2016 Census data)							
First Installment (June)		125,978	130,875	164,241	175,908	98,084	695,085
Funding Available for Projects in 2021		\$ 1,683,419	\$ 1,177,101	\$ 1,558,112	\$ 1,897,333	\$ 1,004,402	\$ 7,320,367
2021 Budgeted and Committed Funding							
Area A- Garden Bay Pump Station – Feasibility Study – Treatment Improvements	365	20,000					20,000
Area A- Emergency Generator	365	125,000					125,000
Area A- McNeil Lake Dam Upgrades	366	149,500					149,500
Area A- Dogwood Reservoir Feasibility	366	108,000					108,000
Area A- South Pender Harbour Water Treatment Plant - Upgrades - Phase Two	366	50,000					50,000
Area B - Coopers Green Park - Hall & Parking Design Plans (CF)	650		57,643				57,643
Area B - Coopers Green Hall Replacement (Committed Funds per Res. 209/17 No. 3)	650		300,000				300,000
Area B- Jolly Rodger WWTP Headworks Replacement	384		4,500				4,500
Area B- Curran WWTP-Ocean Outfall Anchor Replacement Phase 2	391		13,407				13,407
Area B- Square Bay System Upgrade Planning	387		7,500				7,500
Area B- Secret Cove WWTP Headworks Replacement	385		4,500				4,500
Area D- Treatment System and Regulatory Enhancements	392			7,899			7,899
Area E- Woodcreek Park-WWTP Collection System Designs	382				10,000		10,000
Area F- Eastbourne Groundwater Investigation	370					44,594	44,594
		\$ 452,500	\$ 387,550	\$ 7,899	\$ 10,000	\$ 44,594	\$ 902,543
Uncommitted CWF Gax Tax Funds for 2021		\$ 1,230,919	\$ 789,551	\$ 1,550,213	\$ 1,887,333	\$ 959,808	\$ 6,417,824
CWF Funds allocation (per capita basis using 2016 Census data)		18.12%	18.83%	23.63%	25.31%	14.11%	100.00%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

AUTHOR: Michelle Goetz, Accounts Payable Technician

**SUBJECT: DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES
FOR PERIOD ENDING JUNE 30, 2021**

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2021 be received for information.

BACKGROUND

The 2021 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a combined budget of \$20,300. The applicable policy provides a maximum \$2,500 allowance per Director from Legislative Services [110] and an additional \$1,000 for Electoral Area Directors from UBCM/AVICC [130] for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy.

Travel expenses budgeted within Legislative Services and UBCM/AVICC – Electoral Area Services total \$36,144 for mileage, meals, hotel and other various charges associated with travelling or attending conferences on Sunshine Coast Regional District (SCRD) business, as outlined under the applicable Board policy.

DISCUSSION

The total amount posted to Constituency Expenses for the six month period ending June 30, 2021 is \$1,495 leaving a remaining budget of \$18,805.

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$1,945 leaving a remaining budget of \$34,199.

Figures are based on expense reports submitted up to July 8, 2021 for the six month period ended June 30, 2021 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Director Area A	\$ 824	\$ 439
Director Area B	22	344
Director Area D	-	423
Director Area E	247	542
Director Area F*	402	100
Director DOS (2)	-	96
Director TOG	-	-
Director SIGD	-	-
YTD Totals	\$ 1,495	\$ 1,944
<i>*Includes alternate Director travel expenses of \$79</i>		

STRATEGIC PLAN AND RELATED POLICIES

Applicable Board policies:

- 5-1800-1 - Reimbursement of Travel and Other Expenses
- 5-1800-2 - Constituency Expenses

CONCLUSION

The 2021 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$56,444. For the period ending June 30, 2021, the total amount posted to Constituency and Electoral Expenses is \$3,439 leaving a remaining budget of \$53,005.

