



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, January 26, 2017  
SCRD Boardroom, 1975 Field Road

### AGENDA

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

### AGENDA

1. Adoption of Agenda

### PETITIONS AND DELEGATIONS

### REPORTS

- |    |  |                       |
|----|--|-----------------------|
| 2. | General Manager, Corporate Services / Chief Financial Officer -<br>BDO Canada LLP Audit Plan for the SCRD year ended December<br>31, 2016<br><b>(Voting – All Directors)</b>                 | Annex A<br>Pages 1-33 |
| 3. | Senior Manager, Administration and Legislative Services – Bylaw<br>Enforcement Letter of Understanding with Islands Trust<br><b>(Voting – A, B, D, E, F and SIGD)</b>                        | Annex B<br>pp. 34-35  |
| 4. | Senior Manager, Administration and Legislative Services – Revised<br>SCRD Public Participation Framework<br><b>(Voting – All Directors)</b>  | Annex C<br>pp. 36-46  |
| 5. | Manager, Purchasing and Risk Management – Insurance Invoices<br>Over \$100,000: 2017 Municipal Insurance Association (MIA) and<br>Aon Redd Stenhouse Inc.<br><b>(Voting – All Directors)</b> | Annex D<br>pp. 47-54  |
| 6. | Senior Manager, Administration and Legislative Services – Square<br>Bay Sewage Treatment Alternative Approval Process<br><b>(Voting – All Directors)</b>                                     | Annex E<br>pp. 55-59  |
| 7. | Chief Administrative Officer – Sunshine Coast Regional District<br>(SCRD) 50 <sup>th</sup> Anniversary<br><b>(Voting – All Directors)</b>  | <i>To Follow</i>      |
| 8. | Chief Administrative Officer - Fire Departments 20-Year Capital<br>Plan<br><b>(Voting – A, B, D, E, F and ToG)</b>   | Annex F<br>pp. 60-66  |

- |   |                      |
|---|----------------------|
| 9. Senior Manager, Administration and Legislative Services – Director Expenses and Stipends for Conference Attendance<br><b>(Voting – All Directors)</b>  | Annex G<br>pp. 67-68 |
| 10. Manager, Financial Services – Director Travel and Constituency Expense Reports for November and December 2016<br><b>(Voting – All Directors)</b>  | Annex H<br>pp. 69-70 |
| 11. Joint Report – Corporate and Administrative Services - Semi Annual Report for 2016<br><b>(Voting – All Directors)</b>   | Annex I<br>pp. 71-80 |
| 12. Chief Administrative Officer / Acting General Manager, Infrastructure Services - Infrastructure Services Department 2016 4th Quarter Report<br><b>(Voting – All Directors)</b>              | Annex J<br>pp. 81-87 |
| 13. Manager, Purchasing and Risk Management – Contracts between \$20,000 and \$100,000 (November-January)<br><b>(Voting – All Directors)</b>  | Annex K<br>pp. 88-89 |
| 14. Financial Analyst - Long Term Debt as at December 31, 2016<br><b>(Voting – All Directors)</b>   | Annex L<br>pp. 90-94 |
| 15. General Manager, Corporate Services / Chief Financial Officer – Cedar Grove Elementary School PAC Rural Areas' Grant-in-Aid Request to Change Use of 2016 Grant<br><b>(Voting – Area E)</b> | Annex M<br>pp. 95-96 |

## COMMUNICATIONS

- |   |                       |
|---|-----------------------|
| 16. <u>Wildsafe BC</u><br>Regarding: 2016 Year End Report for the Sunshine Coast<br><b>(Voting – All Directors)</b> | Annex N<br>pp. 97-111 |
|---|-----------------------|

## NEW BUSINESS

## IN CAMERA

## ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

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

**SUBJECT:** BDO AUDIT PLANNING LETTER

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### RECOMMENDATION

**THAT** the report titled BDO Audit Planning Letter be received;

**AND THAT** the Audit Planning Communication from BDO Canada LLP regarding the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2016 be received.

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### BACKGROUND

The purpose of BDO's "Audit Planning Report to the SCRD Board" is to communicate key issues, responsibilities and audit strategy which will be undertaken for the SCRD's annual financial audit. The audit conducted by BDO is in accordance with Canadian Generally Accepted Auditing Standards (GAAS), which requires the explicit communication for roles and responsibilities by both parties.

### DISCUSSION

BDO's "Audit Planning Report," summarizing the plans and other matters pertinent to the 2016 audit for the SCRD, SCRHD, and Foreshore (Hillside), which is attached for reference. The 2016 interim audit was conducted in November 2016 with the final audit scheduled for the second week of March 2017. The draft financial statements and audit report is scheduled for presentation at the April 2017 Corporate and Administrative Services Committee in preparation for the SCRD Board's final Adoption.

The SCRD Board has the responsibility of providing oversight of the financial reporting process. As part of the two way communication with the auditors, the Board may highlight any areas of specific concerns or questions it may have for the auditors prior to the final audit.

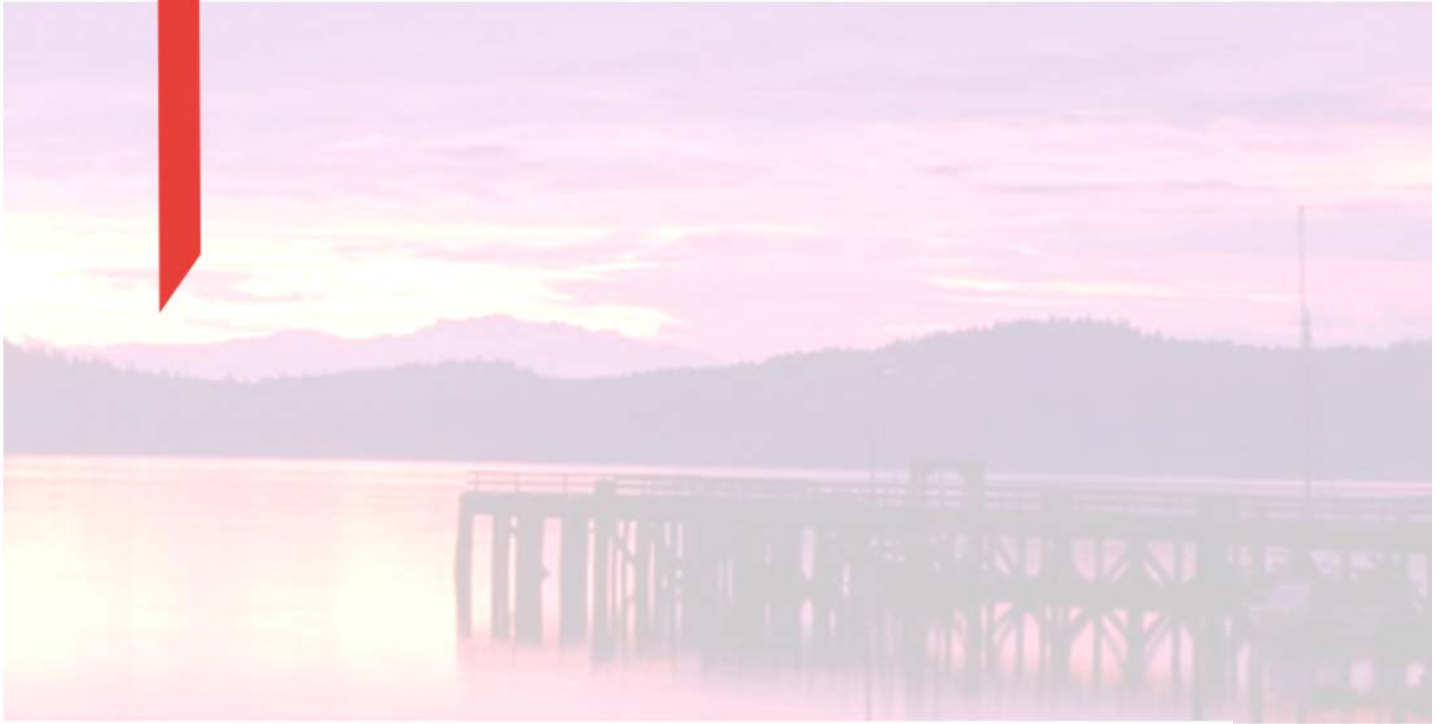
### STRATEGIC PLAN AND RELATED POLICIES

The annual financial audit aligns with the Boards Strategic Value of "Transparency".

### CONCLUSION

It is recommended that the Committee receive BDO's "Audit Planning Report" and that if there are any questions or concerns that they be forwarded to BDO prior to the final audit.

Reviewed by:			
Manager	X-SZ	Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	



# **Sunshine Coast Regional District**

Planning Report to the Members of the Board

Prior to audit of December 31, 2016 fiscal year

Direct Line: 604-443-4716  
E-mail: bcox@bdo.ca

December 7, 2016

Members of the Boards  
Sunshine Coast Regional District and Sunshine Coast Regional Hospital District  
1975 Field Road  
Sechelt, BC V0N 3A1

Dear Board Members:

We are pleased to present our audit plan for the audit of the financial statements of the Sunshine Coast Regional District ("SCRD") and Sunshine Coast Regional Hospital District ("SCRHD") for the year ended December 31, 2016.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the Board and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Board throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Board meeting and the preparation of our final report to the Board.

This report has been prepared solely for the use of the Boards and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Board plays an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,



Bill Cox, FCPA, FCA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants

BC/mkn



## TABLE OF CONTENTS

Executive Summary	4
APPENDIX A - Your BDO Engagement Team	10
APPENDIX B - Audit Strategy	11
APPENDIX C - Management Responsibilities	12
APPENDIX D - Circumstances Affecting Timing and Fees	13
APPENDIX E - Board Responsibilities	14
APPENDIX F - Auditor's Considerations of Possible Fraud and Illegal Activities	15
APPENDIX G - Independence Letter	16
APPENDIX H - Communication Requirements	17
APPENDIX I - Resources and Services	18
APPENDIX J - Changes in Accounting Standards With Potential to Impact the SCRD and SCRHD	20
APPENDIX K - Prior Year's Management Letter (for information)	31



## EXECUTIVE SUMMARY

### ENGAGEMENT LETTER

The terms and conditions of our engagement are included in the most recent engagement letter, dated October 12, 2016.

### RESPONSIBILITIES

It is important for the Board to understand the responsibilities that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the annual engagement letter. The oversight and financial reporting responsibilities of the Board as they pertain to the annual audit are summarized below.

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Report on all non-audit services to be provided to the SCRД and SCRHD by the external auditor.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters, if any.
- Refer to Appendix E for full details on the responsibilities of the Board.

### ENGAGEMENT OBJECTIVES

- Express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in its net debt, and cash flows of the SCRД and SCRHD in accordance with Public Sector Accounting Standards ("PSAS").
- Present significant findings to the Board including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit. See Appendix K for prior year's management letter.
- Consult regarding accounting, indirect taxes and reporting matters as requested throughout the year.
- Read the other information included in the SCRД's Annual Report to identify material inconsistencies, if any, with the audited financial statements.



## AUDIT STRATEGY

We plan to focus much of our review of transaction streams using “tests of controls” (compliance procedures) in combination with analytical review and testing. Balances will be tested using a combination of compliance procedures and substantive procedures (such as analysis of data and obtaining direct evidence as to the validity of the items).

Refer to Appendix B for a high level overview of our audit strategy.

## MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$774,000 for the SCRD and a preliminary performance materiality at \$580,500. For the audit of the SCRHD, we have set preliminary materiality at \$42,700 and a preliminary performance materiality at \$32,025.

Our materiality calculation is based on the SCRD and SCRHD’s prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Board members as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Board, other than those which we determine to be “clearly trivial”. Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

## RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the SCRD and SCRHD’s operations, our past experience, and knowledge gained from management and you, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following key risks and whether there are any other areas of concern that the Board members have identified.



## RISKS AND PLANNED AUDIT RESPONSES (CONTINUED)

	Audit Risk	Proposed Audit Approach
Management Override of Internal Controls	The SCRD and SCRHD's current internal control systems could be subject to an override of existing controls by management resulting in unauthorized transactions or unauthorized adjustments to the accounting records.	Review of significant transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.
Recognition of Revenue	Accounting standards have changed in this area and are complex and open to interpretation. There is a risk that revenue may be incorrectly deferred into future periods.	<p>Grant funding will be confirmed through a review of the agreements, which ensures that the amounts recorded exist, are complete and are recorded accurately.</p> <p>Grant expenditures will also be reviewed to ensure that they meet the requirements per the grant agreement.</p> <p>Other revenues streams also contain revenue recognition issues which will be reviewed in accordance with latest revenue recognition standards.</p>

Other areas that may be considered higher risk are as follows:

	Audit Risk	Proposed Audit Approach
Cash and Investments	<p>Cash planning and investment management are important aspects of good financial controls.</p> <p>Due to its nature, cash and investments are almost always considered to be a risk area in any audit.</p>	Our planned audit procedures include review of reconciliations, substantive testing of transactions and confirmations of end of period balances. We will also review reports on return and investment strategies.
Staff Salaries	A significant single type of expenditure that covers many employees and departments. As a regional district, this figure is often of particular interest to financial statement users (taxpayers and members).	Application of computer audit testing to analyze all payroll transactions in the year is a key step to identify unusual payroll relationships for testing. We will also perform systems testing, tests of controls and analytical review of staff salary and levels.

