



**SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
Round 1 Budget Meetings**

Tuesday, January 24, 2017 to Wednesday, January 25, 2017

SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Chief Administrative Officer – Introduction to Budget Proposals and Summary Spreadsheets VERBAL
3. Senior Manager, Administration and Legislative Services – 2017 Round 1 Budget Proposal [112] Administrative Services (See *Agenda Page 61 [520]*) Annex A
(Voting – All Directors) Pages 1-2
4. General Manager, Corporate Services / Chief Financial Officer – 2017 Round 1 Budget Proposal [114] Administrative Offices Annex B
Building Maintenance pp. 3-5
(Voting – All Directors)
5. General Manager, Corporate Services / Chief Financial Officer - 2017 Round 1 Budget Proposal [117] Information Services Annex C
(Voting – All Directors) pp. 6-7
6. General Manager, Corporate Services / Chief Financial Officer - 2017 Round 1 Budget Proposal [506] Property Information and Mapping System (PIMS) and Geographical Information Services Annex D
(GIS) pp. 8-9
(Voting – All Directors)
7. General Manager, Corporate Services / Chief Financial Officer - 2017 Round 1 Budget Proposal [510] Civic Addressing Annex E
(Voting – All Directors) pp. 10-11

8. General Manager, Corporate Services / Chief Financial Officer - 2017 Round 1 Budget Proposal [640] Gibsons and District Public Library
(Voting – E, F and ToG) Annex F pp. 12-16
9. Chief Administrative Officer - 2017 Round 1 Budget Proposal [210] Gibsons and District Fire Protection (*for Budget Proposal #3 see Agenda Page 72 [650]*)
(Voting – E, F and ToG) Annex G pp. 17-20
10. Chief Administrative Officer - 2017 Round 1 Budget Proposal [212] Roberts Creek Fire Protection
(Voting – All Directors) Annex H pp. 21-22
11. Chief Administrative Officer - 2017 Round 1 Budget Proposal [216] Halfmoon Bay Fire Protection
(Voting – All Directors) Annex I pp. 23-24
12. Chief Administrative Officer - 2017 Round 1 Budget Proposal [218] Egmont Fire Protection
(Voting – All Directors) Annex J pp. 25-26
13. Senior Manager, Administration and Legislative Services – 2017 Round 1 Budget Proposal [290] Animal Control
(Voting – B, D, E, F and SIGD) Annex K pp. 27-28
14. Acting General Manager, Infrastructure Services – 2017 Round 1 Budget Proposal [135] Corporate Sustainability
(Voting – All Directors) Annex L pp. 29-30
15. Manager, Transit and Fleet – 2017 Round 1 Budget Proposal [310] Transit
(Voting – B, D, E, F, DoS, SIGD and ToG) Annex M pp. 31-34
16. Manager, Transit and Fleet – 2017 Round 1 Budget Proposal [312] Fleet
(Voting – All Directors) Annex N pp. 35-37
17. Manager, Solid Waste Services – 2017 Round 1 Budget Proposal [350-353] Solid Waste
(Voting – All Directors) Annex O pp. 38-45
18. Manager, Utility Services and Operations Support Technician - 2017 Round 1 Budget Proposal [365] North Pender Harbour Water Services
(Voting – A and SIGD) Annex P pp. 46-48

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| 19. Manager, Utility Services and Operations Support Technician - 2017 Round 1 Budget Proposal [366] South Pender Harbour Water Services
(Voting – All Directors) | Annex Q
pp. 49-51 |
| 20. Manager, Utility Services and Operations Support Technician - 2017 Round 1 Budget Proposal [370] Regional Water Services
(Voting – A, B, D, E, F and DoS) | Annex R
pp. 52-53 |
| 21. Manager, Utility Services and Operations Support Technician - 2017 Round 1 Budget Proposal [381-394] Waste Water Treatment Plants
(Voting – A, B, D, E and F) | Annex S
pp. 54-56 |
| 22. Manager, Facility Services and Parks – 2017 Round 1 Budget Proposal [313] Building Maintenance
(Voting – All Directors) | Annex T
pp. 57-58 |
| 23. General Manager, Planning and Community Development – 2017 Round 1 Budget Proposal [345] Ports
(Voting – B, D, E and F) | Annex U
pp. 59-60 |
| 24. Manager, Planning and Development – 2017 Round 1 Budget Proposal [504] Rural Planning
(Voting – A, B, D, E and F) | Annex V
pp. 61-62 |
| 25. Chief Building Official - 2017 Round 1 Budget Proposal [520] Building Inspection Services (<i>See Agenda Page 1 [112]</i>)
(Voting – A, B, D, E, F and SIGD) | Annex W
pp. 63-64 |
| 26. Manager, Facility Services and Parks – 2017 Round 1 Budget Proposal [615, 616, 617, 620, 621] Recreation
(Voting – B, D, E, F, DoS, SIGD and ToG) | Annex X
pp. 65-68 |
| 27. Manager, Pender Harbour Aquatic and Fitness Centre – 2017 Round 1 Budget Proposal [625] Pender Harbour Aquatic and Fitness Centre
(Voting – All Directors) | Annex Y
pp. 69-70 |
| 28. Manager, Facility Services and Parks – 2017 Round 1 Budget Proposal [650] Community Parks (<i>for Budget Proposal #4 see Agenda Page 17 [210]</i>)
(Voting – A, B, D, E and F) | Annex Z
pp. 71-77 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

SECTION ONE LIGHT ORANGE – Numbers 100-199

Function	Name	Status	Page No.
110	General Government		1
111	Legislative Services		3
112	Administrative Services		4
113	Financial Services		6
114	Administrative Offices Building Maintenance		9
115	Human Resources		12
117	Information Services		15
118	Sunshine Coast Regional Hospital District Administration		18
121	Grants-In-Aid (Area A Only)		20
122	Grants-In- Aid (Area B Only)		22
123	Grants-In-Aid (Areas E and F Only)		24
125	Grants-In-Aid (Community Schools)		26
126	Greater Gibsons Community Participation		28
127	Grants-In-Aid (Area D Only)		30
128	Grants-In-Aid (Area E Only)		32
129	Grants-In-Aid (Area F Only)		34
130	UBCM / AVICC Electoral Area Services		36
131	Elections – Electoral Area Services		38
135	Corporate Sustainability Services		39
136	Regional Sustainability Services		42
140	Member Municipality Debt		44
151	Area A Feasibility		46

SECTION TWO MEDIUM ORANGE – Numbers 200-299

Function	Name	Status	Page No.
200	Bylaw Enforcement		48
204	Halfmoon Bay Smoke Control		51
206	Roberts Creek Smoke Control		53
210	Gibsons and District Volunteer Fire Department		55
212	Roberts Creek Volunteer Fire Department		58
216	Halfmoon Bay Volunteer Fire Department		61
218	Egmont Volunteer Fire Department		64
220	Emergency Telephone 911		67
222	Sunshine Coast Emergency Planning		70
290	Animal Control		73
291	Keats Island Dog Control		76

SECTION THREE DARK ORANGE – Numbers 300-399

Function	Name	Status	Page No.
310	Public Transit		78
312	Maintenance Facility		81
313	Building Maintenance Services		84
320	Regional Street Lighting		86
322	Langdale Street Lighting		88
324	Granthams Street Lighting		90
326	Veterans Street Lighting		92
328	Spruce Street Lighting		94
330	Woodcreek Street Lighting		96
332	Fircrest Street Lighting		98
334	Hydaway Street Lighting		100
336	Sunnyside Street Lighting		102
340	Burns Road Street Lighting		104
342	Stewart Road Street Lighting		106
345	Ports		108
346	Langdale Dock		111
350	Regional Solid Waste		113
351	Pender Harbour Solid Waste		116
352	Sechelt Solid Waste		119
353	Regional Recycling		122
355	Refuse Collection		125
365	North Pender Harbour Water Services		127
366	South Pender Harbour Water Services		131
370	Regional Water Services (RWS)		135
376	RWS: New Connections		139
377	RWS: Mains Replacement		141
378	RWS: New Construction		143
381	Greaves Road Waste Water Plant		145
382	Woodcreek Park Waste Water Plant		147
383	Sunnyside Waste Water Plant		150
384	Jolly Roger Waste Water Plant		153
385	Secret Cove Waste Water Plant		156
396	Lee Bay Waste Water Plant		159
387	Square Bay Waste Water Plant		162
388	Langdale Waste Water Plant		165
389	Canoe Road Waste Water Plant		168
390	Merrill Crescent Waste Water Plant		170
391	Curran Road Waste Water Plant		172
392	Roberts Creek Cohousing Treatment Plant		174
393	Lily's Lake Waste Water Plant		177
394	Painted Boat Waste Water Plant		179

SECTION FOUR PINK – Numbers 400-499

Function	Name	Status	Page No.
400	Cemetery		181
410	Pender Harbour Health Care Clinic		184

SECTION FIVE LIGHT PURPLE – Numbers 500-599

Function	Name	Status	Page No.
500	Regional Planning		186
504	Rural Planning		189
506	Geographical Information Systems		192
510	Civic Addressing		195
515	Heritage Conservation Service		197
520	Building Inspection Services		199
531	Economic Development “A”		202
532	Economic Development “B”		204
533	Economic Development “D”		206
534	Economic Development “E”		208
535	Economic Development “F”		210
540	Hillside Development Project		212

SECTION SIX DARK PURPLE – Numbers 600-699

Function	Name	Status	Page No.
615	Community Recreation Facilities		214
616	Gibsons Aquatic Centre		217
617	Gibsons and Area Community Centre		221
620	Sechelt Arena		225
621	Sechelt Aquatic Centre		229
625	Pender Harbour Pool		233
630	School Facilities – Joint Use		237
640	Gibsons and District Public Library		239
645	Halfmoon Bay Library Service		242
646	Roberts Creek Library Service		244
648	Museum Service		246
650	Community Parks		248
665	Bicycle and Walking Paths		252
667	Area A Bicycle and Walking Paths		255
670	Regional Recreation Programs		258
680	Dakota Ridge Recreation Service Area		260

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Angie Legault, Senior Manager – Administration and Legislative Services
Paul Preston, Chief Building Inspector

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [112] ADMINISTRATIVE SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [112] Administrative Services be received.