Reviewed by:			
Manager	X – B. Wing	CFO	X-T .Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

AUTHORS: Sherry Reid, Corporate Officer
 Gerry Parker, Senior Manager, Human Resources
 Tina Perreault, General Manager, Corporate Services and Chief Financial Officer
 Valerie Cropp, Manager, Purchasing and Risk Management
 David Nelson, Manager, Information Technology and GIS
 Brad Wing, Manager, Financial Services
 Kyle Doyle, Manager, Asset Management

SUBJECT: **CORPORATE AND ADMINISTRATIVE SERVICES – SEMI ANNUAL REPORT FOR JANUARY TO JUNE 2021**

RECOMMENDATION(S)

THAT the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2021 received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Corporate and Administrative Services (CAS) Divisions for the first half of 2021 (January to June).

Administration / Legislative [110]

PROJECTS

- a. Alternative Approval Process (AAP) – Phase 3 Water Metering – preparation for the AAP and management of the process. Elector approval was obtained for long-term borrowing to fund the final phase of water meter installations in the Sechelt area.
- b. Communications Projects:
 - launched the Let's Talk SCRD public engagement platform and have since populated the platform with twelve projects
 - created a "Get to Know the Landfill" video
 - implemented a utility billing communications plan with a focus on proactive communication of changes to bills
 - led the design and completion of the 2020 annual report and provided support in completing 2021 financial plan documents
 - implemented a 2021 budget communications plan including the coordination and implementation of several information sessions for residents
 - developed an Alternative Approval Process (AAP) communications plan
 - ongoing communications for the organizational COVID-19 restart plan
 - facilitated two "Let's Talk Water" information sessions
 - implemented Local Government Awareness week communications

- implemented water conservation regulations communications
 - provided landfill remediation communications
 - developed a communications plan to effectively communicate changes for pool maintenance closures
 - developed Home Composter Rebate communications
 - implementation of Islands Clean Up communications.
- c. Electronic Document and Records Management Software (EDRMS) - Updated the permissions and folders records matrix to reflect changes resulting from the 2021 organization restructure.
- d. LGMA (Local Government Management Association) Records Classification Projects - Collaborated with the Fire Chiefs and Manager, Protective Services to review and expand records classifications for fire departments and protective services. Collaborated with the Manager, Sustainable Development to create records classifications and the necessary subfolders in the EDRMS for this new role and responsibilities.
- e. Records Disposition – records are dispositioned (destroyed/deleted) annually as set out by the LGMA classification and retention schedule.

OPERATIONS

Statistics

Inactive Record Centre Retrievals

	Q1	Q2	Q3	Q4	Total
2021	153	108			261
2020*	73	43	60	125	301
2019*	112	54	109	65	340
2018	234	155	105	105	580
2017	146	84	76	72	378

**2019 Q1-Q2 lower retrievals and requests due to delay of annual destruction to Q3*

**2020 Q1-Q3 lower retrievals and requests due to COVID-19 lock-down*

**2020 Q4 higher retrievals and requests due to managers reviewing files for disposition*

Records Management Help Desk requests

	Q1	Q2	Q3	Q4	Total
2021	326	371			697
2020	252	236	208	235	931
2019	229	182	112	184	707
2018	331	265	182	115	893
2017	260	255	200	215	930

Twitter account maintenance

"Followers"	Q1	Q2	Q3	Q4
2021	1,773	1,816		
2020	1,593	1,701	1,723	1,755
2019	1,505	1,566	1,589	1,603
2018	1397	1432	1470	1475
2017	1245	1293	1324	1351

Facebook account maintenance

"Likes"	Q1	Q2	Q3	Q4
2021	2,472	2,524		
2020	2,239	2,288	2,366	2,706
2019	1,836	1,921	1,963	1,990
2018	1,506	1611	1784	1844
2017	1142	1237	1350	1480

Facebook Advertising Campaigns (paid/boosted posts) 2021 Q1 and Q2

Campaign	*Reach	*Post Engagement	Comments	Shares
Curbside Recycling Engagement	13,332	1,047	51	28
Utility Bills	11,805	1,068	41	17
Islands Clean Up	5,118	186	1	14
Budget 2021	3,286	58	0	1
Rainwater Harvesting Rebate Program	5,448	353	9	22
Let's talk Water Meter Information event	4,390	135	17	3

* Reach is the number of unique people who saw content.