Tangible Capital Assets and Accumulated Amortization	It is important that the useful lives of tangible capital assets owned by the SCRD and SCRHD are appropriate and remain accurate. This involves a high level of estimation and coordination of the finance department with other departments.	We will perform tests of controls for appropriate authorization of purchases combined with substantive testing of additions and disposals in the year and amortization calculations. Useful lives of existing assets will be reviewed for changes in estimates, if applicable.
Contaminated Sites	The SCRD adopted standard PS 3260 - Liability for Contaminated Sites in the prior year. Due to recent adoption, we have considered a continued higher risk in the current year to contemplate continued compliance with the standard.	We will discuss the contaminated sites liability with financial management staff and corroborate our findings with other departments. As well, we will review the valuation of contaminated sites identified, if any.
Liability for Landfill Closure	A significant liability that is calculated based on management assumptions and engineering reports. Due to the nature of the high level of estimates required and the possibility of new information becoming available this calculation is liability is considered a risk area.	We will review calculations related to the liability recorded, as well as review engineering reports. We will also perform an audit of significant assumptions used for the calculation.
Potential Contingent Assets and Liabilities	<p>From discussion with management during the interim audit field work, there are potential contingent assets and liabilities. However, these cases may be resolved by year end.</p> <p>Due to the uncertain nature of these potential contingencies, there is a risk that proper accrual or disclosure is not made in the financial statements.</p>	Our planned audit procedures include updating discussion with management, human resources and obtaining legal confirmations. Due to the uncertainties relating to the potential contingencies, further audit work may be performed at year end.

## FRAUD RISK

Canadian generally accepted auditing standards require us to discuss fraud risk with the Board on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Board
Details of existing oversight processes with regards to fraud.	<p>Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including:</p> <ul style="list-style-type: none"> <li>• Annual Board meeting with management to discuss fraud;</li> <li>• Discussions at regular Board meetings and our attendance at some of those meetings;</li> <li>• Review of related party transactions; and</li> <li>• Consideration of tone at the top.</li> </ul>	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the SCRD and SCRHD?

Refer to Appendix F for our considerations of possible fraud and illegal activities during the performance of our audit.

## FINAL ENGAGEMENT REPORTING

As part of our final reporting to the Boards, we will provide a communications package to support the Board in discharging their responsibilities. This communication will include any identified significant deficiencies in internal controls. See Appendix H for a comprehensive list of communication requirements throughout the audit.



## OTHER MATTERS

Timing	<p>The following schedule has been agreed to with management:</p> <ul style="list-style-type: none"><li>• Interim audit fieldwork - November 14 - 16, 2016 (completed without issue)</li><li>• Year-end audit fieldwork - March 6 - 14, 2017</li><li>• Review of draft financial statements with the Board - To be determined (approximately end of April 2017)</li><li>• Finalization of financial statements - Immediately subsequent to approval by Board members</li></ul>
Independence	<p>Our annual independence letter has been included as Appendix G.</p>
Management Representations	<p>As part of our audit finalization we will obtain written representation from management, a copy of these representations will be included as part of our final report.</p>
New Accounting Standards	<p>Refer to Appendix J for changes in standards.</p>

## APPENDIX A - Your BDO Engagement Team

Name	Title	E-mail	Phone
Bill Cox, FCPA, FCA	Engagement Partner	bcox@bdo.ca	604.443.4716
Patrick Chan, CPA, CA	Audit Senior Manager	pchan@bdo.ca	604.443.4710
Jessica Dong	Senior Audit Staff	jdong@bdo.ca	604.688.5421
Jas Sidhu	Audit Staff	jasidhu@bdo.ca	604.688.5421
Elizabeth Ng	Audit Staff	evng@bdo.ca	604.688.5421

## APPENDIX B - Audit Strategy

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the SCRD and SCRHD.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Board.

To assess risk accurately, we need to gain a detailed understanding of the SCRD and SCRHD's operations and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements. We then determine whether adequate accounting records have been maintained and assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptably low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

## APPENDIX C - Management Responsibilities

All facets of the SCRД and SCRHD's internal controls including those governing the accounting records, systems and financial statements will be impacted by the organization's complexity, the nature of risks, and the related laws, regulations, or stakeholder requirements. It is management's responsibility to determine the level of internal control required to respond reasonably to the SCRД and SCRHD's risks.

The preparation of the SCRД and SCRHD's financial statements including all disclosures in accordance with Canadian public sector accounting standards is the responsibility of management. Among other things, management is responsible for:

1. Designing and implementing internal controls over financial reporting to enable the preparation of financial statements that are free of material misstatements;
2. Informing the SCRД and SCRHD's auditors of any deficiencies in design or operation of internal controls;
3. Updating the SCRД and SCRHD's auditors for any material change in the SCRД and SCRHD's internal controls including if the individuals responsible for the controls that have changed;
4. Identifying and complying with any laws, regulations, and/or agreements which apply to the SCRД and SCRHD;
5. Recording any adjustments required to the financial statements to correct material misstatements;
6. Safeguarding of assets;
7. Providing the auditor with all financial records, and related data which may be related to the recognition, measurement and or disclosure of transactions in the financial statements;
8. Providing accurate copies of all minutes of the regular and closed meetings of Board members;
9. Providing timely, accurate information as requested for the completion of the audit;
10. Allowing unrestricted access to persons or information as requested as part of the audit; and
11. Notifying the auditor of any circumstances which arise between the date the audit work is completed and the approval date of the financial statements.

### Representation Letter

We will make specific inquiries of the SCRД and SCRHD's management about the representations embodied in the financial statements and internal control over financial reporting. During the completion of our audit documentation, we will require management to confirm in writing certain representations in accordance with Canadian generally accepted auditing standards. These representations are to be provided to us in the form of a representations letter which will be provided as near as practicable to, but not after the date of our auditor's report on the financial statements.

## APPENDIX D - Circumstances Affecting Timing and Fees

Our professional fee for the audit is based on careful consideration of the time required to complete the required work. Circumstances may arise during the engagement which could significantly impact the targeted completion dates and or the extent of work required to complete the audit. As a result, additional fees may be necessary. Such circumstances include, but are not limited to, the following:

### Significant Issues

1. Changes in the design or function of internal controls can impact the audit and result in additional substantive testing;
2. Significant number of proposed adjustments which are identified during the audit work;
3. Significant changes are required to the format or information contained in the financial statements;
4. New issues resulting from changes to:
  - a. Accounting standards, policies or practices
  - b. Special events or transactions which were not contemplated in the original budget
  - c. The financial reporting process or systems involved
  - d. Accounting personnel or availability of accounting personnel
  - e. The requirement to include specialists in the audit work
5. Changes to the scope of the audit.

### Audit Execution

1. Audit schedules are not provided in a timely manner, are not mathematically correct, or do not agree to the underlying accounting records.
2. There are significant delays in responding to our requests for information or responses require significant further investigation.
3. The quality of the supporting information for the audit work has deteriorated from our previous experience.
4. A complete working paper package is not provided on the agreed upon date.
5. There is a limitation of access to the financial staff required to complete the audit.



## APPENDIX E - Board Responsibilities

### General Responsibilities

It is the Board's responsibility to provide oversight of the financial reporting process. This includes management's preparation of the financial statements, monitoring of the SCRD and SCRHD's internal controls, overseeing the work of the external auditor, facilitating the resolution of disagreements between management and the auditor, as well as the final review of the financial statements and other annual reporting.

### Significant Audit Findings

Based on the work we perform, any significant identified deficiencies in internal control will be reported to you in writing. The purpose of our audit is to express an opinion on the financial statements. While our audit includes a consideration of the internal control structure of the SCRD and SCRHD, our work is focused on those controls relevant to financial reporting. As such, our work was not designed to provide an opinion on the effectiveness of the internal controls.

We will communicate our views regarding any significant qualitative aspects of the SCRD and SCRHD's accounting practices. This would include the selection and application of accounting policies, estimates and financial statement disclosure. If during our audit we feel that the selected policies, estimates or disclosures are not appropriate for the SCRD and SCRHD under its reporting framework, we will communicate these matters to the Board.

In addition, we will communicate:

- Any significant difficulties which arose during the audit;
- Any reasons identified which may cause doubt as to the SCRD and SCRHD's ability to continue as a going concern;
- The written representations we will request from management;
- Any identified unadjusted misstatements; and
- Any identified or suspected fraudulent activities.

## APPENDIX F – Auditor’s Considerations of Possible Fraud and Illegal Activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion, as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the SCRD and SCRHD’s internal control system, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management’s assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management’s process for identifying and responding to the risks of fraud in the SCRD and SCRHD including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management’s communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the SCRD and SCRHD; and
- Management’s communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiring of management, members of the Board and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performing disaggregated analytical procedures and considering unusual or unexpected relationships identified in the planning of our audit;
- Incorporating an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performing additional required procedures to address the risk of management’s override of controls including:
  - Testing internal controls designed to prevent and detect fraud;
  - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years’ estimates; and
  - Evaluating the business rationale for significant unusual transactions.

## APPENDIX G - Independence Letter

Direct Line: 604-443-4716

E-mail: bcox@bdo.ca

December 7, 2016

Members of the Boards  
Sunshine Coast Regional District and Sunshine Coast Regional Hospital District  
1975 Field Road  
Sechelt, BC V0N 3A1

Dear Board Members:

We have been engaged to audit the financial statements of the Sunshine Coast Regional District (the "SCRD") and the Sunshine Coast Regional Hospital District (the "SCRHD") for the year ended December 31, 2016.

Canadian generally accepted auditing standards (GAAS) no longer require that we communicate formally to you in regard to Independence Matters, however we consider it to be a good practice. As such, we are reporting to you regarding all relationships between the SCRCD and SCRHD (and its related entities) and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of British Columbia and applicable legislation, covering such matters as:

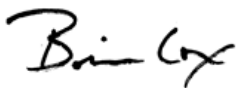
- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We are not aware of any relationships between the SCRCD and SCRHD and our firm that, in our professional judgment, may reasonably be through to bear on our independence.

We hereby confirm that we are independent with respect to the SCRCD and SCRHD within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This letter is intended solely for the use of Board members and management and should not be used for any other purposes.

Yours truly,



Bill Cox, FCPA, FCA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants

BC/mkn

## APPENDIX H – Communication Requirements

Required Communication	Audit Planning Letter	Audit Results Letter	Communication Completed
1. Our responsibilities under Canadian GAAS			Y
2. Our audit strategy and audit scope			Y
3. Fraud risk factors			Y
4. Going concern matters			N
5. Significant estimates or judgments			N
6. Audit adjustments			N
7. Unadjusted misstatements			N
8. Omitted disclosures			N
9. Disagreements with Management			N
10. Consultations with other accountants or experts			N
11. Major issues discussed with Management in regards to retention			N
12. Significant difficulties encountered during the audit			N
13. Significant deficiencies in internal control			N
14. Material written communication between BDO and Management			N
15. Any relationships which may affect our independence			Y
16. Any illegal acts identified during the audit			N
17. Any fraud or possible fraudulent acts identified during the audit			N
18. Significant transactions with related parties not consistent with ordinary business			N
19. Non-compliance with laws or regulations identified during the audit			N
20. Limitations of scope over our audit, if any			N
21. Written representations made by Management			N
22. Any modifications to our opinion, if required			N

## APPENDIX I - Resources and Services

### OTHER BDO SERVICES

Solutions	<p>BDO Solutions provides accounting software management tools need to run a better operation. Our expert team understands the complex reporting requirements government entities must adhere to, as well as the limited resources they have to address these needs. Spend more time serving your constituents, better manage budgets, allocate time and resources more effectively and improve your ability to focus on the work that really matters to your organization.</p> <p>For more information, please visit the following link:</p> <p><a href="http://www.bdosolutions.com/ca/">http://www.bdosolutions.com/ca/</a></p>
Succession Planning	<p>Having a strong strategic plan, such as a succession plan for key employees and strategic planning for the Board, is critical to an organization's success. With our succession planning services, we can help your organization with:</p> <ul style="list-style-type: none"> <li>• Planning for a change in leadership</li> <li>• Setting a strategic direction for the Board</li> <li>• Develop a strategic business plan for operations</li> <li>• Aligning all three groups of stakeholders (Board, employees and members) and enhancing communication</li> </ul> <p>For more information, please visit the following link:</p> <p><a href="http://www.bdo.ca/en/Services/Advisory/Business-Transition/pages/default.aspx">http://www.bdo.ca/en/Services/Advisory/Business-Transition/pages/default.aspx</a></p>
Risk Advisory	<p>As Canada's leading financial advisory firm, BDO helps organizations and their management teams effectively assess, develop and manage strategic initiatives.</p> <p>Visit the following link to find out more:</p> <p><a href="http://www.bdo.ca/en/Services/Advisory/Financial-Advisory/pages/default.aspx">http://www.bdo.ca/en/Services/Advisory/Financial-Advisory/pages/default.aspx</a></p>
Outsourcing	<p>Our dedicated team of professional bookkeepers across Canada combined with our powerful Microsoft cloud technology platform can provide you and your organization with a world class bookkeeping solution that gives you anytime access to your financial information. Our BDO Client Portal provides you with access to comprehensive business management functionality and enables you to make proactive and informed decisions for your organization.</p> <p>Visit the link below to find out how we can create a customized bookkeeping solution for your organization:</p> <p><a href="http://www.bdo.ca/en/Services/Outsourcing/Bookkeeping/pages/default.aspx">http://www.bdo.ca/en/Services/Outsourcing/Bookkeeping/pages/default.aspx</a></p>

#### Indirect Tax

Government Entities operating in Canada are impacted by commodity taxes in some way or another. These include GST/HST, QST, PST, various employer taxes, and unless managed properly, can have a significant impact on your organization's bottom line. The rules for Government Entities can be especially confusing, and as a result many organizations end up paying more for indirect tax than they need to.