2017 R1 Budget Proposals by Category

E OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	[112] – Scanning/Transferring Building Permit Microfiche to PDF
	<i>Service Participants</i>	Regional
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	2017-[112] - \$25,000 and [520] - \$25,000 Total Project cost:\$140,000
	<i>Funding Source(s):</i>	[112] - Reserves [520] - Reserves
	<i>Asset Management Plan Implications:</i>	Decreased use and maintenance of equipment with the potential elimination of microfiche reader.
	<i>Rationale / Service Impacts:</i>	As of 2017, the service for creating microfiche copies of building permit files will no longer be available in BC. All new files from that date will be stored as a Portable Document Format (PDF). Due to the age of the microfiche equipment, maintaining or replacing the equipment is challenged and cost prohibitive. There are currently 16 years of building files stored on microfiche. It is proposed to transfer all existing building permit files to

		<p>electronic format providing a standard, more efficient process to access files.</p> <p>This would ensure building permit documents would be in a uniform format and available for use with the land management / Tempest software.</p>
	<i>Energy Saving Potential (if applicable):</i>	Minimal
	<i>Future Funding Implications (if applicable):</i>	<p>The total cost of the project is estimated to be \$140,000. The project would be completed over a three year period depending on the availability of funding. With future years:</p> <p>2018-[112] - \$25,000 and [520] - \$25,000</p> <p>2019-[112] - \$20,000 and [520] - \$20,000</p>

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 145,220	\$ 120,220	\$ 95,220	\$ 75,220	\$ 75,220
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Microfiche Scanning	-\$ 25,000	-\$ 25,000	-\$ 20,000	\$ -	\$ -
Closing Balance in Reserve	\$ 120,220	\$ 95,220	\$ 75,220	\$ 75,220	\$ 75,220

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [114] ADMINISTRATIVE OFFICES – BUILDING MAINTENANCE

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [114] Administrative Offices - Building Maintenance be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[114] – Fire Safety Plan – Fire Code Violation Improvements
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	Improving the asset by upgrading system.
	<i>Rational / Service Impacts:</i>	The fire safety plan for Field Road is outdated and requires action to address some significant issues such as fire code violations. Fire separation doors need to be installed in 2017.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

2	<i>Function Number – Project Name:</i>	[114] – Preventative Maintenance for the building
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$33,400 Includes labour and materials
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	Inventories and schedules completed for components.
	<i>Rational / Service Impacts:</i>	Preventative maintenance is essential in ensuring the facility is managed in a fiscally responsible manner and to prolong the life of SCRD assets. The SCRD Building Maintenance Department has developed a plan that will be implemented at the start of 2017.
	<i>Energy Saving Potential (if applicable):</i>	Equipment should run more efficiently with ongoing testing and adjustment.
	<i>Future Funding Implications (if applicable):</i>	This will be an ongoing base budget amount.

E. OTHER or NOT CURRENTLY CLASSIFIED

3	<i>Function Number – Project Name:</i>	[114] – SCRD Corporate Space and Site Planning (includes Field Road, Mason Works Yard and South Pender Water Office)
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	Asset Management Plan will require update for new additions and deletions at each building

	<i>Rational / Service Impacts:</i>	<p>The SCRD operated two main corporate sites (Field Rd and Mason Rd. Works Yard) with a satellite office in Pender Harbour. There is a need for effective space and site planning.</p> <p>Over the years, many ad hoc updates have been made which has, in the case of Field Road, caused problems with the Fire Safety Plan and HVAC systems. Some departments do not have enough space to operate, where others have too much. At Mason Works Yard, the Transit expansion would add 7 more busses to the site that is currently at capacity as it is currently designed. The Area A satellite office was acquired as part of the South Pender Harbour Water District take-over in 2008 and has never been assessed as to other opportunities for the site.</p> <p>The funds would be used to hire a consultant to develop space plan options for Field Road offices and a site plan options for Mason Road.</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Implementation costs (TBD)

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 90,000	\$110,000	\$130,000	\$150,000	\$170,000
Annual Contributions	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$110,000	\$130,000	\$150,000	\$170,000	\$190,000

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [117] INFORMATION TECHNOLOGY

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [117] Information Technology be received.

2017 R1 Budget Proposals by Category

C INTEGRATED FIVE-YEAR PLAN

1	<i>Function Number – Project Name:</i>	117 – Capital Hardware Budget increase
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2017 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	Maintain and replace capital Information Technology (IT) assets.
	<i>Rational / Service Impacts:</i>	Much of the base infrastructure was installed ten years ago and needs to be replaced. This will allow the replacement of equipment as required without a major capital expenditure at one time. Funds that are not used in the current budget year would go to a reserve that could fund larger infrastructure expenditures as needed. The impact of a lower CDN dollar has increased pricing.
	<i>Energy Saving Potential (if applicable):</i>	Newer equipment tends to be more energy efficient.
	<i>Future Funding Implications (if applicable):</i>	\$30,000 per year

2	<i>Function Number – Project Name:</i>	117 – Software Budget increase
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2017 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	Software costs have risen due in part to the change in the CDN dollar and the need for more complex systems. This increase would allow us to keep current with versions and cover the increased maintenance costs associated with same.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	\$25,000 per year

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 22,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Contributions Surplus	\$ 2,500	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [506] PROPERTY INFORMATION AND MAPPING SYSTEM (PIMS) AND GEOGRAPHICAL INFORMATION SERVICES (GIS)

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [506] Property Information and Mapping System (PIMS) and Geographical Information Services (GIS) be received.

2017 R1 Budget Proposals by Category

C INTEGRATED FIVE-YEAR PLAN

1	<i>Function Number – Project Name:</i>	506 – Ortho photo Acquisition for 2017 and increase to annual funding
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2017 Funding Required:</i>	\$55,000 Total Project cost:\$80,000 (506-\$55,000 and 510-\$25,000)
	<i>Funding Source(s):</i>	Contribution of \$25,000 requested from Function 510 surplus; Balance from Capital Reserves with possible contributory funding from member municipalities; Total funds required \$80,000
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	Imagery was last acquired in the spring of 2014. This proposal would see imagery acquired in the fall of 2017. There has been significant development on the Coast and staff are finding that the ortho photos are no longer accurate. Public feedback is similar. Important for many services of the SCRD.

	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	A yearly amount of \$10,000 is being contributed towards the acquisition of ortho photos. It is recommended that this amount be increased to \$15,000 per year to reflect a more realistic figure.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 49,998	\$ 5,998	\$ 5,998	\$ 5,998	\$ 5,998
Contributions Surplus	\$ 11,000	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-\$ 55,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 5,998	\$ 5,998	\$ 5,998	\$ 5,998	\$ 5,998

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [510] CIVIC ADDRESSING

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [510] Civic Addressing be received.

2017 Budget Proposals by Category

C INTEGRATED FIVE-YEAR PLAN

1	<i>Function Number – Project Name:</i>	[510] Ortho photo Acquisition contribution
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2017 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	Provide accurate and updated imagery. In 2016, the Civic Addressing issued significantly more addresses than anticipated. This is attributed partly to a successful advertising campaign and the strong real estate market. As a result, this proposal is to provide a monetary contribution towards acquiring updated imagery (see function 506) for additional information. Any remaining surplus would be transferred to reserves for rate stabilization.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 26,654	\$ 26,654	\$ 26,654	\$ 26,654	\$ 26,654
Contributions Surplus	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-\$ 25,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 26,654	\$ 26,654	\$ 26,654	\$ 26,654	\$ 26,654

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [640] GIBSONS AND DISTRICT PUBLIC LIBRARY

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [640] Gibsons and District Public Library be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[640] – HVAC Unit Replacement (controls) – 8 units
	<i>Service Participants:</i>	E, F and ToG
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and ToG
	<i>2017 Funding Required:</i>	\$125,000
	<i>Funding Source(s):</i>	Short term loan/Reserves
	<i>Asset Management Plan Implications:</i>	Update to the Library, will need to be inventoried.
	<i>Rational / Service Impacts:</i>	<p>In 2015, the SCRD contracted a third party contractor (AMERESCO) to conduct a comprehensive facility audit, which is attached for reference. The HVAC units were identified as reaching the end of their useful life and would require replacement by 2018 at the latest.</p> <p>The units have needed more repairs in the past year and local maintenance contractors have also recommended their replacement.</p>

	<i>Energy Saving Potential (if applicable):</i>	Units will function better with replacement of controls therefore more efficient.
	<i>Future Funding Implications (if applicable):</i>	Preventative Maintenance included in Base Budget with planned contributions to reserves (\$50K per/yr) for future replacement.