* Post engagement includes actions such as reacting to, commenting on or sharing the ad, claiming an offer, viewing a photo or video, or clicking on a link.

News Releases

	Q1	Q2	Q3	Q4	Total
2021	17	22			39
2020	10	3	6	4	23
2019	1	9	6	7	23
2018	2	6	5	4	17
2017	8	4	5	3	20

FOI Requests

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total	
	No. of Pages Released	No. of Requests Received	No. of Pages Released	No. of Requests Received	No. of Pages Released	No. of Requests Received	No. of Pages Released	No. of Requests Received	No. of Pages Released	No. of Requests Received
2021	986	3	326	5					1,312	8
2020	-	11	-	8	-	6	-	7	-	32
2019	-	6	-	3	-	4	-	13	-	26
2018	-	10	-	0	-	13	-	4	-	27
2017	-	9	-	10	-	6	-	9	-	34

Summary of Freedom of Information Requests Received

Type of Information for Received Requests	Q1	Q2	Q3	Q4	2021 Total
Property information (incl. plans, drawings, permits, inspection reports, zoning infractions etc.)	-	2			2
Personal information	-	-			0
Motor vehicle incidents	1	-			1
Fire incidents	2	-			2
Waterline servicing/maintenance, water usage etc.	-	1			1
Planning documents (incl. planning processes, zoning amendments, OCP amendments, etc.)	-	-			0
Safety/emergency response documents (incl. correspondence, reports, memos, recommendations, etc.)	-	-			0
Recreation Programming		2			2

Human Resources [115]

PROJECTS

- a. Several meetings held with HR/IT staff to create a few new metrics for bi-annual reporting but remains in progress.
- b. Senior Manager, HR, continued as EOC Director through to June 30, 2021.
- c. Senior Manager, HR, attended the University of Alberta online “Indigenous Canada” workshop and highly recommends it to others.
- d. In only Three short bargaining sessions, HR and Unifor Local 466 reached agreement on a tentative Collective Agreement in March, 2021, which was then ratified and has a 4-year term dating from January 1, 2020 – December 31, 2023.
- e. Health and Safety Coordinator (Rondi Shanks) hired in March, 2021 and was elected to the BC Municipal Safety Association’s Board of Directors in June, 2021, representing the SCRD.

OPERATIONS

Statistics

New Reports – Composition of SCRD June, 2021 - While a number of new reports remain in progress, HR has worked closely with IT staff to utilize additional reporting tools within our Unit 4 ERP software. As time goes on, learning new skills on how to add or remove various fields will enable more reporting. Please note that the active number can change daily.

SCRD June 2021 Composition	
System Status by Type	Active
C - Casual	99
G – Grand-parented Casual	1
P - Part-Time (Regular)	14
R - Full-Time (Regular)	210
S - Student	5
V - Volunteers	221
Total	550

Grievance Activity - HR receives directly or through managers, investigates, coaches and provides expert advice on the communication and management of grievances through to resolution, including referrals to third parties (e.g. arbitration or mediation).

Year	# of Grievances Received	Status
2021	1	Abandoned
2020	8	7 Resolved, 1 Abandoned
2019	5	Resolved
2018	24	Resolved
2017	15	Resolved
2016	19	Resolved

First Aid and WorkSafeBC Reports. HR reviews and ensures appropriate follow-up occurs with Joint Health and Safety Committees for all reported staff injuries, time loss, and/or medical attention resulting in creation of a First Aid report or WSBC documentation.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Rec'd	Total Rec'd
	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC
2021	7	4	2	8						
2020	2	9	0	4	7	1	1	3	10	17
2019	2	8	7	9	7	7	7	3	23	27
2018	6	4	8	11	4	8	8	8	22	31
2017	8	8	3	8	6	5	10	6	27	27
2016	8	1	11	4	6	4	14	6	39	15

Job Postings and Applications – HR posts jobs, receives applications, reviews, shortlists, supports interviews, check references and processes job offers.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Posts	Total Appl
	Posts	Applicants.	Posts	Appl	Posts	Appl	Posts	Appl		
2021	35	503	48	779						
2020	8	114	18	350	23	389	18	240	67	1093
2019	14	131	21	371	28	222	23	274	86	998
2018	15	79	20	265	18	223	14	166	67	634
2017	16	105	15	81	19	97	29	233	79	516
2016	10	96	14	271	27	226	14	235	65	828