Government Entities must keep on top of changes to ensure they are taking advantage of the maximum refund opportunities. At BDO, we have helped a number of organizations of all sizes with refund opportunities, which can reduce costs for the organization and improve overall financial health.

For more information, please visit the following link:

<http://www.bdo.ca/en/Services/Tax/Indirect-Tax/pages/default.aspx>

#### BDO PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the transition and application of Public Sector Accounting Standards. In addition, we offer a wide array of publications on Accounting Standards for Private Enterprises (ASPE), International Financial Reporting Standards (IFRS), and Accounting Standards for Not-for-profit organizations (ASNPO).

For additional information on PSAS, including links to archived publications and model financial statements, refer to the link below:

<http://www.bdo.ca/en/library/services/assurance-and-accounting/pages/default.aspx>.

#### MYPDR

Class is in session! Meeting Your Professional Development Requirements (MYPDR) is an educational program designed to support our clients, contacts and alumni in achieving their ongoing professional development requirements.

Through the MYPDR program, we are committed to providing timely, relevant topics that can support you in meeting your ongoing professional development needs. For more information on the MYPDR program or to register, please visit <http://www.cvent.com/d/34qgxp>.

## APPENDIX J - Changes in Accounting Standards With Potential to Impact the SCRD and SCRHD

*The following summarizes the status of new standards and the changes to existing standards as of the fall of 2016. The Appendix also reviews Exposure Drafts, Consultation Papers, Statements of Principles, projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.*

### NEW STANDARDS - PUBLIC SECTOR ACCOUNTING STANDARDS ("PSAS")

#### *Government Not-for-Profit Organizations, Sections PS 4200 - 4270*

The Province of British Columbia continue to direct that the PS 4200 sections for Government Not-for-Profit Organizations not be used by any entity that is part of the Government of BC reporting entity.

*There are no new standards required to be adopted for years beginning on or after April 1, 2016.*

### NEW STANDARDS - PSAS (NOT YET EFFECTIVE)

#### *Amendments to the Introduction*

PSAB amended the introduction to Public Sector Accounting Standards to clarify the applicability of the CPA PSA Handbook for various public sector entities. A government component, for example a provincial Ministry, that prepares standalone statements, would be directed to use PSAB effective on or after January 1, 2017.

#### *Section PS 1201, Financial Statement Presentation*

This Section revises and replaces Financial Statement Presentation, Section PS 1200. The following changes have been made to the Section:

- Remeasurement gains and losses are reported in a new statement;
- Other comprehensive income that can arise when a government includes results of government business enterprises and government business partnerships in its summary financial statements is reported in the statement of remeasurement gains and losses; and
- The accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

Part of this standard will not have much of an impact until Section PS 3450 - Financial Instruments has been adopted.

The standard is effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. However, we are expecting that the Standard will be further deferred. Earlier adoption is permitted.

### *Section PS 2200, Related Party Disclosures*

This new Section defines a related party and establishes disclosures required for related party transactions.

A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include individuals that are members of key management personnel and close family members.

- Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
- Two entities that have a member of key management personnel in common may be related depending upon that individual's ability to affect the policies of both entities in their mutual dealings.
- Disclosure is only required when transactions and events between related parties have or could have a material financial effect on the financial statements.
- Determining which related party transactions to disclosure is a matter of judgment based on the assessment of certain factors.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 2601, Foreign Currency Translation*

This Section revises and replaces *PS 2600, Foreign Currency Translation*. The following changes have been made to the Section:

- The definition of currency risk is amended to conform to the definition in *PS 3450, Financial Instruments*;
- The exception to the measurement of items on initial recognition that applies when synthetic instrument accounting is used is removed;
- At each financial statement date subsequent to initial recognition, non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with Section PS 3450 are adjusted to reflect the exchange rate at that date;
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued;
- Until the period of settlement, exchange gains and losses are recognized in the statement of remeasurement gains and losses rather than the statement of operations; and
- Hedge accounting and the presentation of items as synthetic instruments are removed.

The new requirements are to be applied at the same time as *PS 3450, Financial Instruments*, and are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed and are now effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. However, we expect that the standard will be further deferred. Earlier adoption is permitted.



### *Section PS 3041, Portfolio Investments*

This Section revises and replaces Section *PS 3040, Portfolio Investments*. The following changes have been made:

- The scope is expanded to include interests in pooled investment funds;
- Definitions are conformed to those in *PS 3450, Financial Instruments*;
- The requirement to apply the cost method is removed, as the recognition and measurement requirements within Section PS 3450 apply, other than to the initial recognition of an investment with significant concessionary terms; and
- Other terms and requirements are conformed to Section PS 3450, including use of the effective interest method.

This Section is to be applied for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 3420, Inter-Entity Transactions*

This new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features are:

- Inter-entity transactions involving the transfer of assets or liabilities should be recognized by both a provider and a recipient at carrying amount, exchange amount or fair value depending on the particular circumstances of each case.
- Inter-entity transactions in the normal course of operations or under a policy of cost allocation and recovery should be recognized on a gross basis at the exchange amount.
- A recipient may recognize unallocated costs as a revenue and expense at carrying amount, fair value or another amount based on existing policy, accountability structure or budget practice depending on the particular circumstances of each case.
- Information about inter-entity transactions would be disclosed in accordance with the new Section on related party disclosures.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 3210, Assets*

This new Section provides additional guidance on the definition of assets and establishes general disclosure standards for assets. Disclosure of types of assets that are not recognized is required.

However, this standard does not address intangible assets which are still not recognized under the PSAB accounting framework.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 3320, Contingent Assets*

This new Section defines and establishes disclosure standards on contingent assets. Disclosure about contingent assets is required when the occurrence of the confirming future event is likely.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a

December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 3380, Contractual Rights*

This new Section defines and establishes disclosure standards on contractual rights. Disclosure about contractual rights is required including the description about their nature and extent and the timing.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 3430, Restructuring Transactions*

This Section addresses a problem area for public sector accounting. In the past there was no Canadian standard that addressed acquisition of services and service areas, therefore, accountants looked to the US and international standards for guidance.

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities, that does not involve an exchange of consideration based primarily on the fair value of the individual assets and liabilities transferred.

- The net effect of the restructuring transaction should be recognized as a revenue or expense by the entities involved.
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

This Section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2018. For entities with a December year, end this means that 2019 is the first year that the standard must be followed. Earlier adoption is permitted.

### *Section PS 3450, Financial Instruments*

PSAB approved amendments to *Section PS 3450, Financial Instruments*, to align the reporting of income on externally restricted assets that are financial instruments with the requirements in Section PS 3100, Restricted Assets and Revenues. The amendments clarify the application of Section PS 3100 (paragraphs PS 3100.11 - .12) when accounting for:

- A change in the fair value of a financial asset in the fair value category that is externally restricted;
- Income attributable to a financial instrument that is externally restricted; or
- A gain or loss associated with a financial instrument that is externally restricted.

These amendments recognize the importance of the nature of restrictions and the terms of contractual agreements in reporting such transactions and events when externally restricted assets and income are involved.

This new Section, although not as demanding as the private sector section, establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.

The main features of the new Section are:

- Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost;
- Almost all derivatives, including embedded derivatives that are not closely related to the host contract, are measured at fair value;
- Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market;
- Other financial assets and financial liabilities are generally measured at cost or amortized cost;
- Until an item is derecognized, gains and losses arising due to fair value remeasurement are reported in the statement of remeasurement gains and losses;
- Budget-to-actual comparisons are not required within the statement of remeasurement gains and losses;
- When the reporting entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category;
- New requirements clarify when financial liabilities are derecognized;
- The offsetting of a financial liability and a financial asset is prohibited in absence of a legally enforceable right to set off the recognized amounts and an intention to settle on a net basis, or to realize the asset and settle the liability simultaneously; and
- New disclosure requirements of items reported on and the nature and extent of risks arising from financial instruments.

The new requirements are to be applied at the same time as *PS 2601, Foreign Currency Translation* and for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed, mainly due to concerns of the senior government, and are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. However, we expect that this Standard will be further deferred. Earlier adoption is permitted. This Standard should be adopted with prospective application except for an accounting policy related to embedded derivatives within contracts, which can be applied retroactively or prospectively.

Note also the exposure draft “Financial Instruments: Transition” (discussed below) that proposed clarification of some detailed aspects of the Financial Instruments standard.

## EXPOSURE DRAFTS - PSAS

### *Financial Instruments: Transition (Closed for comment)*

This exposure draft deals with technical details related to the standard by providing two amendments and a few clarifications.

The first amendment proposed definitively states that unless a contractual right or contractual obligation underlies a receivable or a payable, the Financial Instruments standard does not apply. There must be a contract for there to be a financial instrument.

The second amendment removes a correct, but redundant, paragraph that notes the Financial Instrument Standard does not apply to a receivable under a lease.

Clarifications are made in areas related to transfer of collateral pursuant to a credit risk management mechanism in a derivative contract, treatment of unamortized discounts or premiums related to debt buy-backs, associated unamortized discount or premium on initial adoption, and derivatives not recognized or recorded at fair value on initial adoption.

These detailed technical changes will likely have most impact to senior governments and it is not expected that many local governments will be affected.

PSAB has deferred considering amendments proposed in the October 2014 Exposure Draft until a later date.

#### **Withdrawal of Disclosure of Related Party Transactions by Not-for-Profit Organizations, Section PS 4260 (Closed for comment)**

In January 2016, PSAB proposed, subject to comments received following exposure, to withdraw Section PS 4260 from the CPA Canada Public Sector Accounting Handbook and to add a transitional provision to Section PS 2200, Related Party Disclosures. PSAB is currently deliberating comments received on its Exposure Draft and final Handbook material is expected to be approved later in the fall of 2016.

### **CONSULTATION PAPERS - PSAB**

#### ***Concepts Underlying Financial Performance***

This project considers the concepts underlying the measure of financial performance. It may result in amendments to the conceptual framework and could also affect Section PS 1201, Financial Statement Presentation. Three different consultation papers have been issued on this project with the last one, Conceptual Framework Fundamentals and the Reporting Model, having closed for comment on August 31, 2015. In the third consultation paper, there has been about face on concepts stated in the second consultation in regards to having financial statements that did not clearly articulate. Main features of this consultation paper suggest removing the Statement of Remeasurement Gains and Losses, separating capital grants and other unusual items out of the main revenue and expenses to a separate category (below the net result of services) on the Statement of Operations, revisions of assets and liabilities definitions, required use of historical cost except in rare cases and allows the use of an amended approved budget if the government has changed. PSAB is deliberating comments received.

### **INVITATIONS TO COMMENT - PSAB**

#### ***2013-2016 Strategic Plan: Proposed one-year Extension to the Term of the Plan***

PSAB proposes to extend the term of its existing three-year strategic plan by one year. By this proposal, the broad policy objectives set out in PSAB's 2013-2016 Strategic Plan would continue to guide the Board in carrying out its standard-setting mandate until March 2017.

PSAB intends to publish a draft 2017-2020 strategic plan to obtain input through comment letters and consultations with interested parties. After analyzing the input received, PSAB will develop any necessary modifications to the draft 2017-2020 strategic plan and review a revised draft with the Accounting Standards Oversight Council in October 2016. The Board expects to approve the final 2017-2020 strategic plan in December 2016.

## STATEMENTS OF PRINCIPLES - PSAB

### *Asset Retirement Obligations (Exposure Draft is being developed)*

In 2014, PSAB issued a Statement of Principles called "Retirement Obligations". This caused some confusion to readers as the title sounded as if it might relate to employee retirement obligations. To clarify the project is now called Asset Retirement Obligations. This statement of principles proposes a new section on retirement obligations associated with tangible capital assets controlled by a public sector entity. The statement includes retirement obligations associated with tangible capital assets resulting from legal, constructive and equitable obligations which include post-retirement operation, maintenance and monitoring. Retirement costs would increase the carrying amount of the related tangible capital asset or a component thereof and would be expensed in a rational and systematic manner. The subsequent remeasurement of the liability can result in either a change in the carrying amount of the related tangible assets or a component thereof, or an expense, depending on the nature of the remeasurement or whether the asset remains in productive use. Often the best method with which to estimate the liability is a present value technique.