2	<i>Function Number – Project Name:</i>	[640] – Preventative Maintenance Increases
	<i>Service Participants:</i>	E, F, and ToG
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and ToG
	<i>2017 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Inventories and schedules completed for components included in the Lease contract with the Library.
	<i>Rational / Service Impacts:</i>	Preventative maintenance is essential in ensuring the facility is being managed in a fiscally responsible manner and assets are not reaching their useful life ahead of schedule. Per the 2015 facility audit, it was identified that regular building maintenance was not being done. The SCRD Building Maintenance Department has developed a plan that will be implemented at the start of 2017.
	<i>Energy Saving Potential (if applicable):</i>	Equipment should run more efficiently.
	<i>Future Funding Implications (if applicable):</i>	This will be an ongoing base budget amount.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ -	-\$ 50,000	-\$ 50,000	\$ -	\$ 50,000
Annual Contribution	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
HVAC	-\$ 50,000	\$ -	\$ -	\$ -	\$ -
Exterior Walls	-\$ 50,000	-\$ 50,000	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	-\$ 50,000	-\$ 50,000	\$ -	\$ 50,000	\$100,000

Condition Summary

General Summary

This report is based on a visual review of the Library building and site at 470 Fletcher Road in Gibsons, BC. Gibsons and District Public Library was built in 1996. This building consists of an approximate 572 square meter (6158sq. ft.) main floor on top of a car parking level. The lower floor consists of the car park area and the sprinkler mechanical room. There are two sets of enclosed stairs which provide access up to the main floor. The main floor contains a large open area, as well as a meeting room, administration office area, a staff lunchroom and washroom facilities.

Overall the building is rated in poor condition with a Facility Condition Index (FCI) score of 14.3%. The roof is reported in poor condition with water damage noted inside the building. We recommend immediate roof upgrades. The exterior walls are reported in fair condition with soffit replacement required as well as replacing sealant and removing organic growth. The packaged roof-top units are nearing the end of their anticipated useful life and replacement should be anticipated soon. The parking garage floor finishes was observed to have localized cracking. These cracks should be repaired and an anti-slip traffic membrane installed. If these recommended actions are not undertaken we anticipate the building to reach critical condition with an FCI of 36.2% by 2021.

Sunshine Coast Regional District has supplied a building replacement cost of \$2,119,000 from a recent building appraisal. Below is a summary of major actions we recommend within the next 5 years, based on our visual inspection. The total estimated cost of all of these actions is \$580,500.

Action Urgency: Immediately

B1013 - Balcony Construction – Perform a feasibility study for enclosing balcony - \$5,000
 B2010 - Exterior Walls – Remove east climbing vegetation. - \$2,500
 B2030 - Exterior Doors - Add weather strip or threshold plates to exterior door. - \$2,500
 B30 – Roofing – Replace BUR roof section - \$142,500
 B30 – Roofing – Replace metal roof section - \$135,000
 B30 – Roofing - Install electric and sonic bird deterrent devices - \$7,500
 B30 – Roofing - Close-off rooftop overhangs - \$4,500
 C3030 - Ceiling Finishes - Replace stained ceiling tiles - \$2,500
 E1090 - Other Equipment - Install pest control. - \$2,000

TOTAL = \$304,000

Action Urgency: 1-3 years

B2010 - Exterior Walls - Replace/rejuvenate all exterior sealants - \$70,000
 B2010 - Exterior Walls - Replace soffits adjacent to curved metal roof - \$35,000
 D2095 - Domestic Water Heaters - Replace DHW unit - \$1,500
 D3034 - Packaged Air Conditioning Units – Replace roof-top HVAC units - \$90,000
 PC3020 - Parking Garage Floor Finishes - Install anti-slip traffic membrane - \$50,000

TOTAL = \$246,500

Action Urgency: 4-5 years

C3030 - Ceiling Finishes – Replace ceiling finishes - \$15,000
 D3060 - Controls And Instrumentation – Replace thermostats and controls - \$15,000

TOTAL = \$30,000

Architectural Summary

The substructure of the building consists of a cast-in-place underground parking garage level concrete slab-on-grade and concrete foundation walls and columns. The superstructure of the building consists of a reinforced cast-in-place concrete structure (i.e.,

concrete perimeter walls, columns, beams, and slabs) supporting concrete roof decks. In the parking garage localized areas of cracking was noted in the floor finish. We recommend repairing and installing an anti-slip traffic membrane.

Exterior walls consist primarily of stucco wall finish with areas of exposed concrete walls. The stucco was reportedly recently painted and resealed. An action is recommended to replace/rejuvenate exterior sealants (such as surrounding windows and doors). An action is also recommended to replace the soffits adjacent to the curved roof which have experienced major water damage.

Window systems consist of Insulated Glass (IG) units set in aluminum frame in punched and store front configurations. The exterior doors consist of sliding glass, storefront glass and hollow metal doors. We recommend installing weather stripping or threshold plates at the bottoms of all exterior doors.

The roof system of the building consist of conventionally designed, "near-flat" Built-Up asphalt Roof (BUR) systems atop the central portion of the roof area and architecturally designed curved metal roof systems as overhangs along the east and west sides of the roof area. Both roof systems appear to be at the end of their projected useful lives, and water damage was noted within the building. Excessive organic growth was noted throughout the roof area and significant bird infestation issue was noted. We recommend replacing both roof sections with a modified bitumen membrane roof system and installing electric and sonic bird deterrent devices. We also recommend closing off nesting areas under roof overhangs and mechanical equipment. Upon completion of the roof upgrades we recommend replacing stained and water damaged ceiling tiles within the building.

The building includes a cantilevered cast-in-place concrete balcony structure which is an extension of the Site Building's main floor. Consideration for enclosing this area was requested by the client and we have recommended a structural/feasibility study.

Mechanical Summary

Plumbing fixtures appear to be in working order and meet current requirements including toilets, urinals, drinking fountain and sinks. However some consideration for water conservation should be reviewed.

Hot water for washrooms is provided by a single water heater in the janitor room. We estimate this unit to reach the end of its expected useful life by 2018 and should be replaced at that time.

HVAC requirements are provided by 5 roof top packaged units and supplemented by electric baseboard units. We estimate the packaged unit to reach the end of their expected useful life by 2016 and should be replaced at that time. We also recommend replacing the thermostats and controls at the end of their life.

Fire protection is provided by a wet pipe sprinkler system throughout and fire extinguishers.

Most of the domestic water and sanitary piping was not visible during the inspection but was reported to be mostly original. We recommend conducting a study of these items as they reach the end of their expected useful life.

Electrical Summary

The facility is provided with a 400 amp service and distributed to circuit breaker panels. The interior lighting varies with linear, compact fluorescent units and some incandescent fixtures. These could be upgraded. Other electrical components include the new telephone equipment, exit and emergency lights and fire alarm system.

Most of the branch wiring was not visible during the inspection but was reported to be mostly original. We recommend conducting a study of this item as it reaches the end of its expected useful life.

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Rob Michael, Fire Chief

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [210] GIBSONS AND DISTRICT FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [210] Gibsons and District Fire Protection be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[210] – Turnout gear replacement
	<i>Service Participants:</i>	E, F and Town of Gibsons
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and Town of Gibsons
	<i>2017 Funding Required:</i>	\$6,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Turnout gear to be replaced every 10 years.
	<i>Rational / Service Impacts:</i>	Turnout gear has been purchased in sets of 10 over a 4 year period. Plans are to transition to a replacement schedule of 2-4 sets per year to better align with the practices of other local fire departments and limit fluctuations within the capital budget.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	Increase base budget to \$13,300 from current \$7,300.

2	<i>Function Number – Project Name:</i>	[210] – Preventative Maintenance Plan and Implementation
	<i>Service Participants:</i>	E, F and Town of Gibsons
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and Town of Gibsons
	<i>2017 Funding Required:</i>	\$15,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Scheduled maintenance of these assets allows for better planning of required replacement and the funding required.
	<i>Rationale / Service Impacts:</i>	<p>The fire halls were audited in April 2015 and several maintenance action items were identified. With the new Asset Management Program and software preventative maintenance plans are being developed and implemented for all SCRD Facilities.</p> <p>This initiative would implement the preventative maintenance plan developed in 2016 for Fire Hall #1.</p> <p>Investing in regular preventative maintenance activities manages lifecycle costs, reduces the likelihood of business interruptions, and the comfort and performance of building occupants.</p>
	<i>Energy Saving Potential (if applicable):</i>	Proper maintenance and operation of building equipment may allow for energy savings which would be measurable over time.
	<i>Future Funding Implications (if applicable):</i>	Ongoing initiative requiring annual investment.