Training and Development (BEST - Building Essential Skills for Tomorrow). Numerous sessions held throughout the year that include such topics as communication skills, leadership development, project management, Word, Excel, emergency preparedness, and safety training.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Sess.	Total Att.
	Sessions	Attendees	Sess.	Att.	Sess.	Att.	Sess.	Att.		
2021	3 + 6 Online	17 + 41 online	2 + 5 online	4 + 121 online						
2020	6 - Online	82	20 - Online	*285 (144 COVID -19 Training)	2	2	3	80	31	449
2019	3	30	3	27	3	55	7	137	16	248
2018	2	14	9	40	3	42	1	20	15	116
2017	0	0	8	108	2	28	9	131	19	267
2016	4	55	5	79	3	49	5	59	17	242

Corporate Services

Asset Management-[111], Finance [113], Purchasing and Risk Management-[116], Field Road Administration Building-[114]; IT, GIS and Civic Addressing-[117,506, 510]; SCRHD Administration-[118], Rural Grant-in-Aid-[121-129], Member Municipal Debt-[140]; PH Health Clinic-[410], Economic Development-[531-535], Library Services-[625,626, 627 and 640], Museums-[648]

PROJECTS

a. Asset Management:

- Wastewater
 - i. Managed contracted Feasibility Studies for three aging wastewater facilities, draft report ongoing.
 - ii. Initiated Annual Review of Wastewater Services Capital Planning
- Recreation
 - i. Initiated Pender Harbour Aquatic Facility Capital Planning

- ii. Provided ongoing support for emerging Capital Items
 - iii. Managed Lifecycle Assessment contract for GDAF and SAC. Draft report ongoing.
- Water
 - i. Developed Asset Registry for Regional Water Service, North and South Water Pender Services
 - ii. Completed Draft 50-year Capital Plan for above services
 - iii. Reviewed development of cost-estimation for linear assets
- Parks
 - i. Continued support to internal division Asset Management development
- Protective Services
 - i. Completed 20-year Capital Plan for Gibsons and District, Roberts Creek, Halfmoon Bay and Egmont Fire Services.
 - ii. Delivered staff report with alternative funding strategies to June CAS
- b. Finance
 - 2021 Budget process Jan-March and 2021-2025 Financial Plan Bylaw adopted on March 25, 2021
 - 2021 Annual Requisition- Funds were requisitioned in April 2021 for Ad Valorem and February 2021 for Parcel Tax. The requisitioned funds will be received from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and Province of BC by August 1, 2021.
 - 2020 Audit-BDO LLP- Year-end audit was completed in April 2021. The Audited Financial Statements were presented by BDO LLP and approved by the board on April 22, 2021.
 - Canadian Award for Financial Reporting (CAnFR) – 2020 CAnFR award was applied for in June 2021. Results are typically received in November.
 - Distinguished Budget Presentation Award for the 2021-2025 Financial Plan was applied for in June 2021. Results of the SCRD's success should be known in Q4 of 2021.
 - Statutory Filings for 2020 – Local Government Data Entry (LGDE), Climate Action Revenue Incentive Program (CARIP), Statement of Financial Information (SOFI) and Annual Report completed by the end of June 2021.
- c. Purchasing:
 - Staff worked with other local governments to establish a Sunshine Coast Joint Purchasing Group. The purpose is to increase the purchasing power by obtaining best value through increased collective volumes and contract administration. Goal is to expand to potentially include School District (SD46).