In June 2016, PSAB received an update on the project and considered the inclusion of solid waste closure and post-closure costs within the scope of the project. An exposure draft is currently being developed and is to be approved in December 2016.

### *Revenue (Exposure Draft is being developed)*

In this Statement of Principles, PSAB proposes to focus on two areas of revenue which are exchange and unilateral (non-exchange) transactions with the presence of performance obligations being the distinguishing feature. Developments in this area will be worth following as there could be significant changes from current practice.

Performance obligations are enforceable promises to provide goods or services. Revenue from an exchange transaction is recognized as the performance obligation is satisfied whereas unilateral transactions are recognized when there is the authority and past event that gives rise to a claim of economic recourses. Examples of unilateral revenue are fines and business licenses. In these examples the payer receives no direct economic benefit in return. However, some revenues (for example, dog licenses) will not be as clear cut. Using the dog license example, there could be a question about whether a service is provided, as most local governments would have a dog catcher, a response for barking dogs, and would fund the local SPCA. A question arises as to whether these services are provided to the person paying the license or the public at large.

The goal of this project is to enhance consistency of revenue recognition among public sector entities. An exposure draft is currently being developed and is to be approved in December 2016.

## PROJECTS - PSAB

### **Employment Benefits**

PSAB approved an Employment Benefits project. The objective is to review Section PS 3250, Retirement Benefits, and Section PS 3255, Post-employment Benefits, Compensated Absences and Termination Benefits. Key issues include, but are not limited to, deferral of experience gains and losses, discount rate, shared risk plans, multi-employer defined benefit plans and vested sick leave benefits.

## Impairment of Non-Financial Assets

PSAB approved an Impairment of Non-Financial Assets project. The objective of the project is to issue a standard that address the impairment of tangible capital assets that have service potential. The objective is to define impairment as well as providing guidance on assessment, recognition, measurement and disclosure of impairment losses. PSAB has deferred this project until a later date.

## Public Private Partnerships

PSAB approved a project proposal to develop a standard on public private partnerships as it was identified as a priority in PSAB's 2014 Project Priority Survey. A statement of principles is being developed and is expected to be completed in December 2016.

## POST IMPLEMENTATION REVIEW - PSAB

### Government Transfers

PSAB conducted its first post-implementation review to determine whether the standard, Section PS 3410, Government Transfers, has been implemented and achieved the intended objectives. The review provided PSAB with insightful information about how the standard was received across Canada. After considerable deliberation, PSAB concluded that the standard meets its original public interest objectives. This means that no further guidance is expected.

## STATUS OF CURRENT PROJECTS - PSAB

Standards for public sector organizations	2016	2016	2017	2017
	Q3	Q4	Q1	Q2
Asset Retirement Obligations			Exposure Draft	
Concepts Underlying Financial Performance				
Employment Benefits		Invitation to Comment		
Financial Instruments - Subsequent Issues				
PSAB Strategic Initiative				Strategic Plan
Public Private Initiative			Statement of Principles	
Revenue			Exposure Draft	
Impairment of Non-Financial Assets	Project Deferred			
PSA Handbook Terminology	Project Deferred			

## NEW STANDARDS - AUDITING AND ASSURANCE STANDARDS BOARD (AASB)

### *CSRS 4460, Reports on Supplementary Matters Arising from an Audit or Review Engagement*

This new Related Services Standard establishes the various types of information reported to a third party (for example, regulators or funding bodies). It is common in this sector for funders, regulators, or other governments to require specific reporting from the auditor or accountant (known as “derivative reports”). This standard requires the auditor or accountant to expand the level of work required in many cases. Many of the existing types of reports requested by funders, regulators or other governments would not be able to be signed under these new proposals. Instead, a more fully explained report using standard wording would be issued in its place.

This standard is effective for reports dated on or after April 1, 2016.

### *CSAE 3000 Attestation Engagement other than Audits or Reviews of Historical Financial Information and CSAE 3001 Direct Engagements*

CSAE 3000 and CSAE 3001 replaces *Sections 5025 Standards for Assurance Engagements Other than Audits of Financial Statements and Other Historical Financial Information, Section 5030 Quality Control Procedures for Assurance Engagement Other than Audits of Financial Statements and Other Historical Financial Information, Section 5049 Use of Specialists in Assurance Engagements Other than Audits of Financial Statements and Other Historical Financial Information and Section 5050 Using the Work of Internal Audit in Assurance Engagements Other than Audits of Financial Statements and Other Historical Financial Information*. CSAE 3000 is adopted from ISAE 3000 however the Canadian Standards have some differences including:

- narrowing the scope of CSAE 3000 to address attestation engagements only;
- references to relevant ethical requirements; and
- terminology.

Canadian Standard on Assurance Engagements (“CSAE”) 3001 is based on CSAE 3000 but is revised, as necessary, to reflect the differences between attestation engagements and direct engagements. CSAE 3000 and 3001 are effective for attestation engagements where the assurance report is dated on or after June 30, 2017.

## EXPOSURE DRAFTS - AASB

### *Reports on Compliance with Agreements, Statutes and Regulations (Closed for comment)*

The AASB issued an exposure draft that proposes to issue a *CSAE 3530 Reports on Compliance with Agreements, Statutes and Regulations*, which would replace *5800, Special Reports – Introduction, 5815, Special Reports – Audit Reports on Compliance with Agreements, Statutes and Regulations, 8600 Reviews of Compliance with Agreements and Regulations*. The standard would not be a “standalone” section, but rather provide additional requirements and application material to assist practitioners in the application of CSAE 3000 or CSAE 3001.

The AASB is deliberating comments received on its Exposure Draft and a Re-Exposure draft will be developed.



### *Association / Use of the Practitioner's Communication or Name (Closed for comment)*

In March 2015, the AASB issued an exposure draft for comments with *CSOA 5000* replacing *Section 5020, Association*, which addressed the following issues:

- which circumstances would be scoped into the proposed standard and in which circumstances the practitioner would refer to other standards;
- how the practitioner's consent to the use of the practitioner's name or report is defined; and
- what the practitioner's responsibilities would be when information on which the practitioner reported is issued in more than one language.

In March 2016, the AASB issued a re-exposure draft to outline changes to the scope of the proposed *CSOA 5000* to improve the understandability and clarity of the requirements of this *CSOA* in response to stakeholders' comments. One of the proposed changes is to rename the standard from "Association" to "Use of the Practitioner's Communication or Name" to avoid giving the impression that proposed *CSOA 5000* deals with all aspects of association.

The AASB is deliberating comments received on its Re-Exposure Draft and final handbook material is expected to be approved later in the fall of 2016.

## **PROJECTS - AASB**

### *Agreed-Upon Procedures*

An invitation to comment is being developed on this project to update *Section 9100, Reports on the Results of Applying Specified Auditing Procedures to Financial Information Other than Financial Statements*. The project will address:

- whether an umbrella standard is needed for agreed-upon procedures engagements;
- whether the concept that an agreed-upon procedures engagement does not result in the provision of assurance is still appropriate;
- whether a practitioner should be required to use professional judgment when determining or modifying the procedures to be performed;
- whether the practitioner should apply materiality to design procedures or assess factual findings; and
- the form and content of the practitioner's report.

It is expected that the invitation to comment document will be approved later in the fall of 2016.

### *Reports on the Application of Accounting Principles*

A project proposal has been approved to determine what the appropriate course of action for *Section 760, Reports on the Application of Accounting Principles*, as opinion shopping services, as described in the section, are rarely performed in practice today.

### *Public Sector Auditing Standards*

The AASB discussed issues related to compliance audits in the public sector and has agreed to develop a new assurance and related services guideline to address material contained in *Section PS 5300, Auditing for Compliance with Legislative and Related Authorities in the Public Sector*. An exposure draft is being developed and is expected to be approved later in the fall of 2016.



### *Communications with Law Firms (Closed for comment)*

The AASB conducted a project to revise the "*Joint Policy Statement Concerning Communications with Law Firms Regarding Claims and Possible Claims in Connection with the Preparation and Audit of Financial Statements*" appended to CAS 501, *Audit Evidence – Specific Considerations for Selected Items*, including:

- whether the revised Joint Policy Statement should include illustrations of how the evaluation of claims and possible claims under different financial reporting frameworks could be described in the inquiry letter or whether such illustrations should be issued separately as non-authoritative guidance;
- whether any consequential amendments would be necessary to CAS 501; and
- what the effective date of the revised Joint Policy Statement should be and whether early implementation should be permitted.

The responses to the AASB exposure draft indicated strong support for the revised Joint Policy Statement. The AASB discussed issues including:

- how to provide greater clarity in CAS 501 that the revised Joint Policy Statement applies to communications with in-house legal counsel acting in a legal capacity;
- whether amendments should be made to address respondents' concerns that it is not clear what the auditor's work effort should be when using evidence provided by in-house legal counsel acting in a legal capacity; and
- how to appropriately reflect in CAS 501 and the revised Joint Policy Statement the circumstances when an auditor may request communication with legal counsel in situations when there are no claims or possible claims.

The AASB approved the revised Joint Policy Statement in February 2016.

### *AASB Strategic Initiative*

The strategic initiative was a project to develop the AASB's next strategic plan. In determining its future activities, the AASB reviewed the outcome of its previous strategic plan, as well as global and domestic developments affecting standard setting, and sought input on how to increase the engagement of stakeholders in the standard-setting process.

The Five-year Strategic Plan, which took effect on April 1, 2016 was released, along with a Basis for Conclusions in August 2016.

## APPENDIX K - Prior Year's Management Letter (for information)

Direct Line: 604-443-4716  
E-mail: bcox@bdo.ca

April 21, 2016

Ms. Janette Loveys, Chief Administrative Officer  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1

Dear Ms. Loveys:

As your external auditors, we are engaged to provide an audit opinion on your year end financial statements. An external audit requires testing of transactions and balances and review of those internal control systems upon which we may place reliance. A positive opinion on the financial statements does not necessarily mean that your internal control systems are all operating effectively. This is because we review only those internal control systems where we feel that failure in those systems could result in a material error on the financial statements. With those systems that we do review, our focus is on the assertions necessary to meet our financial statement audit objectives.

Our review of systems, transactions and balances as well as discussions with staff at various levels gives us a unique insight into your operations. While conducting this work we make note of items that come to our attention where we feel that improvement could be made or alternatives could be considered. We are fortunate in that we work with a great number of clients and observe a wide variety of processes. We see firsthand any procedures that are emerging as best practices.

As matters come to our attention, we make note of these for subsequent follow-up. For minor matters we discuss directly with the staff involved. More important matters are brought forward in this letter (known as a management letter).

It is worth noting that we have management letter comments for virtually all audits of all clients. The existence of points does not mean that there are significant problems with your systems or staff. They are just recommendations to make good systems better.

### Status of Prior Year Recommendations

#### *1. Review of Investments (SCRD)*

We noted last year that there is no formal review and sign off of the investment account reconciliation, prepared by Accounting Technician III, each month. While there is a quarterly review performed by the Board, with the growing number of investments held in various institutions, there is a risk that errors could go undetected for a number of months which could impact investment decisions.

We recommended that a formal monthly review process be adopted, and that evidence of the monthly review be maintained.



#### *Current year follow-up*

A formal monthly review process was implemented in 2015. Evidence of the monthly review is maintained by the Finance department.

#### **Current Year Observations**

##### ***1. Disable User Access at Termination***

During the audit, we noted that the user access from the previous IT consultant in the vendor company was not disabled immediately in Pacific Scale when he left the vendor company SCRD uses. This creates a risk that data from Pacific Scale might be stolen or changed without anyone knowing.

##### *Recommendation*

We recommend that SCRD reviews the user access rights on a regular basis (e.g. at least quarterly every year). The access rights should be disabled immediately once the employee/contractor leaves the company.

##### *Management Comments*

As part of the SCRD's corporate software upgrade, which is currently in process, user rights and internal controls are key issues to be mitigated. User rights for all systems will be based on an "employees role" and will be controlled, verified and monitored by HR, Finance, Records and IT management. As of 2016, user access rights will be reviewed quarterly on an ongoing basis.

With regards to the Sunshine Coast Regional Hospital District there were no prior year recommendations or current year observations to report on.

This communication is prepared solely for the information of management and those charged with governance and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the co-operation and assistance which we received from Tina Perreault, Brad Wing, Sara Zacharias and the rest of the finance department during the course of the audit.

We shall be pleased to discuss with you further any matters mentioned in this letter at your convenience.

Yours truly,

Bill Cox, FCPA, FCA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants

BC/lcz

cc: Board of Directors

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017  
**AUTHOR:** Angie Legault, Senior Manager, Administration and Legislative Services  
**SUBJECT:** BYLAW ENFORCEMENT LETTER OF UNDERSTANDING WITH ISLANDS TRUST

---

### RECOMMENDATION(S)

**THAT the report titled Bylaw Enforcement Letter of Understanding with Islands Trust be received.**

---

### BACKGROUND

The following recommendation was adopted by the Board at the October 22, 2015 meeting:

414/15 THAT the SCRD and Islands Trust staff discuss the development of a letter of understanding on bylaw enforcement;

AND THAT a report on the potential letter of understanding be brought to the SCRD Board and Gambier Island Local Trust Council for consideration.