3	<i>Function Number – Project Name:</i>	[210] Frank West Hall / Gibsons Fire Hall #2 Roof Replacement
	<i>Service Participants:</i>	E, F and Town of Gibsons
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and Town of Gibsons
	<i>2017 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	\$36,000 Taxation \$39,000 Reserves
	<i>Asset Management Plan Implications:</i>	Project identified through analysis of fire hall during maintenance planning activities conducted as part of asset management plan.
	<i>Rational / Service Impacts:</i>	<p>The roof of Gibsons Fire Hall #2 and the adjacent Frank West Hall is in critical condition, with leaks into the interior of the building. Roof replacement will protect the value of the building and improve user experience and avoid costs of water damage that are potentially greater than the cost of the roof.</p> <p>This initiative is matched with a mirroring initiative proposed by Community Parks to complete roof replacement for the other half of the hall building.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	May avoid future costs related to leaks/building degradation.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 681,489	\$ 306,489	-\$ 31,011	\$ 66,489	\$ 61,489
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to reserves	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Mansard roof replacement				-\$ 80,000	
Office renovation		-\$ 75,000			
Paint exterior of fire hall		-\$ 12,500			
Paint interior of fire hall			-\$ 7,500		
Fire hall lighting retrofit		-\$ 35,000			
Replace SCBA (\$150,000)		-\$ 150,000			
Upgrade air compressor		-\$ 30,000			
Automatic garage door openers			-\$ 20,000		
Replace Ladder Truck (\$800,000)	-\$ 500,000				
Replace FPO vehicle		-\$ 45,000			
Replace Utility Vehicle				-\$ 50,000	
Replace CAFS Truck					-\$ 300,000
Replace radio equipment		-\$ 75,000			
Replace extrication equipment		-\$ 40,000			
Other					
Closing Balance in Reserve	\$ 306,489	-\$ 31,011	\$ 66,489	\$ 61,489	-\$ 113,511

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [212] ROBERTS CREEK FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [212] Roberts Creek Fire Protection be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[212] – Preventative Maintenance Plans and Implementation
	<i>Service Participants:</i>	Area D
	<i>Areas Affected (A-F, Regional, Islands):</i>	Area D
	<i>2017 Funding Required:</i>	\$15,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Scheduled maintenance of these assets allows for better planning of required replacement and the funding required.
	<i>Rationale / Service Impacts:</i>	<p>The fire halls were audited in April 2015 and several maintenance action items were identified. With the new Asset Management Program and software preventative maintenance plans are being developed and implemented for all SCRD Facilities.</p> <p>This initiative would implement the preventative maintenance plan developed in 2016.</p> <p>Investing in regular preventative maintenance activities manages lifecycle costs, reduces the likelihood of business interruptions, and the comfort and performance of building occupants.</p>

	<i>Energy Saving Potential (if applicable):</i>	Proper maintenance of building equipment allows may allow for energy saving which would be measurable over time.
	<i>Future Funding Implications (if applicable):</i>	Ongoing initiative requiring annual investment.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 632,254	\$232,254	\$332,254	\$432,254	\$532,254
Annual Contribution	\$ 100,000	\$100,000	\$100,000	\$100,000	\$100,000
Pumper Truck Replacement	-\$ 500,000	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 232,254	\$332,254	\$432,254	\$532,254	\$632,254

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017
AUTHOR: Ian Hall, General Manager, Planning and Community Development
SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [216] HALFMOON BAY FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[216] – Preventative Maintenance Plans and Implementation
	<i>Service Participants:</i>	Area B
	<i>Areas Affected (A-F, Regional, Islands):</i>	Area B
	<i>2017 Funding Required:</i>	\$15,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Scheduled maintenance of these assets allows for better planning of required replacement and the funding required.
	<i>Rationale / Service Impacts:</i>	<p>The fire halls were audited in April 2015 and several maintenance action items were identified. With the new Asset Management Program and software preventative maintenance plans are being developed and implemented for all SCRD Facilities.</p> <p>This initiative would implement the preventative maintenance plan developed in 2016 for Fire Hall #1.</p> <p>Investing in regular preventative maintenance activities manages lifecycle costs, reduces the likelihood of business interruptions, and the comfort and performance of building occupants.</p>

	<i>Energy Saving Potential (if applicable):</i>	Proper maintenance and operation of building equipment may allow for energy savings which would be measurable over time.
	<i>Future Funding Implications (if applicable):</i>	Ongoing initiative requiring annual investment.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 138,794	\$178,794	\$218,794	\$258,794	\$298,794
Annual Contribution	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 178,794	\$218,794	\$258,794	\$298,794	\$338,794

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [218] EGMONT FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [218] Egmont Fire Protection be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[218] – Preventative Maintenance Plans and Implementation
	<i>Service Participants:</i>	Area A
	<i>Areas Affected (A-F, Regional, Islands):</i>	Area A
	<i>2017 Funding Required:</i>	\$5,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Scheduled maintenance of these assets allows for better planning of required replacement and the funding required.
	<i>Rationale / Service Impacts:</i>	<p>This initiative will audit the condition of the Egmont Fire Hall and develop a preventative maintenance plan for the facility. With the new Asset Management Program and software preventative maintenance plans are being developed and implemented for all SCRD Facilities.</p> <p>Investing in regular preventative maintenance activities manages lifecycle costs, reduces the likelihood of business interruptions, and the comfort and performance of building occupants.</p>

	<i>Energy Saving Potential (if applicable):</i>	Proper maintenance and operation of building equipment may allow for energy savings which would be measurable over time.
	<i>Future Funding Implications (if applicable):</i>	Implementation of the plan developed through this initiative will require future, annual funding.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 62,627	\$ 67,627	\$ 72,627	\$ 77,627	\$ 82,627
Annual Contribution	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 67,627	\$ 72,627	\$ 77,627	\$ 82,627	\$ 87,627

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [290] ANIMAL CONTROL

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [290] Animal Control be received.

2017 R1 Budget Proposals by Category

B STRATEGIC PLAN

1	<i>Function Number – Project Name:</i>	[290] – Training
	<i>Service Participants</i>	B, D, E, F and SIGD
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F and SIGD
	<i>2017 Funding Required:</i>	\$2,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	One time increase for training to enhance knowledge and skills related to safety, legal framework, liability and public education.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 52,418	\$ 50,418	\$ 50,418	\$ 50,418	\$ 50,418
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other - Training	-\$ 2,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 50,418	\$ 50,418	\$ 50,418	\$ 50,418	\$ 50,418

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Janette Loveys, Acting General Manager, Infrastructure Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [135] CORPORATE SUSTAINABILITY

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [135] Corporate Sustainability be received.

2017 R1 Budget Proposals by Category

B- STRATEGIC PLAN

1	<i>Function Number – Project Name:</i>	135 – Corporate Energy Management Program
	<i>Service Participants</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$35,000
	<i>Funding Source(s):</i>	50% CARIP funds, 50% Support Services
	<i>Asset Management Plan Implications:</i>	Ensures all assets are reviewed, assessed and replaced with energy efficiency and greenhouse gas reduction criteria in mind.
	<i>Rational / Service Impacts:</i>	<p>The Corporate Energy Program has been in place since 2011 and has led to an annual reduction (2015) in corporate energy consumption of 2,750,211 ekWh, saving the organization \$175,079 in annual avoided costs (2015) and a four year cumulative cost avoidance of \$618,030.</p> <p>It is proposed to reduce the scope of the contract by moving the internal staff engagement program in-house. The new contract will perform internal system audits, SEMP implementation and</p>

		updating, energy project scoping, BC Hydro incentive program processing, and regular reporting services.
	<i>Energy Saving Potential (if applicable):</i>	Current annual goal is to achieve 300,000 kWh of annual energy reduction savings.
	<i>Future Funding Implications (if applicable):</i>	Contract can be reviewed on an annual basis.

Financial Implications

Five-Year Operating Reserve Plan					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000

Five-Year CARIP Funding Plan					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in fund	\$ 92,366	\$ 144,866	\$ 179,866	\$ 214,866	\$ 249,866
Annual Incentive	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other: BP#1	\$ 17,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 144,866	\$ 179,866	\$ 214,866	\$ 249,866	\$ 284,866

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [310] PUBLIC TRANSIT

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [310] Public Transit be received.

2017 Budget Proposals by Category

C INTEGRATED FIVE-YEAR PLAN

2017 Transit Expansion plans include 6,370 additional hours of service and a 50% increase in fleet size from 12 to 18 units. An additional 16-18 driver shifts per week are anticipated. The Budget Proposal below reflects the additional staffing and infrastructure needs to accommodate this expansion.

1	<i>Function Number – Project Name:</i>	[310] – Increase Transit Base Budget for Transit Expansion
	<i>Service Participants:</i>	All except A
	<i>Areas Affected (A-F, Regional, Islands):</i>	All except A
	<i>2017 Funding Required:</i>	\$275,000
	<i>Funding Source(s):</i>	\$155,000 Taxation \$120,000 BC Transit
	<i>Asset Management Plan Implications:</i>	None
	<i>Rationale / Service Impacts:</i>	<p>This item was approved in principle at the April 14, 2016 regular Board meeting (excerpt below). However, staff have placed this proposal on the list of proposed initiatives to allow the Committee an opportunity to have more discussion.</p> <p>159/16 <u>Recommendation No. 15</u> Transit Expansion Priorities</p> <p>THAT the report titled “Transit Expansion Priorities” be received;</p>

		<p>AND THAT the SCRD include the transit expansion items, identified in Option 1 of the Transit Expansion Priorities report, as part of the 2017-2020 BC Transit service Transit Improvement Program (TIP) expansion Memorandum of Understanding;</p> <p>AND FURTHER THAT the 2017-2021 Financial Plan be amended accordingly.</p> <p>The request is one-third of the ongoing annual cost due to September 2017 implementation. The request includes 1.5 FTE's for the 2017 year. In 2018 the full count of 4.5 additional FTE's will be visible. Of the full count, 3.3 FTE's supply transit drivers for added service, and the remainder are modifications to support staff shifts.</p>
	<i>Energy Saving Potential (if applicable):</i>	Newer, smaller buses with increased fuel efficiency.
	<i>Future Funding Implications (if applicable):</i>	Full cost implementation approximately \$872,000. The SCRD portion of ongoing annual funding costs is \$466,000 and remaining portion through BC Transit.