- SCRD continues to lead with Social Procurement within the vendor and CCSPO community and outreach. CCSPI created a subcommittee which SCRD staff participated in with expanding the program provincial wide.
- Amended the SCRD Board Procurement Policy to expand bidder information.
- Continue to deliver procurement training sessions.

d. Risk Management:

- Support SCRD in Covid Restart Plan from a Risk Management/MIABC perspective
- Support the SCRD Alternative Workplace Strategy Plan for Field road space plan
- Develop public brochures to assist outside staff such as utilities and parks in advising on how to make a claim with the SCRD.
- Ongoing development of a maintenance cycle for assessing future insurance requirements.
- Continues to develop a multi-year annual risk review plan with a corporate wide options for risk registry process

e. Information Technology Infrastructure:

- Ongoing systems work to deliver on a work-from-anywhere-anytime strategy.

f. Information Technology Corporate Software:

- Continued routine updates to software systems.
- Through a continuous improvement framework, continued to evolve the available tools in several key software systems, including our Unit4 ERP (Financials), Tempest (Land Management, ActiveNet (Recreation), Cityworks and Stoneorchard.
- Ongoing development of new and improved reporting from all software systems in response to requests for better information accessibility.
- Ongoing development of staff onboarding-and-offboarding workflow processes.
- Provided ongoing support and technical supervision for all public meetings streamed through Zoom/YouTube.

g. Geographic Information Services (GIS):

- Continued to develop a variety of mapping applications for SCRD departments to meet changing needs.
 - i. Field testing of ESRI Field Maps App as an asset collection tool for Transit and Parks
 - ii. Update data service for Recollect Garbage Collection App
 - iii. Watersheds Dashboard
 - iv. Updates to online Cemetery Map
- Continued to provide GIS services to the Town of Gibsons as per services agreement.
- Update to SCRD Open Data Hub website
- Upgrade features and software for Property Viewer web map
- Procure services for updating Orthophoto Imagery. Flights completed in May.
- Process mass postal code changes in property information database

h. Administration Building (Field Rd.)

- Developing and Implementing Corporate Space Plan and Alternative Work Strategy for Employees returning to Field Rd.
- Making updates to transition from COVID-19 safety plans to communicable disease plans for the facility.

i. Library Services:

- Gibsons and District Public Library
 - i. Service/Funding agreement signed for 2021
 - ii. Regular Building Maintenance items complete.
- Sechelt Public Library –
 - i. New 5-year Funding Agreement finalized and executed.

OPERATIONS

Finance Statistics

of Invoices and Payments Issued

Year	January to June		July to December		Totals	
	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments
2021	1,907	2,276			1,907	2,276
2020	2,096	2,525	2,018	2,354	4,114	4,879
2019	2,195	2,757	2,540	2,667	4,735	5,424
2018	802	2,918	2,003	2,436	2,805	5,354
2017	944	2,385	885	2,832	1,829	5,217
2016	674	2,873	669	2,860	1,343	5,733

Purchasing Statistics

of Purchase Orders Issued

	January to June	July to December	Total
	Processed	Processed	
2021	350		
2020	321	286	607
2019	350	259	609
2018	314	349	663
2017	559	334	893
2016	484	247	731

of RFX's Tendered and Awarded

	January to June		July to December		Total Awarded
	Tendered	Awarded	Tendered	Awarded	
2021	26	17			
2020	21	14	26	35	49
2019	19	18	27	21	39
2018	16	9	27	17	26
2017	19	18	19	20	38
2016	12	6	17	12	18

of Internal Support Request Tickets (new metric started in May 2021)

	May to June	July to December	Total
2021	167		

Utility Billing Statistics*# of Active mySCRD Users*

	mySCRD Online Accounts (Count & Percentage Uptake)		Total UB Accounts
2021	6,397	45.1%	14,190
2020	5,567	39.4%	14,133
2019	4,273	30.5%	14,031
2018	3,426	24.6%	13,916
2017	2,602	19.0%	13,673
2016	1,729	12.9%	13,384

of Active mySCRD Users receiving paper vs electronic invoices

	Paper Invoices	E-bill Invoices	Total
2021	3,214	3,183 (50%)	6,397
2020	2,915	2,652 (48%)	5,567
2019	2,639	1,634	4,273
2018	2,119	1,307	3,426
2017	1,589	1,013	2,602
2016	1,024	705	1,729

of Payments Received for Each Payment Method

	mySCRD	Online banking	In Person	Total
2021	4,155	10,281	3,610	18,046 YTD
2020	4,425	11,718	4,164	20,307
2019	2,916	10,277	6,361	19,554
2018	2,746	10,122	6,609	19,477
2017	2,422	9,786	7,078	19,286
2016	2,093	8,632	7,586	18,311