### DISCUSSION

Subsequent to this Resolution, staff determined that bylaw enforcement was included in the existing (1996) Letter of Understanding between the SCRD and Islands Trust as follows:

#### 3.0 Bylaw Enforcement

- 3.1 The Parties wish to coordinate their activities with respect to bylaw investigation and bylaw enforcement on matters which constitute a potential contravention or contravention of a bylaw of either Party or both Parties.
- 3.2 Where information is received by one Party that it considers a potential contravention of a bylaw of the other Party, that Party shall promptly convey that information to the other Party.
- 3.3 Where either Party identifies an activity that it considers a potential contravention of a bylaw of both Parties, and which it considers may be effectively controlled through the enforcement of either of the bylaws or both bylaws, that Party may deliver to the other Party a notice, in writing, requesting the other Party's participation in a joint enforcement process.

- 3.4** Where either Party receives from the other a request referred to in Section 3.3, that Party shall notify the other Party whether it wishes to participate in negotiations for a joint enforcement process within 30 days.
- 3.5** After an affirmative notice referred to in Section 3.4. has been delivered by one Party to the other Party, the Parties shall negotiate and agree, in writing, regarding the methodology, cost sharing and key activities for the joint enforcement program.
- 3.6** Either Party may deliver written notice to the other that it is withdrawing from a joint enforcement process and, in that case, the Parties are liable only for their share of any:
- a) costs incurred by the other Party prior to the date the notice is given; and
  - b) costs reasonably incurred by the other Party in continuing a legal proceeding commenced prior to the date the notice is given.
- 3.7** Either Party may initiate interagency arrangements whereby one Party may conduct bylaw investigations on behalf of the other Party and at the request of the other Party subject to written conditions agreed to by the signatories of this Agreement.

SCRD and Islands Trust staff have reviewed the existing Letter of Understanding and believe it addresses the Board's request. Staff have agreed to maintain communication and cooperation with respect to bylaw compliance.

SCRD staff have shared this report with Island's Trust staff.

## **STRATEGIC PLAN AND RELATED POLICIES**

This report and the Letter of Understanding are consistent with the organization's value of Collaboration.

## **CONCLUSION**

Subsequent to the 2015 Resolution, staff determined that bylaw enforcement was included in the existing (1996) Letter of Understanding between the SCRD and Islands Trust. Staff recommend this report be received for information.

Reviewed by:			
Manager		Finance	
GM		Legislative	X-AL
CAO	X-JL	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services – January 26, 2017

**AUTHOR:** Angie Legault, Senior Manager Administration and Legislative Services  
Cecilia Garcia, Communications Officer

**SUBJECT:** **REVISED SUNSHINE COAST REGIONAL DISTRICT (SCRD) PUBLIC PARTICIPATION FRAMEWORK**

---

### RECOMMENDATION(S)

**THAT the report titled Revised Sunshine Coast Regional District (SCRD) Public Participation Framework be received;**

**AND THAT the revised Public Participation Framework be adopted.**

---

### BACKGROUND

Public consultation and engagement are key components of good local government decision making. The processes for consultation and engagement need to be inclusive, transparent, meaningful and consistent.

In 2013, the Board adopted a policy document titled Citizen Engagement Framework to guide public participation processes and ensure consistency across the organization. The Framework was largely based on work done by the Capital Regional District and has provided useful direction for staff.

The purpose of this report is to present a revised Framework for consideration.

### DISCUSSION

With the ongoing refinement of SCRD processes and continuing education of staff, the desire to update the existing Citizen Engagement Framework was identified.

The first change involves renaming the document from “Citizen Engagement Framework” to “Public Participation Framework”. This terminology is seen to be more inclusive and more easily understandable. The second (and largest) change is to replace the “spectrum” of participation to enhance clarity of roles within the five levels of participation and better reflect the SCRD’s goals. As with any continuum of public participation, the key goal is to align the approach to public participation with the nature, complexity, and relative impact of the decision being made.

A number of local governments have adopted guidelines for engaging the public in governance and decision making. Such guidelines often consist of two basic components:

1. A public participation policy or framework that provides high level direction with respect to the goals of public engagement, roles and responsibilities, overall approach and values or principles that will consistently guide engagement work.
2. A public participation handbook or toolkit that provides detailed resources, forms, templates and instructions to guide staff in the development and implementation of engagement processes. This component is developed for, and used by, staff conducting the engagement work.

This report focuses on the adoption of a revised Public Participation Framework; however development of a toolkit to accompany the Framework is expected to be completed during 2017 Q1.

Staff continue to engage in training and development opportunities to further develop their public participation knowledge and skills, along with facilitation training.

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

This report directly links to the set of values identified in the Strategic Plan.

In addition, this report touches a number of Strategic Priorities such as:

Strategic Priority: Enhance Board Structure and Processes

Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations

Strategic Priority: Facilitate Community Development

Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers

#### **CONCLUSION**

Public consultation and engagement are part of the foundation of good local government decision making. There is a strong need for public consultation and engagement processes to be inclusive, transparent, meaningful and consistent. Staff recommend the revised Public Participation Framework be amended as presented in this report (Attachment A).

Attachment A: Draft Public Participation Framework

Reviewed by:			
Manager		Finance	
GM		Legislative	X-AL
CAO	X-JL	Other	X-CG



## Sunshine Coast Regional District Public Participation Framework





## Overview

Over the past few years, staff from across the Sunshine Coast Regional District (SCRD) have been exploring how to improve the SCRD's engagement with and for the communities and residents we serve. Through discussions and workshops, staff identified challenges ranging from the wider community not understanding who and what the SCRD is and what services we provide, to a lack of consistent application of public participation processes among departments, and finally, a strong reliance on external consultants. There were also many common points of interest among staff, the most obvious was the agreement that the SCRD needs to do a better job engaging residents in our decision making processes – and the need to do this collectively and consistently.

There was a clear understanding and linkage that effective public participation is increasingly seen as an integral part of a strong governance framework.

This framework will help to establish consistent and strategically targeted processes for public participation and ensure those processes are implemented by SCRD staff and external consultants.

## What is public participation?

In order for this framework to truly be effective, it is important to begin from a common point of understanding of exactly what public participation is. Globally, public participation is when an organization reaches outside of itself to seek the involvement of the public in its decision-making process. Generally, participants in these processes are those who are most likely to be affected by the matter under consideration. Organizations have come to embrace public participation processes as a means for strengthening trust and confidence in the decision-making process.

There is a recognized continuum of public involvement denoted within the term public participation, from simply sharing information about a pending decision (informing and educating) through to creating a partnership arrangement, one based on mutual trust, and a willingness to agree on a course of action together. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

For elected and government officials, public participation is commonly seen as a mechanism to support transparency, accountability and improved decision making. It is more than giving information and receiving feedback — it is a deliberate commitment that government makes to its public and stakeholder groups to listen and to be influenced within expressed limits.

The SCRD's Public Participation Framework consists of the following components:

1. SCRD Board's Commitment to Public Participation
2. SCRD's Spectrum of Public Participation.
3. SCRD's 8 Principles for the Practice of Public Participation
4. Working Cooperatively with the SCRD's Municipalities and Electoral Areas
5. First Nations Engagement and the SCRD
6. Roles and Responsibilities in the SCRD Public Participation Processes
7. SCRD Staff Public Participation Toolkit (for internal use)

This document is based on the Capital Regional District's framework and we thank them for their permission to use it.

## Component 1: SCRD Board's Commitment to Public Participation

A common practice for many orders of government across Canada is to have a publicly stated overarching commitment to public participation. As the SCRD Public Participation Framework is unrolled for all, the adoption of the following statement at the SCRD Board level is recommended:

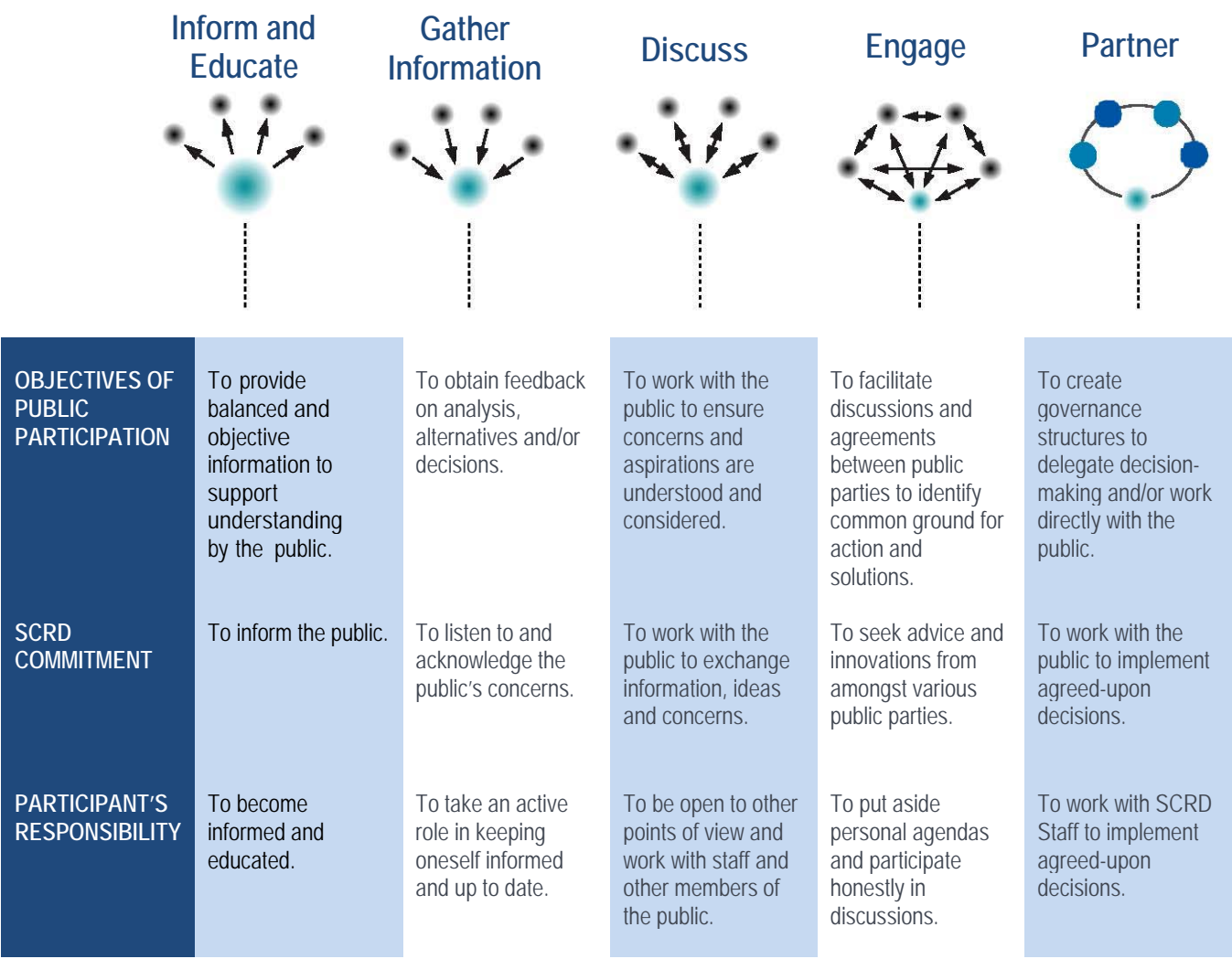
**The Sunshine Coast Regional District is committed to undertaking public participation processes in the development and delivery of public policies, programs, legislation and services.**

**The Sunshine Coast Regional District is also committed to promoting a consultative and collaborative culture across all departments and divisions.**

It should be noted that this Public Participation Framework does not supersede protocol agreements that may already exist between the SCRD and other organizations or First Nations.

# Component 2: SCRD’s Spectrum of Public Participation

As with any continuum of public participation, the key goal is to align the approach to public participation with the nature, complexity, and relative impact of the decision being made. In many public participation experiences, the process may incorporate a flow within the Spectrum. The Spectrum provides a clear understanding of how the public participation process contributes to building widespread public trust.



Source: Auditor General of British Columbia 2009 (modified)  
Report 11: Public Participation: Principles and Best Practices for British Columbia

## Component 3: SCRD's 8 Guiding Principles for the Practice of Public Participation

The key underpinning concept of having a set of principles is to build a culture and value of public participation within the SCRD; principles that can qualify or characterize processes while allowing flexibility in the approaches.

1. **Active Citizenship**

The SCRD acknowledges the benefits, as an organization and in civil society, for active citizens' involvement in SCRD's public participation and decision making processes.

2. **Commitment**

Leadership and strong commitment to information, consultation and engagement in active participation is needed at all levels – from SCRD Directors, senior managers and staff.

3. **Clarity**

Objectives for, and limits to, information, consultation and active participation will be well defined from the outset. The respective roles and responsibilities of citizens (in providing input) and the SCRD (in making decisions for which we are accountable) must be clear to all.