2	<i>Function Number – Project Name:</i>	[310] – Purchase VHF Radios for Expansion Buses
	<i>Service Participatns:</i>	All except Area A
	<i>Areas Affected (A-F, Regional, Islands):</i>	All except Area A
	<i>2017 Funding Required:</i>	\$4,500
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None
	<i>Rationale / Service Impacts:</i>	Radios for transit buses are supplied and owned by the SCRD. Radios for six additional buses have been sourced at a cost of \$4,500. Installation will be

		completed by fleet staff. Inspection, repair and maintenance is part of the base budget These costs are in addition to transit expansion costs.
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	None

3	<i>Function Number – Project Name:</i>	[310] –Gas Line Lowering and Yard Grading at Mason Road Facility
	<i>Service Participants:</i>	All except Area A
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$5,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None
	<i>Rationale / Service Impacts:</i>	<p>The fleet yard will require re-grading to prepare parking space and adjust traffic flow to accommodate six transit expansion buses. The re-grading requires the lowering of a gas line.</p> <p>These improvements will increase the efficiency of bus movement in the yard for regular maintenance and preparation for service, while decreasing safety risks by reducing the repeated backing of buses. These efficiencies reduce the impact of added buses on labour costs.</p> <p>These costs are in addition to transit expansion costs.</p>
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	None

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [312] MAINTENANCE FACILITY (FLEET)

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [312] Maintenance Facility (Fleet) be received.

2017 R1 Budget Proposals by Category

A MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[312] – Heavy Duty Hoist Refurbishment
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$18,000
	<i>Funding Source(s):</i>	Capital Reserve
	<i>Asset Management Plan Implications:</i>	Extends life of asset
	<i>Rational / Service Impacts:</i>	<p>Replacement of this hoist was to be funded from the capital reserve fund. A vendor has been located to complete a refurbishment, extending the life of the current hoist and deferring its replacement by up to 10 years.</p> <p>\$3,000 of these costs have already been incurred due to necessary hoist repairs and would be applied to any 2017 deficit resulting. The remaining \$15,000 portion of the request would complete the refurbishment.</p>
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	None

2	<i>Function Number – Project Name:</i>	[312] – Engine Diagnostic Testing Instrument
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$4,000
	<i>Funding Source(s):</i>	Capital Reserve
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	Fleet uses engine diagnostic equipment to track trouble codes, allowing engine problems to be determined before they become serious. This is key to the current Preventative Maintenance program operated by Fleet. The current diagnostic unit is no longer being supported with software updates. Newly manufactured vehicles will not be readable by the current device. New transit buses are anticipated for Fall 2017.
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	None

E OTHER or NOT CURRENTLY CLASSIFIED

3	<i>Function Number – Project Name:</i>	[312] – Rear Overhead Door on Fleet Wash bay
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$20,000
	<i>Funding Source(s):</i>	Capital Reserve
	<i>Asset Management Plan Implications:</i>	Annual Maintenance
	<i>Rational / Service Impacts:</i>	This change will permit two thirds of the bus fleet to “cycle” through daily maintenance with reduced backing. The result will be time savings in bus

		preparation, and increased safety. A time savings of five minutes per bus or 7 – 8.5 or hours per week in preparation time would recover costs via labour savings in two years.
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	Added door maintenance of \$500 per year.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 97,747	\$ 55,747	\$ 55,747	\$ 55,747	\$ 55,747
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
BP #1	-\$ 18,000	\$ -	\$ -	\$ -	\$ -
BP #2	-\$ 4,000	\$ -	\$ -	\$ -	\$ -
BP #3	-\$ 20,000	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 55,747	\$ 55,747	\$ 55,747	\$ 55,747	\$ 55,747

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 76,771	\$ 76,771	\$ 76,771	\$ 76,771	\$ 76,771
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 76,771	\$ 76,771	\$ 76,771	\$ 76,771	\$ 76,771

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [350-353] SOLID WASTE

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [350-353] Solid Waste be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[352] – Sechelt Solid Waste Diversion Programs Budget Increase
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$250,000
	<i>Funding Source(s):</i>	Existing tipping fees. No net impact.
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	Funds are for increased costs to contracts operating budget for processing and/or transporting materials that are diverted from landfill. Specifically, metal, roofing, wood and mattresses.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	Typically, as tonnage of material received increases, the associated costs increase. There are also external factors that influence recycling commodity prices that affect costs for diversion.

2	<i>Function Number – Project Name:</i>	[351] – Pender Solid Waste Diversion Programs Budget Increase
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$55,000
	<i>Funding Source(s):</i>	Existing tipping fees. No net impact.
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	Funds are for increased costs to contracts operating budget for processing and/or transporting materials that are diverted from landfill. Specifically, metal, roofing, wood and mattresses.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	Typically, as tonnage of material received increases, the associated costs increase. There are also external factors that influence recycling commodity prices that affect costs for diversion.

3	<i>Function Number – Project Name:</i>	[351 - 352] – Green Waste Program Budget Increase
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$50,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	Funds are for increased program costs (transportation and processing) due to increased green waste tonnage.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	If tonnage increases, the costs to transport and process increases.

4	<i>Function Number – Project Name:</i>	[352] – Sechelt Landfill Design and Operations Plan Update
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$23,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	One-time expense. Funds are for consultant services to update the Sechelt Landfill Design and Operations Plan (includes update to Landfill Closure Plan). Ministry of Environment (MoE) mandated to be completed in 2017.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	One-time expense pending approval of Plan Update by MoE.
5	<i>Function Number – Project Name:</i>	[352] – Sechelt Landfill Annual Report
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$5,000
	<i>Funding Source(s):</i>	Tipping Fees
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	Funds are for consultant services to prepare annual MoE report. New MoE criteria effective September 2016.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	No further increases are known at this time.

6	<i>Function Number – Project Name:</i>	[350] – Solid Waste Management Plan (SWMP) 5-Year Effectiveness Review
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Eco-Fee Reserve
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	One-time expense. Funds are for consultant services to complete a 5-Year Effectiveness Review of the SWMP. MoE Mandated to be completed in 2017.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	One-time expense pending approval by MoE.

7	<i>Function Number – Project Name:</i>	[351 - 352] –Sechelt Landfill and Pender Harbour Transfer Station Environmental Monitoring Program Upgrades
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$50,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	One-time expense. Funds are for contractor and consultant services for replacement of up to a total of five existing groundwater monitoring wells for Pender Harbour and Sechelt Landfills; installation of three new gas probes are required at Sechelt Landfill.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	One-time expense.

8	<i>Function Number – Project Name:</i>	[352] – Sechelt Landfill Battery Replacement
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	The generator batteries and inverter are failing and require replacement. The Sechelt Landfill does not have BC Hydro service and relies on the generator for power.
	<i>Energy Saving Potential (if applicable):</i>	Reduction in generator run time and increased capacity to utilize power generated by solar panels.
	<i>Future Funding Implications (if applicable):</i>	Will require replacement in 10-15 years.
9	<i>Function Number – Project Name:</i>	[351] – Pender Harbour Landfill Closure Maintenance
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$2,000
	<i>Funding Source(s):</i>	Existing Tipping Fees. No net impact.
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	The funding is to carry-out annual maintenance of the closed Pender Harbour Landfill as per the Closure Plan.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	Existing tipping fee revenue covers the costs.

D LOW COST, HIGH VALUE

10	<i>Function Number – Project Name:</i>	[350] – Waste Reduction Initiatives Program
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$5,000
	<i>Funding Source(s):</i>	Eco Fee Reserve
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	2017 Waste Reduction Initiatives Program (WRIP) to allow community groups, non-profit organizations, and school groups to implement projects that contribute to waste reduction and/or diversion.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	\$5,000 annually from the Eco Fee Reserve.

11	<i>Function Number – Project Name:</i>	[350] – 2017 WildSafe BC Program
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$5,500
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	<p>2017 WildSafe BC Program. WildSafe BC is “a program designed to reduce human-wildlife conflict through education, innovation and cooperation.”</p> <p>The SCRD has provided funding and has been the host organization for a WildSafe BC Community Coordinator from 2006-2008 and 2012-2016.</p> <p>In 2016, \$5,500 was provided with an estimated \$4,300 in-kind.</p>
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	\$5,500 annually from Taxation.

Financial Implications

Five-Year Closure Reserve Plan - Landfills					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 509,190	\$ 809,190	\$1,109,190	\$1,409,190	\$ 1,709,190
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Contribution	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 809,190	\$1,109,190	\$1,409,190	\$1,709,190	\$ 2,009,190

The closure reserve plan above assumes reserve contributions are \$300,000 per year (contingent on achieving waste diversion targets and extending life of Sechelt Landfill to 2031). Actual costs of closure work may vary. Additional closure work anticipated in the year 2022 and beyond.