\$ Value of Utility Accounts with Balances Outstanding December 31

	2017	2018	2019	2020
\$ Outstanding	268,750	273,175	339,685	389,389
Total Billed	4,887,342	5,070,099	5,531,193	7,232,508
Percentage Outstanding	5.5%	5.4%	6.1%	5.4%

Information Technology (IT) and Geographic Information Services (GIS) Statistics

of Addresses Assigned

	January to June	July to December	Total
2021	194		
2020	150	241	391
2019	239	200 (not including 150 renumberings)	439
2018	205	183	388
2017	185	182	367
2016	236	172	408

of Public Enquiries regarding Property Information and Mapping Section (PIMS)

	January to June	July to December	Total
2021	284		
2020	390	606	996
2019	269	198	467
2018	296	201	497
2017	387	317	704
2016	402	344	746

of Town of Gibsons GIS Tickets

	January to June	July to December	Total
2021	98		
2020	34	70	104

of IT Help Request Tickets

	January to June	July to December	Total
2021	2352 + 1599*		3951
2020	1885 + 1201*	2037 + 2217*	3922 + 3418*
2019	1846	1770	3616
2018	1454	2190	3644
2017	1715	1829	3544
2016	2706		2706

**202x figures show client request tickets plus automated alert tickets*

Reviewed by:			
Mgr., IT/GIS	X - D. Nelson	CFO/Finance	X - T. Perreault X - B. Wing
SM, HR	X - G. Parker	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	X - V. Cropp X - K. Doyle

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

AUTHOR: Valerie Cropp – Manager, Purchasing and Risk Management

SUBJECT: Contracts Between \$50,000 and \$100,000 From April 1 to June 30, 2021

RECOMMENDATION

THAT the report titled Contracts between \$50,000 and \$100,000 from April 1 to June 30, 2021 be received for information.

BACKGROUND

The Sunshine Coast Regional District's (SCRD) Delegation Bylaw No. 710 directs staff to provide the Committee with a quarterly report of all new contracts entered into that fall between \$50,000 and \$100,000.

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

DISCUSSION

A total of 150 contracts/purchase orders were issued during the time period April 1 to June 30, 2021 with one valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	Great Pacific Consulting Ltd	370 – Utility Services	\$74,898	Capital
	2137002: Westcan Marine Watermain Engineering Services			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Awards aligns with the Board's Purchasing Policy, Delegation Bylaw and the value of transparency.

CONCLUSION

SCRD Delegation Bylaw No. 710 requires that a report be provided quarterly to Committee on contracts between \$50,000 and \$100,000.

Reviewed by:			
Manager		Finance/CFO	X-T.Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 22, 2021

AUTHOR: Shelley Gagnon, General Manager, Community Services /
James Walton, Manager, Transit and Fleet

SUBJECT: FREE TRANSIT FOR CHILDREN 12 AND UNDER PROGRAM

RECOMMENDATION(S)

THAT the report titled Free Transit for Children 12 and Under Program be received for information;

AND THAT an amendment of the 2021/22 Annual Operating Agreement with BC Transit effective September 1, 2021 be approved, that includes:

- a) Adjusting the Schedule “E” Tariffs and Fares to reflect free fares for children 12 and under, and;**
- b) Receiving a financial contribution for the estimated foregone fare revenue of \$16,433**

AND THAT the SCRD Transit Fees and Charges Bylaw No. 626 be amended to reflect free fares for children 12 and under;

AND THAT the Transit Fees and Charges Amendment Bylaw be forwarded to the July 22, 2021 Regular Board meeting for three readings and adoption;

AND FURTHER THAT this recommendation be forwarded to the July 22, 2021 Regular Board Meeting.

BACKGROUND

As part of the 2021 Provincial Budget, the Finance Minister committed to making transit more affordable for families throughout the Province by offering free fares for children ages 12 and under.