4. **Time**

Public consultation and active participation will be undertaken as early in the decision making process as possible, to allow for a greater range of solutions to emerge and to raise the chances of successful implementation.

5. **Objectivity**

Information will be objective, complete and accessible. All citizens will have equal treatment when exercising their rights of access to information and participation.

6. **Resources**

Adequate financial, human and technical resources are required if public information, consultation and active participation in policy making are to be effective. SCRD staff will be supported through guidance and training and the provision of adequate resources.

7. **Coordination**

Initiatives will be coordinated across the SCRD to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of 'engagement fatigue' among staff and the public.

8. **Evaluation**

In order to increase the SCRD's organizational capacity and success; evaluations of public participation processes will be incorporated into every process.

## Component 4: Working Cooperatively With The SCRD'S Municipalities And Electoral Areas

There is a strong recognition and understanding of the value of working with member municipalities and electoral areas when public participation processes occur in their communities. For staff, understanding what role and expectation there is to inform, involve or even partner with the municipality at the beginning planning stage plays an important part, if not a key element in building trust and ensuring successful results. The SCRD commits to proactively communicate with municipalities and electoral areas when processes are planned as well, assess the degree of cooperation and collaboration required based on the initiative.

## Component 5: First Nations Engagement and the SCRD

Consultation and engagement with First Nations is different than public consultation because it is driven by the law, not just good public policy. The Canadian courts have emphasized that the federal and provincial governments must consult with First Nations when making decisions that may affect aboriginal and treaty rights and accommodate those rights where appropriate. Aboriginal and treaty rights are also protected under the Constitution of Canada.

It is important to keep in mind that the SCRD cannot assume responsibility for the legal obligations to consult now imposed on the senior governments. It can, however, be delegated procedural steps such as gathering information on First Nations interests. It is also important to recognize that First Nations and the SCRD are neighbours so it makes sense to work with First Nations in a meaningful way to seek their input, to apply their input to avoid future problems and to seek opportunities to work together whenever working on a project that may affect their interests or provide opportunities to build a stronger relationship.

## Component 6: Roles and Responsibilities in SCRD Public Participation Processes

### Board and Committees

The SCRD Board is ultimately responsible to all the citizens of the Sunshine Coast Regional District and therefore, acts in the best interests of the region as a whole.

During its review and decision-making process, the Board and Committees have an obligation to recognize the efforts and activities that have preceded its deliberations. Directors should have regard for the public participation processes that have been completed in support of projects.

### SCRD Staff

Staff responsible for the design and implementation of public participation processes have an obligation to ensure that the Guiding Principles are the backbone of their processes. In addition to the responsibilities established by the Guiding Principles, staff have a responsibility to:

- Pursue public participation with a spirit that recognizes the value it adds to projects;
- In all public participation activities, work towards fostering long-term relationships based on respect and trust;
- Encourage positive working partnerships;
- Take-up the challenge to draw out the silent majority, the voiceless and the disempowered;
- Ensure that decisions and recommendations reflect the needs and desires of the entire community; and
- Ensure that no participant or group is marginalized or ignored, or conversely, given undue influence.

### All Participants

The public, staff, the Board and committees are also accountable to the process and the accomplishment of the project goals. All participants have a responsibility to:

- Focus on the real issues;
- Balance personal concerns with the needs of the community as a whole;
- Have realistic expectations;
- Participate openly, honestly and constructively, offering ideas, suggestions, alternatives, etc.;
- Listen carefully and completely;
- Identify their concerns and issues early in the process;
- Provide their names and contact information if they want direct feedback;
- Make every effort to work within the project schedule; if this is not possible then this should be discussed with staff as soon as possible. Participants must also recognize that process schedules may be constrained by external factors (e.g. broader project schedules or legislative requirements);
- Recognize that there is no single voice that is more important than all others, and that there are diverse opinions to be considered;
- Work within the process in an integrated and cooperative manner;
- Accept responsibility for keeping themselves aware of current issues; when possible, participants should also make others aware of project activities and solicit their input; and
- Recognize that the measure of the success of the process is the fullness of public involvement and the quality of the outcome.

## Component 7: SCRD Public Participation Toolkit (for internal use)

A public participation toolkit will assist staff who are responsible for designing and implementing public participation processes and ensure a high degree of consistency in applications across the SCRD. For example, a general public will have the same experiences when different departments conduct public participation processes. The toolkit includes:

1. Key steps required for successful public participation.
2. Techniques, methods and applications.
3. Public participation tools and explanation how to implement the tool.
4. Public participation plan template.



## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

---

**TO:** Corporate and Administrative Services Committee- January 26, 2017

**AUTHOR:** Bess Wong, Manager, Purchasing and Risk Management

**SUBJECT:** INSURANCE INVOICES OVER \$100,000: MIA AND AON REED STENHOUSE INC.

---

### **RECOMMENDATION(S)**

**THAT the report titled Insurance Invoices Over \$100,000: 2017 MIA and AON Reed Stenhouse Inc. be received;**

**AND THAT the Board authorize payment of \$66,413 for liability insurance to the Municipal Insurance Association;**

**AND THAT the Board authorize payment of \$180,458 for property insurance to Aon Reed Stenhouse;**

**AND THAT the 2017 Financial Plan be amended to reflect the reduction in insurance premiums;**

**AND FURTHER THAT this recommendation be referred to the January 26, 2017 Board Meeting for adoption.**

---

### **BACKGROUND**

Delegation Bylaw 532 requires that all purchases over \$100,000 be authorized by Board Resolution. Premiums are determined in December of each following a review of coverage and a full property review.

### **DISCUSSION**

Municipal Insurance Association: The annual assessment of \$66,413 for 2017 represents a combination of per capita rates, claims experience and some administrative costs. There was a decrease in the annual cost; in the amount of \$10,410 from the 2016 annual cost due to decreases in our claims / experience adjustment. At the end of 2016, the Regional District has two open liability claim. Offered again in 2016 is the 'Casual Legal Service' program at that provides legal opinion to its members for a cost of \$500 per year and covers advice on all local government issues that are unlimited inquiries (limited to 30 minutes and involve no legal research or the preparation of documents). This is a valuable service for non-complex legal questions not covered under SCRD policy and in addition, the Regional District receives quarterly newsletters, bulletins on court cases and legislation and a number of other resources.

Aon Reed Stenhouse: The premium of \$180,458 includes the renewal of property, boiler and machinery, crime, AD&D and commercial general liability insurance. The property rate of 0.20 per 100 dollars has stayed the same as 2016 with no substantive increase in property values.

## **STRATEGIC PLAN AND RELATED POLICIES**

This report speaks to the Board's Strategic Priority of *Fiscal Sustainability*.

## **CONCLUSION**

Delegation Bylaw 532 requires that all purchases over \$100,000 be authorized by Board Resolution. Premiums are determined in December of each following a review of coverage and a full property review.

Staff recommend the payments of \$66,413 and \$180,458 be authorized to the Municipal Insurance Association and Aon Reed Stenhouse respectively.

Attachment:

1. A-E:AON Redd Stenhouse Invoices
2. Municipal Insurance Association Invoice

Reviewed by:			
Manager	X-BW	Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	

**INVOICE NO. 3260000172267 \*****INVOICE**

Aon Reed Stenhouse Inc.  
 401 West Georgia Street, Suite 1200  
 PO Box 3228 STN. TERMINAL  
 Vancouver, BC V6B 3X8  
 tel 604-688-4442 fax 604-682-4026

Account No. 32261002639  
 Invoice Date 03-Jan-2017  
 Currency CANADIAN DOLLAR  
 Account Executive Ershad, Farzad

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

Name of Insured	Sunshine Coast Regional District		
Policy Number	VFP 9149863 Cert # 41		
Effective Date	31-Dec-2016	Expiry Date	31-Dec-2017
Particulars			
Renewal	Accidental Death & Dismemberment		
Total for Insurers			1,012.00
	Invoice Total		1,012.00

Placements with exposures outside of Canada may be subject to self-assessment for taxes and/or fees in foreign jurisdictions. Please consult your independent tax advisor.  
 If any of the policies on this invoice represent U.S. risks, then you should go to <http://www.aon.com/fatca/> to obtain the W-8IMY of the Aon entity referenced on this invoice for payment.

1

Premiums are due and payable in full by the effective date of insurance coverage.  
 Policies must be returned at once if not required.

**AON**

Please Detach here. Retain top portion for your records and return bottom portion with your payment.

Account No.	Invoice No.	Amount Due	Invoice Currency
32261002639	3260000172267	1,012.00	CANADIAN DOLLAR

Please make cheque payable to Aon Reed Stenhouse Inc.

Aon Reed Stenhouse Inc.  
 Lockbox # 310350  
 PO BOX 578 STN M  
 Calgary, AB T2P 2J2

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

**AON**

**INVOICE NO. 3260000172100 \*****INVOICE**

Aon Reed Stenhouse Inc.  
 401 West Georgia Street, Suite 1200  
 PO Box 3228 STN. TERMINAL  
 Vancouver, BC V6B 3X8  
 tel 604-688-4442 fax 604-682-4026

Account No. 32261002639  
 Invoice Date 29-Dec-2016  
 Currency CANADIAN DOLLAR  
 Account Executive Ershad, Farzad

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

Name of Insured	Sunshine Coast Regional District		
Policy Number	3753792-12		
Effective Date	31-Dec-2016	Expiry Date	31-Dec-2017
<b>Particulars</b>			
Renewal	Boiler and Machinery		
2016-2017 Boiler & Machinery Policy Renewal			
//YXCC			
Total for Insurers			10,455.00
	Invoice Total		10,455.00

Placements with exposures outside of Canada may be subject to self-assessment for taxes and/or fees in foreign jurisdictions. Please consult your independent tax advisor.  
 If any of the policies on this invoice represent U.S. risks, then you should go to <http://www.aon.com/fatcal> to obtain the W-8IMY of the Aon entity referenced on this invoice for payment.

1

Premiums are due and payable in full by the effective date of insurance coverage.  
 Policies must be returned at once if not required.

**AON**

Please Detach here. Retain top portion for your records and return bottom portion with your payment.

Account No.	Invoice No.	Amount Due	Invoice Currency
32261002639	3260000172100	10,455.00	CANADIAN DOLLAR

Please make cheque payable to Aon Reed Stenhouse Inc.

Aon Reed Stenhouse Inc.  
 Lockbox # 310350  
 PO BOX 578 STN M  
 Calgary, AB T2P 2J2

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

**INVOICE No. 3260000172056 \*****INVOICE**

Aon Reed Stenhouse Inc.  
 401 West Georgia Street, Suite 1200  
 PO Box 3228 STN. TERMINAL  
 Vancouver, BC V6B 3X8  
 tel 604-688-4442 fax 604-682-4026

Account No. 32261002639  
 Invoice Date 29-Dec-2016  
 Currency CANADIAN DOLLAR  
 Account Executive Ershad, Farzad

Sunshine Coast Regional Dist Instructors  
 1975 Field Road  
 Sechelt, BC V0N 3A1

Name of Insured	Sunshine Coast Regional District Instructors		
Policy Number	ACA260026		
Effective Date	31-Dec-2016	Expiry Date	31-Dec-2017
Particulars			
Renewal	ACL Plus Commercial General Liability		
ACL Plus Aviva 16-17			
Total for Insurers			2,500.00
	Invoice Total		2,500.00

Placements with exposures outside of Canada may be subject to self-assessment for taxes and/or fees in foreign jurisdictions. Please consult your independent tax advisor.  
 If any of the policies on this invoice represent U.S. risks, then you should go to <http://www.aon.com/fatca/> to obtain the W-8IMY of the Aon entity referenced on this invoice for payment.

1

Premiums are due and payable in full by the effective date of insurance coverage.  
 Policies must be returned at once if not required.

**Aon**

Please Detach here. Retain top portion for your records and return bottom portion with your payment.

Account No.	Invoice No.	Amount Due	Invoice Currency
32261002639	3260000172056	2,500.00	CANADIAN DOLLAR

Please make cheque payable to Aon Reed Stenhouse Inc.

Aon Reed Stenhouse Inc.  
 Lockbox # 310350  
 PO BOX 578 STN M  
 Calgary, AB T2P 2J2

Sunshine Coast Regional Dist Instructors  
 1975 Field Road  
 Sechelt, BC V0N 3A1

**Aon**

**INVOICE NO. 3260000172297 \*****INVOICE**

Aon Reed Stenhouse Inc.  
 401 West Georgia Street, Suite 1200  
 PO Box 3228 STN. TERMINAL  
 Vancouver, BC V6B 3X8  
 tel 604-688-4442 fax 604-682-4026

Account No. 32261002639  
 Invoice Date 04-Jan-2017  
 Currency CANADIAN DOLLAR  
 Account Executive Ershad, Farzad

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

Name of Insured	Sunshine Coast Regional District		
Policy Number	E2TU000025		
Effective Date	01-Jan-2017	Expiry Date	01-Jan-2018
Particulars			
Renewal	Commercial General Liability		
2016-2017 CGL (User Group) Renewal			
Total for Insurers			1,500.00
	Invoice Total		1,500.00

Placements with exposures outside of Canada may be subject to self-assessment for taxes and/or fees in foreign jurisdictions. Please consult your independent tax advisor.  
 If any of the policies on this invoice represent U.S. risks, then you should go to <http://www.aon.com/fatca> to obtain the W-8IMY of the Aon entity referenced on this invoice for payment.