Five-Year Operating Reserve Plan - Landfills					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$175,170	\$ 72,170	\$ 72,170	\$ 72,170	\$ 72,170
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
BP #4	-\$ 23,000	\$ -	\$ -	\$ -	\$ -
BP #7	-\$ 50,000	\$ -	\$ -	\$ -	\$ -
BP #8	-\$ 30,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 72,170	\$ 72,170	\$ 72,170	\$ 72,170	\$ 72,170

Five-Year Operating Reserve Plan - Regional Solid Waste [Taxation Function]					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 73,970	\$ 73,970	\$ 73,970	\$ 73,970	\$ 73,970
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 73,970	\$ 73,970	\$ 73,970	\$ 73,970	\$ 73,970

The operating reserve plans above assumes no further surplus contributions beyond the 2016 contribution.

Five-Year Operating Reserve Plan - Eco-fees					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$169,480	\$116,480	\$ 73,480	\$ 30,480	-\$ 12,520
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
50% Waste Reduction Coord.	-\$ 38,000	-\$ 38,000	-\$ 38,000	-\$ 38,000	-\$ 38,000
BP #6	-\$ 10,000				
BP #10	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000
Closing Balance in Reserve	\$116,480	\$ 73,480	\$ 30,480	-\$ 12,520	-\$ 55,520

The Eco-fee Operating Reserve is funded from the \$5 per tonne fee charged on municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station. The reserve plan above reflects the approved use of \$38,000 towards the Waste Reduction Coordinator's wages in 2017 and \$38,000 in future years per the approved funding formula for this position. Additionally, the plan includes funding Budget Proposal #6 in the amount of \$10,000 and Budget Proposal #10 in the amount of \$5,000 annually.

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [365] NORTH PENDER HARBOUR WATER SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [365] North Pender Harbour Water Services be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[365] – Water Main Upgrades (Garden Bay Road and Claydon Road/Lane)
	<i>Rating:</i>	Enhancement to Service
	<i>Service Participants:</i>	A and SIGD
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$1,650,000
	<i>Funding Source(s):</i>	\$1,369,500 – CWWF Grant (pending) \$280,500 – Capital Reserves
	<i>Asset Management Plan Implications:</i>	The lifecycle cost of replacing the water mains identified below is a better value than ongoing repair expenses associated with reactive maintenance work on the mains.
	<i>Rational / Service Impacts:</i>	This project involves the capital asset replacement of 2,750 metres of aged and undersized water mains on Garden Bay Road and Claydon Road/Lane. The majority of the mains recommended for replacement are 4" diameter and provide insufficient fire flow to the properties that are serviced by them in the region. In addition, they are primarily composed of

		<p>asbestos cement (AC) and pose an ongoing risk of rupture, interruption to service and high maintenance costs.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund for the following projects for the November 23, 2016 grant program intake:</p> <ul style="list-style-type: none"> • North and South Pender Harbour Water Systems Water Main Upgrades; <p>AND THAT if the applications for funding are successful, the SCRD's share of the eligible and ineligible project costs be funded as follows:</p> <ul style="list-style-type: none"> • North and South Pender Harbour Water Systems Water Main Upgrades: Reserves. <p>The replacement of these segments of water mains have been identified for replacement in the draft 10-Year Capital Plan for the North Pender Harbour Water Service Area within the next 1-5 years.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Reduced O&M costs associated with reactive maintenance on these segments of water mains.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 280,000	\$ 64,460	\$ 129,420	\$ 194,380	\$ 259,340
Contributions Surplus	\$ 64,960	\$ 64,960	\$ 64,960	\$ 64,960	\$ 64,960
BP#1 - Watermain Upgrades	-\$ 280,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 64,460	\$ 129,420	\$ 194,380	\$ 259,340	\$ 324,300

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating operating contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$102,323	\$ 102,323	\$ 102,323	\$ 102,323	\$ 102,323
Closing Balance in Reserve	\$102,323	\$ 102,323	\$ 102,323	\$ 102,323	\$ 102,323

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [366] SOUTH PENDER HARBOUR WATER SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [366] South Pender Harbour Water Services be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[366] – Water Main Upgrades (Francis Peninsula Road)
	<i>Rating:</i>	Enhancement to Service
	<i>Service Participants:</i>	A
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$1,650,000
	<i>Funding Source(s):</i>	\$1,369,500 – CWWF Grant (pending) \$280,500 – Reserves
	<i>Asset Management Plan Implications:</i>	The lifecycle cost of replacing the water mains identified below is a better value than ongoing repair expenses associated with reactive maintenance work on the mains.
	<i>Rational / Service Impacts:</i>	This project involves the capital asset replacement of 2,750 metres of aged water mains on Francis Peninsula Road. The majority of the mains recommended for replacement are primarily composed of asbestos cement (AC) and have experienced ongoing repairs and continue to be at a high risk of rupture

		<p>and interruption to service as well as high maintenance costs.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund for the following projects for the November 23, 2016 grant program intake:</p> <ul style="list-style-type: none"> • North and South Pender Harbour Water Systems Water Main Upgrades; <p>AND THAT if the applications for funding are successful, the SCRD's share of the eligible and ineligible project costs be funded as follows:</p> <ul style="list-style-type: none"> • North and South Pender Harbour Water Systems Water Main Upgrades: Reserves. <p>The replacement of these segments of water mains have been identified for replacement in the draft 10-Year Capital Plan for the South Pender Harbour Water Service Area within the next 1-5 years.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Reduced O&M costs associated with reactive maintenance on these segments of water mains.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 363,000	\$ 163,700	\$ 244,900	\$ 326,100	\$ 407,300
Contributions Surplus	\$ 81,200	\$ 81,200	\$ 81,200	\$ 81,200	\$ 81,200
BP#1 - Watermain Upgrades	-\$ 280,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 163,700	\$ 244,900	\$ 326,100	\$ 407,300	\$ 488,500

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating operating contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 607,575	\$ 607,575	\$ 607,575	\$ 607,575	\$ 607,575
Closing Balance in Reserve	\$ 607,575	\$ 607,575	\$ 607,575	\$ 607,575	\$ 607,575

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R1 BUDGET PROPOSAL [370-378] REGIONAL WATER SERVICE AREA

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [370-378] Regional Water Service Area be received.

2017 R1 Budget Proposals by Category

E. OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	[378] Chapman WTP Chlorination System Upgrade – Feasibility Study
	<i>Service Participants:</i>	A, B, D, E, F and DoS
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$50,000
	<i>Funding Source(s):</i>	User Fees (existing)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rational / Service Impacts:</i>	The SCRD currently utilizes a chlorine gas injection system at the Chapman Water Treatment Plant (WTP) in the disinfection process. Chlorine gas use in the water treatment process is declining in popularity in the industry due to many factors. Chlorine gas is a hazardous material that presents serious health risks in the event of exposure to human eyes, lungs and skin. Although an effective method of disinfection it requires significant regulatory compliance as well as considerable resources in order to maintain safety training and equipment, regular inspections and emergency response plans.

		The SCRD would use the funds to hire a professional engineering firm in 2017 to prepare a feasibility study on safer alternative chlorine injection solutions at the Chapman WTP including on-site generation or commercially supplied liquid sodium hypochlorite.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$2,765,000	\$3,615,000	\$4,465,000	\$5,315,000	\$6,165,000
Contributions Surplus	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
Closing Balance in Reserve	\$3,615,000	\$4,465,000	\$5,315,000	\$6,165,000	\$7,015,000

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating operating contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$1,450,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000
BP#1 - Chlorine Feasibility	-\$ 50,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [381-394] WASTE WATER TREATMENT PLANTS

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [381-394] Waste Water Treatment Plants be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[389 – Canoe Road] – Replacement of Septic Field System
	<i>Service Participants:</i>	A, B, D, E and F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	\$62,250 – CWWF Grant (pending) \$12,750 – Short Term Debt
	<i>Asset Management Plan Implications:</i>	As part of the SCRD's organizational asset management plan development, Staff are working on detailed plans for all wastewater treatment functions.
	<i>Rational / Service Impacts:</i>	<p>The Canoe Road wastewater system currently provides service to ten (10) properties by way of a community septic system. The existing septic field is over 30 years old and beyond its expected useful life span, has experienced sewage break outs in the last several years and is in need of replacement.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund</p>

		for the following projects for the November 23, 2016 grant program intake: <ul style="list-style-type: none"> Canoe Road WWTP – Replacement of Septic Field Replacement AND THAT if the applications for funding are successful, the SCRD's share of the eligible and ineligible project costs be funded as follows: <ul style="list-style-type: none"> Canoe Road WWTP: Short Term Debt
	<i>Energy Saving Potential (if applicable):</i>	Replacing the existing field with a newly constructed field will result in reductions in fuel costs associated with reactionary maintenance work.
	<i>Future Funding Implications (if applicable):</i>	N/A