Under the Annual Operating Agreement (AOA) held between the Sunshine Coast Regional District (SCRD) and BC Transit, 100% of revenues collected through fares are used to offset SCRD expenditures related to transit services, therefore this provincial decision will have financial implications for the SCRD.

The purpose of this report is to outline the implications of this provincial decision for the SCRD.

DISCUSSION

Options and Analysis

Related to the decision to offer free transit for children 12 and under, The Province and BC Transit have entered into a contribution agreement whereby the Province will provide funding to replace the revenue that would otherwise have been collected through fares from children 12 and under. Subsequently, BC Transit has committed to work with Local Government Partners to amend Annual Operating Agreements to adjust fare schedules to ensure fares for children 12 and under are set to zero, as well as include the foregone fare revenue compensation. Because this is a Provincial initiative, BC Transit and Local Government Partners are expected to work together to implement this change by September 1, 2021.

BC Transit developed a model to determine a fare revenue compensation allocation for each Local Government Partner. The resulting revenue allocation to the SCRD for the period of September 1, 2021 to March 31, 2022 will be \$16,433 (\$2,347.63/month) and is expected to compensate for any foregone revenue related to the fare reduction.

BC Transit is requesting the SCRD, through signature on the attached correspondence (Attachment A), agree to:

- a) Adjust the Tariffs and Fares Schedule of the Annual Operating Agreement to reflect free fares for children 12 and under (Attachment B), and
- b) Receive the provincial contribution for estimated foregone fare revenue.

The change in fare fees will also require an amendment to SCRD Bylaw No. 626, Transit Fees and Charges. Anticipating approval, the amended Bylaw is scheduled to be brought forward to the Regular Board Meeting scheduled this afternoon on July 22, 2021.

Financial Implications

Foregone revenue related to the introduction of the free fare is anticipated to be offset through the provincial compensation being offered making this a cost neutral initiative to the SCRD. Effective September 1, 2021 through March 31, 2022, BC Transit will increase the SCRD's monthly payment schedule for conventional transit service by \$2,347.63/month. This revenue allocation is anticipated to be included as an ongoing clause in the 2022-2023 Annual Operating Agreement.

Timeline for next steps or estimated completion date

The Board must agree to the amendment and have the new fare schedule in place by September 1, 2021.

Legislative Services will bring forward the Transit Fees and Charges Bylaw for amendment to the Regular Board Meeting scheduled for July 22, 2021.

A subsequent report to formally amend the AOA will come forward to a future Committee for approval.

Communications Strategy

Administration will work with BC Transit to communicate this fare change for September 1, 2021.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The opportunity to offer free transit to children age 12 and under is exciting and congruent with the Boards desire to provide affordable and accessible services as well as increase transit ridership. It is hoped that this free fare program will create a culture of transit ridership. The revenue allocation offered by the Province is expected to cover any foregone revenue as a result of the lowered fare.

Administration recommends that the Board sign the letter provided by BC Transit to support the amendment to the Annual Operation Agreement offering free transit to children 12 and under, as well as receive the compensation allocation of \$16,433 to offset anticipated foregone fare revenue.

ATTACHMENTS:

A – June 28, 2021 Letter from BC Transit regarding Free Fare Transit for Children 12 and Under Program Details

B – Tariffs and Fares Schedule of the Annual Operating Agreement

Reviewed by:			
Manager		Finance	X- T. Perreault
GM	X – S. Gagnon	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

June 28, 2021

Attn: Remko Rosenboom
General Manager, Infrastructure Services
Sunshine Coast Regional District
1975 Field Rd.
Sechelt, BC V0N 3A1

Dear Remko,

SUBJECT: Free Transit for Children 12 and Under Program Details

As a follow up to the letter sent to you on June 16th, 2021, BC Transit would like to outline the next steps in finalizing the Free Transit for Children 12 and Under program.

The Province, BC Transit and our Local Government Partners all share an interest in building a culture of transit ridership and reducing greenhouse gas emissions. Providing free transit to children age 12 and under is expected to advance progress towards these objectives.

As outlined in the contribution agreement with the Province, BC Transit will work with Local Government Partners to ensure that fares for children age 12 and under are set to zero in all 86 BC Transit systems across British Columbia by September 1, 2021.