1

Premiums are due and payable in full by the effective date of insurance coverage.  
 Policies must be returned at once if not required.

**Aon**

Please Detach here. Retain top portion for your records and return bottom portion with your payment.

Account No.	Invoice No.	Amount Due	Invoice Currency
32261002639	3260000172297	1,500.00	CANADIAN DOLLAR

Please make cheque payable to Aon Reed Stenhouse Inc.

Aon Reed Stenhouse Inc.  
 Lockbox # 310350  
 PO BOX 578 STN M  
 Calgary, AB T2P 2J2

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

**Aon**

**INVOICE NO. 3260000172101 \*****INVOICE**

Aon Reed Stenhouse Inc.  
 401 West Georgia Street, Suite 1200  
 PO Box 3228 STN. TERMINAL  
 Vancouver, BC V6B 3X8  
 tel 604-688-4442 fax 604-682-4026

Account No. 32261002639  
 Invoice Date 29-Dec-2016  
 Currency CANADIAN DOLLAR  
 Account Executive Ershad, Farzad

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

Name of Insured	Sunshine Coast Regional District		
Policy Number	A2800088/2		
Effective Date	31-Dec-2016	Expiry Date	31-Dec-2017
<b>Particulars</b>			
Renewal	Property		
2016-2017 Property & Crime Policy Renewal			
//YXCC			
//YXCC			
Total for Insurers			164,991.00
Invoice Total			164,991.00

Placements with exposures outside of Canada may be subject to self-assessment for taxes and/or fees in foreign jurisdictions. Please consult your independent tax advisor.  
 If any of the policies on this invoice represent U.S. risks, then you should go to <http://www.aon.com/fatca/> to obtain the W-8IMY of the Aon entity referenced on this invoice for payment.

1

Premiums are due and payable in full by the effective date of insurance coverage.  
 Policies must be returned at once if not required.

**Aon**

Please Detach here. Retain top portion for your records and return bottom portion with your payment.

Account No.	Invoice No.	Amount Due	Invoice Currency
32261002639	3260000172101	164,991.00	CANADIAN DOLLAR

Please make cheque payable to Aon Reed Stenhouse Inc.

Aon Reed Stenhouse Inc.  
 Lockbox # 310350  
 PO BOX 578 STN M  
 Calgary, AB T2P 2J2

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

**Municipal Insurance  
Association of British Columbia**

200 - 429 West 2nd Ave.  
Vancouver, BC V5Y 1E3  
Toll-Free: 1-855-683-6266  
Fax: 604-683-6244

[miabc.org](http://miabc.org)



Mr. Robert McKee Sunshine Coast Regional District 1975 Field Road Sechelt, BC, V0N 3A1	Invoice No: L2017-248 Date: December 12, 2016 Deductible: \$10,000 Group: C Reference: 2017 Premium
<b>COMMENT</b>	
Your assessment is based on a population of <b>12,011</b> for the year 2015 from BC Stats.	
<b>DESCRIPTION</b>	
Pooled Claims Assessment (\$4.50/ capita)	\$54,037
Administration Assessment	
Claims management component (\$0.43 / capita)	5,105
Admin. Component (\$0.74 / capita, min \$2,500, max \$25,000)	8,912
Reinsurance Assessment (\$1.14 / capita)	13,669
Premium Tax Recovery	2,779
Experience Adjustment -15.00%	(12,258)
Less Dividend for 2015	(6,330)
<b>BALANCE DUE:</b>	<b>\$65,913</b>
In you would like to renew your MIABC's Casual Legal Advice Service subscription, please pay the amount below.	
Casual Legal Advice Service (optional)	\$500
<b>Total with Option:</b>	<b>\$66,413</b>



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

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

**SUBJECT:** SQUARE BAY SEWAGE TREATMENT ALTERNATIVE APPROVAL PROCESS

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### RECOMMENDATION(S)

**THAT the report titled Square Bay Sewage Treatment Alternative Approval Process be received;**

**AND THAT the deadline for receiving elector responses be March 21, 2017 at 4:30 pm;**

**AND THAT the elector response form be established as presented;**

**AND THAT the total number of electors of the area to which the approval process applies (Square Bay Sewage Treatment Service Area) be determined to be 92 (10% threshold = 9)**

**AND FURTHER THAT this recommendation be forwarded to the January 26, 2017 Board meeting for adoption.**

---

### BACKGROUND

The Board adopted the following recommendation at the meeting held on November 24, 2016:

431/16      **Recommendation No. 1**      *Square Bay Wastewater Treatment Plant Financial Plan*

THAT the report titled Square Bay Wastewater Treatment Plant Financial Plan be received;

AND THAT the 2016-2020 Financial Plan be amended to increase the Square Bay Wastewater Treatment Plant (in Area B) Function [387] replacement project budget to \$977,303 funded from the Clean Water and Wastewater Fund grant of \$697,303 and long term borrowing of \$280,000 over a 20-year term.

Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016 and Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016 were given three readings at the regular Board meeting of December 8, 2016.

### DISCUSSION

A schedule for an alternative approval process (AAP) (Appendix 1) has been prepared for review and adoption of the deadline for receiving elector response forms. An elector response form (Appendix 2) has been drafted for review and Board approval.

Staff have calculated the total number of electors of the area to which the approval process applies (the Square Bay Sewage Treatment Service Area) at **92**. The number of electors was calculated by using the number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on March 30, 2016 (87), and adding the number of non-resident property electors currently registered for properties within the Service Area, excluding those property owners who also reside within the Service Area (5). This figure must be adopted by the Board. Approval of the electors by AAP is obtained if the number of elector responses received by the established deadline is less than 10% of this total (**9**).

#### *Financial Implications*

The cost of statutory advertising for the AAP is estimated to be \$1,500 which will be funded by the new service.

#### *Communications Strategy*

In addition to statutory advertising, an information package will be prepared prior to the start of the AAP. The information package will include a copy of the service establishing and loan authorization bylaws and the AAP formal notice as well as information on the Project and a comparison of cost implications for both short term and long term borrowing. Information packages will be made available on the Sunshine Coast Regional District (SCRD) website and at the SCRD Administration office (1975 Field Road).

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

Utilizing long term borrowing to finance an asset with a significant lifespan supports the Strategic Priority of “Ensure Fiscal Sustainability” and ensuring adequate sewage treatment is a key component of “Embed Environmental Leadership”.

Clear communication with respect to the AAP supports the Board’s value of “Transparency”.

### **CONCLUSION**

Local governments wishing to pursue long term debt financing must do so with approval of the electors. Staff have been directed to proceed with an AAP to authorize the establishment of a new service and long term borrowing for the Square Bay Sewage Treatment Plant Project. As part of the process, the Board must set the deadline for receiving elector response forms, approve the elector response form and determine the total number of electors to which the AAP applies (portion of Electoral Area B).

Staff recommend the Board adopt the recommendations relating to the AAP. If less than 10% of electors within the service area (9) sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board can proceed to adopt the bylaws.

Reviewed by:			
Manager		Finance	
GM		Legislative	X - AL
CAO	X-JL	Other	

Appendix 1  
**Schedule for Alternative Approval Process for**  
*Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016*  
*and Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016*

<b>Date</b>	<b>Action</b>
Dec 8	<i>Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016 and Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016 receive 3<sup>rd</sup> reading</i>
Dec 19	Bylaw forwarded to Ministry of Community, Sport & Cultural Development for approval of the Inspector of Municipalities
Feb 10	First Notice of AAP published in the Coast Reporter
Feb 17	Second Notice of AAP published in the Coast Reporter
Mar 21	Deadline for submission of AAP forms
Mar 23	Report on results of AAP
Mar 23	Adopt Bylaw Nos. 1085 & 707 if less than 9 elector responses submitted
Apr 24	Apply for Certificate of Approval (COA) following 30 day quashing period
Subject to receipt of COA	Security Issuing Bylaw
	Apply for Certificate of Approval following 10 day quashing period



## SUNSHINE COAST REGIONAL DISTRICT

### ELECTOR RESPONSE FORM

**Alternative Approval Process for *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016* and *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016***

By completing this elector response form, I **OPPOSE** the Regional District Board's intention to adopt *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016* and *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016* unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the Square Bay Sewage Treatment Service Area (portion of Electoral Area B – Halfmoon Bay);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016* and *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016* unless a vote is held.

**Full Name of Elector** \_\_\_\_\_  
(please print)

**Signature** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_

Choose one: ☐ I am a resident elector (see reverse for eligibility requirements)

☐ I am a non-resident property elector who lives in another community and own property in the service area at:

\_\_\_\_\_  
(address) (see reverse for eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, TUESDAY, MARCH 21, 2017.**

Elector Response Forms may only be returned **by mail or delivered in person** Monday through Friday excluding statutory holidays.

Approval of the electors by alternative approval process is obtained if less than 9 elector responses are received by the stated deadline. Submit the Elector Response Form to:

**Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V0N 3A1  
Phone: 604-885-6800**

Office Hours Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays

## INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

### **RESIDENT ELECTORS:**

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a resident of the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

### **NON-RESIDENT PROPERTY ELECTORS:**

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place.
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

**NOTE:** No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

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

**SUBJECT:** FIRE DEPARTMENTS 20-YEAR CAPITAL PLANS

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### RECOMMENDATION(S)

**THAT the report titled Fire Departments 20-Year Capital Plans be received for information.**

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### BACKGROUND

At the July 28, 2016 Corporate and Administrative Services Committee meeting, staff presented a report titled, "Recreation Facilities Capital Plan Update 20 Years". Expanding on the asset management work completed to date, staff have completed 20-year capital plans for the four regional fire departments.

### DISCUSSION

A detailed inventory of assets for each of the fire departments was established in preparation for the enterprise asset management software. The inventory included all fire hall and firefighting equipment assets that would need to be identified for maintenance, repair, and eventual renewal. The same detail was recorded for the fire department assets as was recorded for the recreation facilities assets (asset quantities, year of construction or installation, estimated serviceable years before requiring renewal, and projected year(s) and cost(s) for renewal) except for criticality; the vast majority of the assets were identified as being Critical.

In addition to determining the required annual capital budget for the next 20 years, previous capital expenditures between 2001 and 2015 (except for Egmont and District Fire Department) were reviewed to compare current investment to what is required in the plan.

#### *Financial Implications*

The following summarizes the annual capital requirement in the 20-year plan, the previous capital expenditure, and the potential capital shortfall based on previous expenditures:

- Gibsons and District Fire Department (210)
  - \$299,000 is required for the renewal of all assets. It is projected that debt would be incurred for the first 10 years of this plan.

- The average annual capital expenditure in the 15 years previous to this plan was \$109,000.
- Projecting previous expenditures over the duration of the 20-year capital plan results in a capital shortfall of \$3,935,000.
- Roberts Creek Fire Department (212)
  - \$188,000 is required for the renewal of all assets. It is projected that debt would be incurred for the first 13 years of this plan.
  - The average annual capital expenditure in the 15 years previous to this plan was \$56,000.
  - Projecting previous expenditures over the duration of the 20-year capital plan results in a capital shortfall of \$2,714,000.
- Halfmoon Bay Fire Department (216)
  - \$163,000 is required for the renewal of all assets. It is projected that debt would be incurred for 8 years in the middle of this plan.
  - The average annual capital expenditure in the 15 years previous to this plan was \$61,000.
  - Projecting previous expenditures over the duration of the 20-year capital plan results in a capital shortfall of \$1,941,000.
- Egmont and District Fire Department (218)
  - \$71,000 is required for the renewal of all assets. It is projected that debt would be incurred for the majority of this plan.
  - The average annual capital expenditure in the 10 years previous to this plan was \$43,000.
  - Projecting previous expenditures over the duration of the 20-year capital plan results in a capital shortfall of \$437,000.

Unlike some services provided by the Sunshine Coast Regional District, emergency services cannot afford for assets to fail before being replaced. It is imperative that the firefighting equipment be routinely replaced in order to prevent any disruptions to service. In addition, the Fire Underwriters Survey (FUS) conducts detailed studies which they use to establish a Public Fire Protection Classification (PFPC) and Dwelling Protection Grade (DPG) for a given community. Fire department apparatus forms a significant part of the grading criteria. After 20 years, the FUS requires annual recertification of fire apparatus. At 25 years of age, the fire department is unable to obtain credit for the apparatus. A lower PFPC or DPG grading can have an effect on community fire insurance rates.

*Asset Maintenance*

Routine maintenance of the firefighting equipment will allow for the assets to reach their estimated serviceable life. It is not anticipated that the serviceable life can be extended on many of these assets due to the FUS requirements.

With new regulations regarding the weekly training of volunteer firefighters, fire chiefs do not anticipate that they can rely on volunteers to assist with the maintenance of the fire halls as they have in the past. An increase to the operating budget for each fire department will be required as facility maintenance staff are asked to be more involved with fire hall maintenance.