2	<i>Function Number – Project Name:</i>	[390 - Merrill Crescent] – Replacement of Septic Field System
	<i>Service Participants:</i>	A, B, D, E and F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$65,000
	<i>Funding Source(s):</i>	\$53,950 – CWWF Grant (pending) \$11,050 – Short Term Debt
	<i>Asset Management Plan Implications:</i>	As part of the SCRD's organizational asset management plan development, Staff are working on detailed plans for all wastewater treatment functions.
	<i>Rational / Service Impacts:</i>	<p>The Merrill Crescent wastewater system currently provides service to fourteen (14) properties by way of a community septic system. The existing septic field is over 25 years old, is showing signs of field saturation and is operating beyond its functional life.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund</p>

		<p>for the following projects for the November 23, 2016 grant program intake:</p> <ul style="list-style-type: none"> Merrill Crescent WWTP – Replacement of Septic Field Replacement <p>AND THAT if the applications for funding are successful, the SCRD's share of the eligible and ineligible project costs be funded as follows:</p> <ul style="list-style-type: none"> Merrill Crescent WWTP: Short Term Debt
	<i>Energy Saving Potential (if applicable):</i>	Replacing the existing field with a newly constructed field will result in reductions in fuel costs associated with reactionary maintenance work.
	<i>Future Funding Implications (if applicable):</i>	N/A

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [313] CORPORATE BUILDING MAINTENANCE

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [313] Corporate Building Maintenance be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[313- Corporate Building Maintenance] Building Maintenance Workshop Development
	<i>Service Participants</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$10,000.
	<i>Funding Source(s):</i>	MFA-Capital Lease Financing Paid through Internal recoveries Debt: Interest
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	Reallocation of storage space at Sunshine Coast Arena into a building maintenance workshop to support timely and efficient off-site building equipment maintenance and pre-fabrication of items for building maintenance. Off-site job preparation will reduce disruption at SCRD facilities and enhance efficiency. Dedicated workshop space reduces set-up/tear-down time which promotes efficiency; critical as the Building Maintenance serves a growing number of SCRD facilities.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Minor impacts to utility costs anticipated.

2	<i>Function Number – Project Name:</i>	[313- Corporate Building Maintenance] Replacement Shop Van
	<i>Service Participants</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$53,000.
	<i>Funding Source(s):</i>	MFA-Capital Lease Financing Paid through Internal recoveries Debt: Interest
	<i>Asset Management Plan Implications:</i>	Van required to complete building inspections and preventative maintenance work identified in the Asset Management Plan.
	<i>Rationale / Service Impacts:</i>	Van required for delivery of building maintenance services to facilities owned or operated by the SCRD, including transportation of staff, tools, materials, furniture, and debris. Current van (2001 model) overdue for replacement, and will not pass commercial vehicle inspection (motor and body issues).
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Overhead: Repairs, Fuel, Insurance

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

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

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [345] PORTS SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [345] Ports Services be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[345] Ports – Ports Repairs (2017)
	<i>Service Participants:</i>	B, D, E, F and Islands
	<i>Areas Affected (A-F, Regional, Islands):</i>	B-F, including Islands
	<i>2017 Funding Required:</i>	\$379,300
	<i>Funding Source(s):</i>	Taxation – \$167,200 Reserves - \$52,000 Grants - \$160,100
	<i>Asset Management Plan Implications:</i>	Aligns with Ports multi-year Capital Work Plan and SCRD Asset Management Framework.
	<i>Rational / Service Impacts:</i>	In keeping with the Capital Work Plan (Ports), infrastructure deterioration and an approved matching grant support pile, cross-brace, gangway hardware and/or float replacements at Keats Landing, Halfmoon Bay, Vaucroft Dock, West Bay, Halkett Bay, Gambier Harbour, Port Graves and Eastbourne Wharf. This initiative will ensure continuity of service from critical physical and social infrastructure.

		Combining funding sources (taxation and reserves) enables the SCRD to maintain \$200,000 reserve minimum set in policy with a small contingency for emergency repairs: <u>305/10 Recommendation No. 6 (in part)</u> 2) THAT the [Ports] work plan for 2011 to 2014 be approved, subject to annual budget discussions and a minimum capital reserve of \$200,000
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 263,753	\$ 261,753	\$ 311,753	\$ 361,753	\$ 411,753
Contributions Surplus	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Building	-\$ 52,000	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 261,753	\$ 311,753	\$ 361,753	\$ 411,753	\$ 461,753
Note 1: 2017 opening balance requires adjustment to reflect 2016 year-end forecast; will be approximately \$240,000					

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Andrew Allen, Manager, Planning and Development

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [504] RURAL PLANNING

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [504] Rural Planning be received.

2017 R1 Budget Proposals by Category

B - STRATEGIC PLAN

1	<i>Function Number – Project Name:</i>	504 Rural Planning – Zoning Bylaw 310 re-write.
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	B-F
	<i>2017 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>Renewal of Zoning Bylaw 310 through contracted consultant support will align zoning with pertinent OCPs and could advance priorities related to economic development; enhancing our governance policies, procedures and practices; creating/using an environmental lens; zoning for affordable housing.</p> <p>Specific areas of focus include:</p> <ul style="list-style-type: none"> • Implementation of Areas B and D OCP's • Food production, sales and chickens on non-ALR properties • Develop policies on wind turbines and other residential energy production • Vacation rentals • Temporary use permits • Portable shipping containers

		<ul style="list-style-type: none"> Housing density and auxiliary dwelling size Home occupation regulations Address anomaly where some properties formerly in the RU3 zone but not in the ALR were rezoned to AG zone New definition for transition houses; Promote land use pattern and built environment with healthy lifestyle and transportation options <p>A new bylaw will provide clear and transparent planning guidance to the community. The current bylaw, amended nearly 170 times, is cumbersome and complicated. Focused resources will enable this project to move forward quickly enabling timely progress on SCRD strategic priorities.</p>
	Energy Saving Potential (if applicable):	N/A
	Future Funding Implications (if applicable)	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$130,749	\$ 55,749	\$ 55,749	\$ 55,749	\$ 55,749
Contributions Surplus		\$ -	\$ -	\$ -	\$ -
Contribution to Budget	-\$ 75,000	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 55,749	\$ 55,749	\$ 55,749	\$ 55,749	\$ 55,749

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Paul Preston, Chief Building Official
Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [520] BUILDING INSPECTION SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [520] Building Inspection Services be received.

2017 R1 Budget Proposals by Category

E- OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	520 Building Inspection – Transfer Microfiche to PDF
	<i>Service Participants</i>	A-F and SIGD
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	2017-[112] - \$25,000 and [520] - \$25,000 Total Project cost:\$140,000
	<i>Funding Source(s):</i>	[520] - Reserves [112] - Reserves
	<i>Asset Management Plan Implications:</i>	Decreased use and maintenance of equipment with the potential elimination of microfiche reader.
	<i>Rational / Service Impacts:</i>	As of 2017, the service for creating microfiche copies of building permit files will no longer be available in BC. All new files from that date will be stored as a Portable Format Document (PDF). Due to the age of the microfiche equipment, maintaining or replacing the equipment has become difficult and costly.

		<p>There are currently 16 years of building files stored on microfiche. It is proposed to transfer all existing building permit files to electronic format providing a standard more efficient process to access files.</p> <p>This would ensure all building permit documents would be in a uniform format and will utilize both the Land Management and Tempest software.</p>
	<i>Energy Saving Potential (if applicable):</i>	Minimal power savings would be achieved from not using the equipment.
	<i>Future Funding Implications (if applicable):</i>	<p>The total cost of the project is estimated to be \$140,000. The project would be completed over a three year period depending on the availability of funding. With future years:</p> <p>2018-[112] - \$25,000 and [520] - \$25,000</p> <p>2019-[112] - \$20,000 and [520] - \$20,000</p>

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 97,483	\$ 72,483	\$ 47,483	\$ 27,483	\$ 27,483
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Microfiche Transfer	-\$ 25,000	-\$ 25,000	-\$ 20,000	\$ -	\$ -
Closing Balance in Reserve	\$ 72,483	\$ 47,483	\$ 27,483	\$ 27,483	\$ 27,483

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [615, 616, 617, 620, 621] RECREATION

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [615, 616, 617, 620, 621] Recreation be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[616] Gibsons Aquatic Centre - Fall Protection Audit and Hazardous Materials Audit
	<i>Service Participants:</i>	B, D, E, F (not including F Islands)
	<i>Areas Affected (A-F, Regional, Islands):</i>	Town of Gibsons
	<i>2017 Funding Required:</i>	\$3,500
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Audit results support integrated planning for safe, functional building assets (fall protection measures can be integrated during roof maintenance, repair or renewal). The costs of audit recommendations (if any) will inform future planning for this facility.
	<i>Rationale / Service Impacts:</i>	Audits will promote safe work procedures and are required by WorkSafe BC Occupational Health and Safety Regulation (Parts 6 and 11).
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Audits may indicate a need for action to ensure regulatory compliance.