The Province has committed to provide funding to BC Transit for the benefit of Local Government Partners for foregone fare revenue in conjunction with fares being lowered to zero for children age 12 and under. This letter outlines the provincial contribution(s) to your transit system(s) and your adjusted tariff schedule as a result of this program and confirms the applicable amendment to your 2021/22 Annual Operating Agreement with BC Transit.

BC Transit has developed a model to determine the fare revenue compensation for each Local Government Partner for the implementation of the Free Transit for Children 12 and Under program. To achieve this, BC Transit created an "indexed mode share" percentage for each community. The "indexed mode share" was created through the methodology below:

- BC Transit identified the Capital Regional District 2017 Household Travel Survey as an applicable base line data source to provide ridership levels of the targeted age group of the program. The survey indicated that 5.3% of transit rides are made by children age 5-12.
- As a percentage of the total population, children age 5-12 make up 6.89% in the Capital Regional District. Source: BC Stats 2019.
- From the above two points, children's transit use in the Capital Regional District is under-represented by a factor of .7685. This factor was then used to estimate the number of transit rides made by children age 5-12 in all other communities with BC Transit service by multiplying the factor by the children's share of population in each community. This is the "indexed mode share."

The “indexed mode share” was then applied to the total annual fare revenue from cash, tickets, and day-passes in 2019 from each Public Passenger Transportation System, which resulted in an estimated impact to fare revenue for each Local Government Partner. An additional nominal allocation was calculated to compensate for possible fare evasion by children older than 12.

For your applicable transit system(s) this the revenue allocation for the period September 1, 2021 to March 31, 2022 is presented below:

System	Revenue Allocation (September 1, 2021 - March 31, 2022)	Monthly Amount
Sunshine Coast Regional District	\$ 16,433.00	\$ 2,347.63

Effective September 2021, the monthly amount will be credited on your monthly BC Transit municipal invoice and will reduce your total amount owing.

In addition, BC Transit has adjusted the Schedule “A”: Tariff and Fares section of your 2021/22 Annual Operating Agreement to formally reduce the fares of children 12 and under to zero. A copy of this revised Schedule “A” is included with this letter for your review and approval.

By signature below, your local government is agreeing to an amendment of your 2021/22 Annual Operating Agreement including fare structures, by September 1, 2021. This amendment includes:

- a) adjusting the Schedule “A” tariff schedule to ensure fares for children age 12 and under are set to zero;**
- b) agreeing to receive the aforementioned provincial contribution for estimated foregone fare revenue**

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2021.

Sunshine Coast Regional District

British Columbia Transit

As a reminder, we require this signed letter returned to BC Transit before September 1st, 2021 in order for BC Transit to be able to facilitate your payments under this program. If you have any additional questions regarding the Free Transit for Children 12 and Under program, please feel free to contact me directly.

Regards,

A handwritten signature in black ink, appearing to read 'Rob Ringma', with a long horizontal flourish extending to the right.

Rob Ringma
Manager, Government Relations
BC Transit

Attached: Amended Schedule "A": Tariffs and Fares Schedule from 2021/22 BC Transit Annual Operating Agreement

SCHEDULE E – TARIFFS AND FARES

Sunshine Coast Conventional

Effective September 1, 2021

PRODUCT	AUDIENCE	PRICE
CASH	ALL	\$2.00
TICKETS (10)	ALL	\$18.00
DAYPASS	ALL	\$4.00
MONTHLY PASS	ADULT	\$60.00
MONTHLY PASS	STUDENT/SENIOR	\$30.00
	CHILD 12 AND UNDER	FREE

- a) CNIB Identification Card available from the local office of the CNIB.
- b) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- c) BC Transit Employee Bus Pass

Custom Transit Service

Effective May 1, 2016

- a) Pass Holder \$2.00 (must be registered with valid handyPASS)
- b) Pass Holder – Child 12 and Under FREE (must be registered with valid handyPASS)
- c) Friend \$2.00
- d) Attendant Free (must be registered)
- e) 10 tickets \$18.00