2	<i>Function Number – Project Name:</i>	[617] Gibsons and Area Community Centre - Fall Protection Audit and Hazardous Materials Audit/Plan
	<i>Service Participants:</i>	B, D, E, F (not including F Islands)
	<i>Areas Affected (A-F, Regional, Islands):</i>	ToG
	<i>2017 Funding Required:</i>	\$6,050
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Audit results support integrated planning for safe, functional building assets (fall protection measures can be integrated during roof maintenance, repair or renewal). The costs of audit recommendations (if any) will inform future planning for this facility.
	<i>Rationale / Service Impacts:</i>	Audits will promote safe work procedures and are required by WorkSafe BC Occupational Health and Safety Regulation (Parts 6 and 11). Hazardous materials plan will meet BC Safety Authority requirements related to use of ammonia for refrigeration.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Audits may indicate a need for action to ensure regulatory compliance.

3	<i>Function Number – Project Name:</i>	[620] Sunshine Coast Arena - Fall Protection Audit and Hazardous Materials Audit/Plan
	<i>Service Participants:</i>	B, D, E, F (not including Area F Islands)
	<i>Areas Affected (A-F, Regional, Islands):</i>	DoS
	<i>2017 Funding Required:</i>	\$6,050
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Audit results support integrated planning for safe, functional building assets (fall protection measures can be integrated during roof maintenance, repair or

		renewal). The costs of audit recommendations (if any) will inform future planning for this facility.
	<i>Rationale / Service Impacts:</i>	Audits will promote safe work procedures and are required by WorkSafe BC Occupational Health and Safety Regulation (Parts 6 and 11). Hazardous materials plan will meet BC Safety Authority requirements related to use of ammonia for refrigeration.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Audits may indicate a need for action to ensure regulatory compliance.

4	<i>Function Number – Project Name:</i>	[621] Sechelt Aquatic Centre – Fall Protection Audit and Hazardous Materials Audit
	<i>Service Participants:</i>	B, D, E, F (not including F Islands)
	<i>Areas Affected (A-F, Regional, Islands):</i>	DoS
	<i>2017 Funding Required:</i>	\$3,550
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Audit results support integrated planning for safe, functional building assets (fall protection measures can be integrated during roof maintenance, repair or renewal). The costs of audit recommendations (if any) will inform future planning for this facility.
	<i>Rationale / Service Impacts:</i>	Audits will promote safe work procedures and are required by WorkSafe BC Occupational Health and Safety Regulation (Parts 6 and 11).
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Audits may indicate a need for action to ensure regulatory compliance.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$510,771	\$600,771	\$690,771	\$780,771	\$870,771
Annual contribution*	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$600,771	\$690,771	\$780,771	\$870,771	\$960,771

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

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 5,245	\$ 9,845	\$ 14,445	\$ 19,045	\$ 23,645
Contributions Surplus	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 9,845	\$ 14,445	\$ 19,045	\$ 23,645	\$ 28,245

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Deb Cole, Manager, Pender Harbour Aquatic and Fitness Centre

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [625] PENDER HARBOUR AQUATIC AND FITNESS CENTRE

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received.

2017 Budget Proposals by Category

E- OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	625 Pender Harbour Aquatic and Fitness Centre – Acoustic Remediation - Sound Absorption Panels/Acoustics
	<i>Service Participants</i>	A
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	Sound absorption panels life expectancy is 10-15 years.
	<i>Rational / Service Impacts:</i>	<p>The PHAFC, in its design, has highly reflective surfaces for sound. This causes echo and reverberation resulting in poor sound quality. The ability to hear a lifeguard's instruction is crucial to safety and the ability to hear speech is always desired by patrons as is the ability to enjoy good sound quality of music during specific programs such as Aquafit.</p> <p>Sound level testing completed in 2014 indicated employee health and safety would benefit from the install of sound absorption panels.</p>

		Overall, improved sound quality could result in improved customer satisfaction and support improved attendance at the facility.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 74,000	\$ 77,500	\$ 92,500	\$ 111,000	\$ 129,500
Annual contribution	\$ 23,000	\$ 23,000	\$ 26,500	\$ 26,500	\$ 26,500
Gym Equipment	-\$ 9,500	-\$ 8,000	-\$ 8,000	-\$ 8,000	-\$ 8,000
Acoustic Remediation	-\$ 10,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 77,500	\$ 92,500	\$ 111,000	\$ 129,500	\$ 148,000

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Annual contribution	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000

SUNSHINE COAST REGIONAL DISTRICT ROUND 1 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – January 24, 2017

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2017 R1 BUDGET PROPOSAL FOR [650] COMMUNITY PARKS

RECOMMENDATION(S)

THAT the report titled 2017 R1 Budget Proposal for [650] Community Parks be received.

2017 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[650] Community Parks - Parks Bridge Engineering Assessments/Capital Plans
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Engineering audits will establish baseline conditions for key park assets and support accurate / strategic maintenance and capital planning decisions going forward.
	<i>Rationale / Service Impacts:</i>	Engineering audits to establish or review load limits, confirm condition and expected life cycle, and identify opportunities to improve safety and accessibility will set a baseline for park bridges. Audit results will guide maintenance and capital planning that will ensure safe, quality service to community and manage risk to SCRD.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Audit results will guide next steps. This could lead to maintenance/capital project efficiencies, refocusing of resources on key assets, etc.

2	<i>Function Number – Project Name:</i>	[650] Community Parks - Hazard Tree Assessment Plan / Phase 1 Assessment
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$6,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Will aid with development of asset management plan related to parks.
	<i>Rationale / Service Impacts:</i>	Developing a plan/procedure for identifying and managing hazard trees in parks will manage a key risk item and, once implemented, reduce potential injury/property damage related to falling trees. This initiative will develop a plan/procedure and perform an initial assessment.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	A plan-based approach will promote efficient and proactive attention to hazard trees. Implementation of a plan may reveal that additional funding for managing hazard trees may be required, however a proactive approach is proven to be more cost-effective than managing the costs of the current status quo.

3	<i>Function Number – Project Name:</i>	[650] Community Parks - Parks Bridge Capital Maintenance
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Work completed through this initiative will be recorded in the asset management framework.
	<i>Rationale / Service Impacts:</i>	<p>Major rehabilitation or replacement of bridges that are in critical condition will ensure continuity of service and connectivity for some of SCRD's premier parks and trails.</p> <p>Pending final results from engineering inspections conducted in 2016, bridges to be addressed through this initiative include:</p> <ul style="list-style-type: none"> • Lions Park Bridge • Suncoast Trail – Vine Brook Bridge • Cliff Gilker Park – Purple Bridge • Co-Housing Bridge • Soames Park – Esperanza Bridge <p>This project will address priority repairs such as decking replacement, railing upgrades and minor structural/stabilizing work to keep bridges in service and performing safely.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

4	<i>Function Number – Project Name:</i>	[650] Community Parks - Frank West Hall / Cliff Mahlmann Fire Station Roof Replacement
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	E
	<i>2017 Funding Required:</i>	[210] - \$75,000 and [650] - \$75,000 Total project cost: \$150,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Project identified through analysis of adjacent fire hall during maintenance planning activities conducted as part of asset management plan.
	<i>Rationale / Service Impacts:</i>	<p>The roof of Frank West Hall and the adjacent fire hall is in critical condition, with leaks into the interior of the building. Roof replacement will protect the value of the building and improve user experience and avoid costs of water damage that are potentially greater than the cost of the roof.</p> <p>This initiative is matched with a mirroring initiative proposed by Gibsons and District Fire Department to complete roof replacement for the other half of the hall building.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	May avoid future costs related to leaks/building degradation.

5	<i>Function Number – Project Name:</i>	[650] Community Parks – Eric Cardinal Hall Hot Water Tank Replacement
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	F
	<i>2017 Funding Required:</i>	\$4,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Work completed through this initiative will be focused on protection of core park assets and reflects a lifecycle planning approach.
	<i>Rationale / Service Impacts:</i>	Replace hot water tank (2002; beyond 10-year expected life) based on recent building inspection. Replacement before failure reduces risk of water damage to building and presents an energy efficiency opportunity as new equipment would be more efficient.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

D – LOW COST/HIGH VALUE

6	<i>Function Number – Project Name:</i>	[650] Community Parks – Operations workflow efficiency
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$5,300
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Will support current and future asset management activities including tracking asset conditions and receiving / locating / actioning trouble reports.
	<i>Rationale / Service Impacts:</i>	Communications technology (phones or tablets) with cameras, GPS and wireless connectivity will dramatically enhance

		workflow efficiency for parks operations staff. This technology would allow real-time recording of park asset conditions and enable work tickets to be received/resolved in the field, reducing travel and response times. This initiative will also aid in location and mapping of invasive species.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Data/plan requirements are an ongoing costs (base budget request).

7	<i>Function Number – Project Name:</i>	[650] Community Parks - Small Riding Mower
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$3,300
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	The addition of a small mower to the Parks toolbox will promote efficiency (quicker and more maneuverable than large mower; uses less fuel), reduce possibility of damage from rubbing trees and reduce the hours / maintenance cycle requirements for SCR D's large mower.
	<i>Energy Saving Potential (if applicable):</i>	Use less fuel than larger mower.
	<i>Future Funding Implications (if applicable):</i>	N/A

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$391,000	\$448,500	\$506,000	\$563,500	\$621,000
Annual Contribution	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$448,500	\$506,000	\$563,500	\$621,000	\$678,500

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 54,000	\$ 71,700	\$ 92,700	\$ 113,700	\$ 134,700
Annual Contribution	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Small Riding Mower	-\$ 3,300	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 71,700	\$ 92,700	\$ 113,700	\$ 134,700	\$ 155,700