*Timeline for next steps*

With the implementation of the enterprise asset management software, revised capital plans could be produced by the software based on the age and condition of the assets. This will have some effect on future iterations of the capital plan as condition, for some assets, is more likely to determine when an asset requires renewal than its age. The first of these software produced capital plans could be available to staff by 2018.

**STRATEGIC PLAN AND RELATED POLICIES**

The growth of the Sunshine Coast requires a Capital Plan for our fire safety services, to ensure fiscal sustainability, environmental leadership and community development, ongoing capital maintenance and upgrade to the fire halls is required and a plan for this maintenance is required. The efficiency of these emergency services and equipment relates directly to the facilities that they reside in.

**CONCLUSION**

A detailed inventory of assets for each of the fire departments was established in preparation for the enterprise asset management software. The inventory included all fire hall and firefighting equipment assets that would need to be identified for maintenance, repair, and eventual renewal. An increase to the operating budget for each fire department will be required as facility maintenance staff are asked to be more involved with fire hall maintenance. This report is a summary of the annual capital requirement in the 20-year plan and is for future decision making in relation to asset plans and budgets.

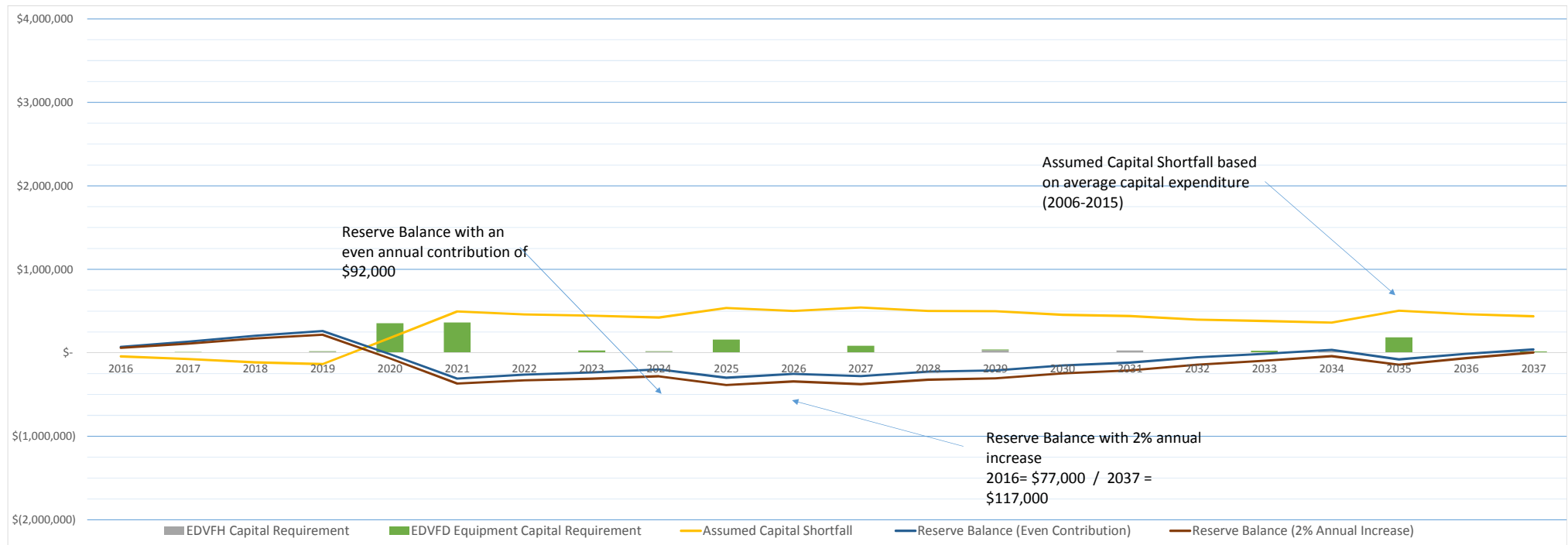
Reviewed by:			
Manager		Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	X-DJ

Attachment A: Gibsons and District Volunteer Fire Department 20-Year Capital Plan  
Attachment B: Roberts Creek Volunteer Fire Department 20-Year Capital Plan  
Attachment C: Halfmoon Bay Volunteer Fire Department 20-Year Capital Plan  
Attachment D: Egmont and District Volunteer Fire Department 20-Year Capital Plan

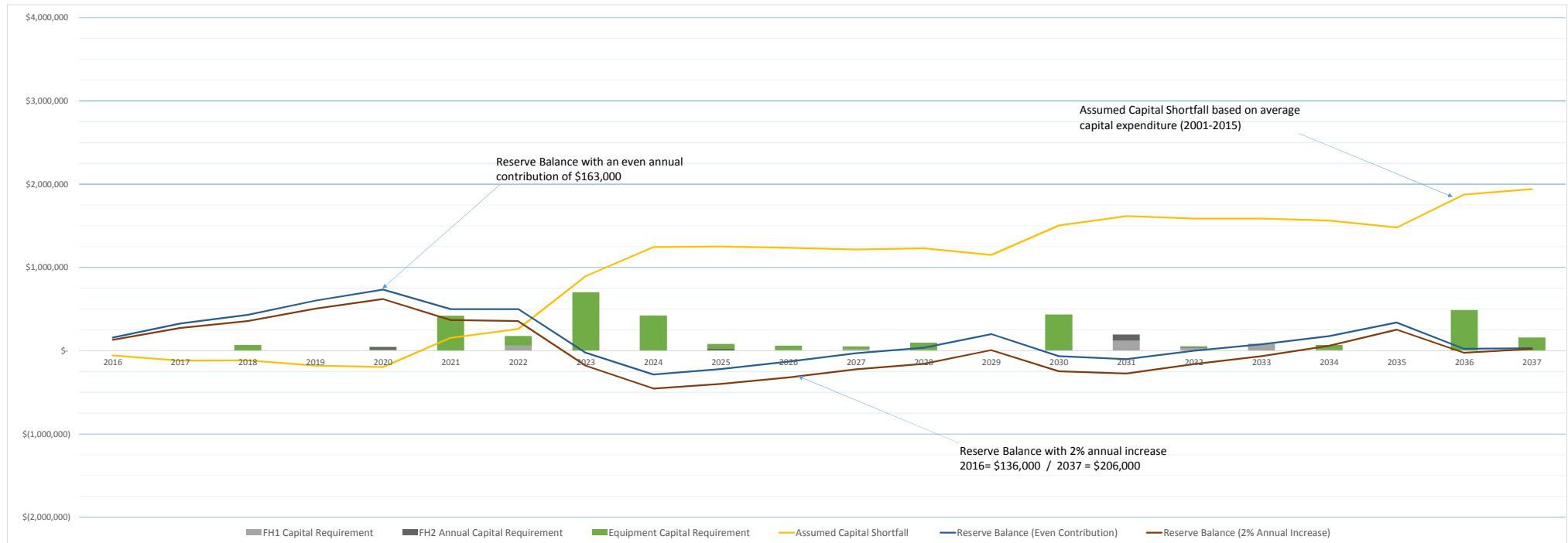


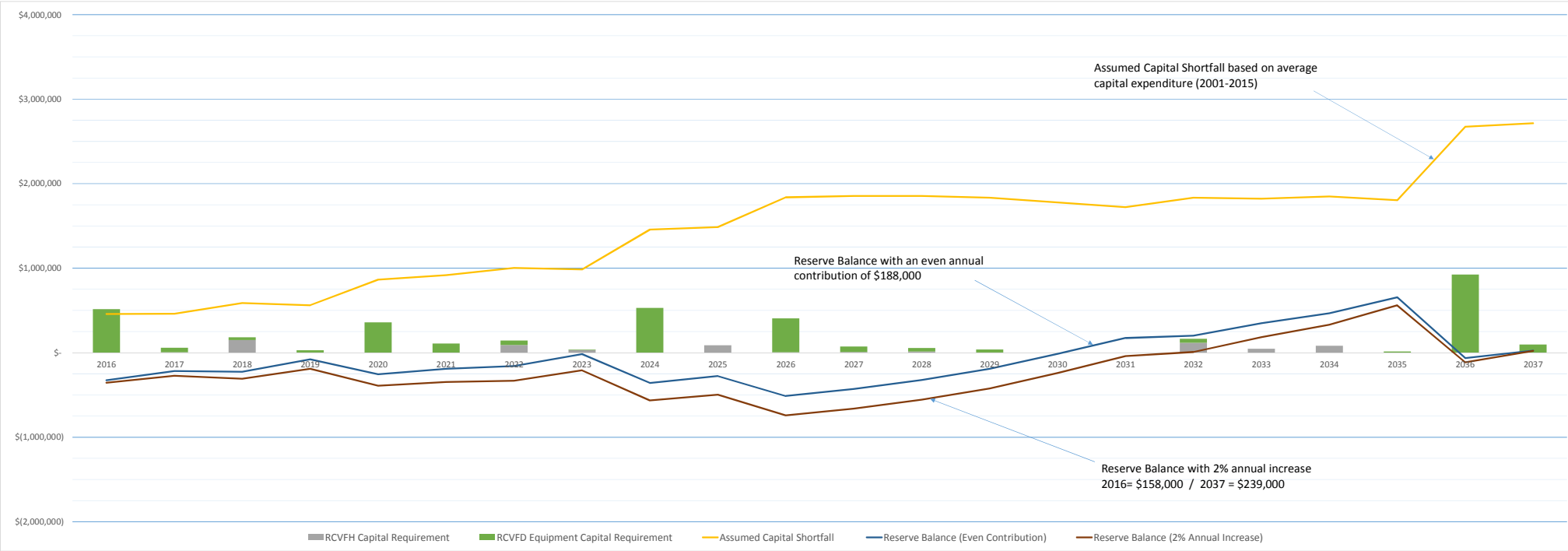
# ATTACHMENT A

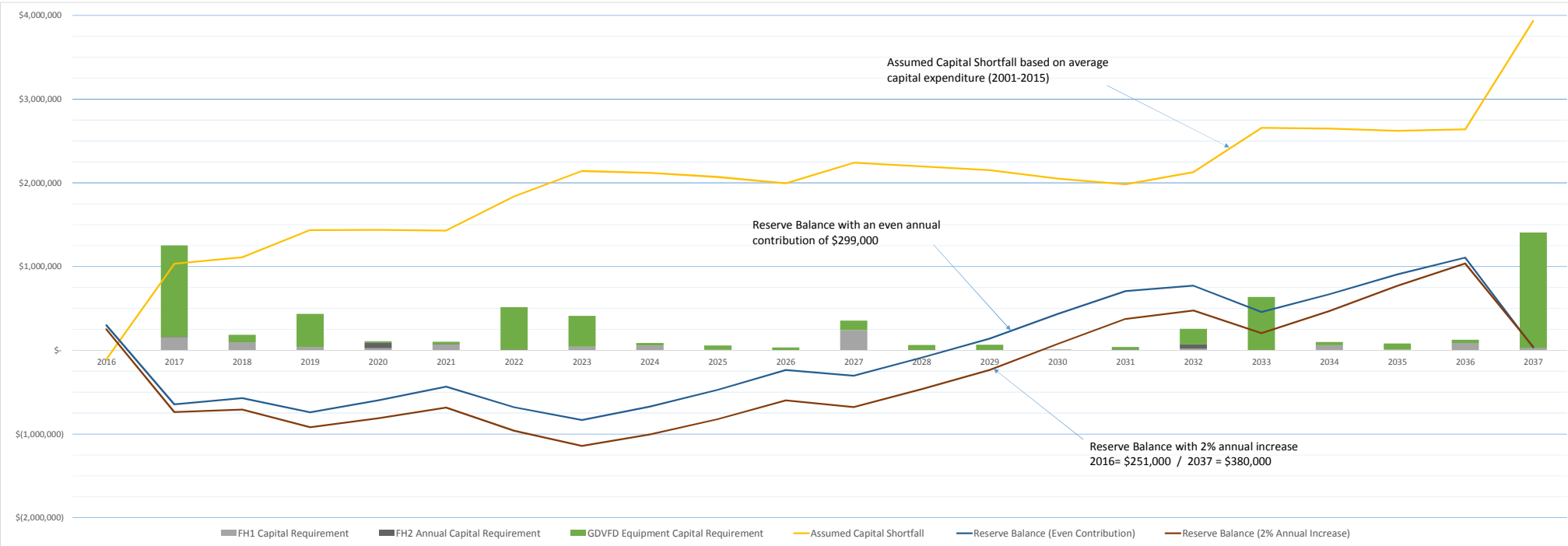
## Egmont and District Volunteer Fire Department



# Halfmoon Bay Volunteer Fire Department







## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

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

**SUBJECT:** DIRECTOR EXPENSES AND STIPENDS FOR CONFERENCE ATTENDANCE

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### RECOMMENDATION(S)

**THAT the report titled Director Expenses and Stipends for Conference Attendance be received.**

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### BACKGROUND

The following recommendation was adopted by the Board at the meeting held February 11, 2016:

069/16 cont. **Recommendation No. 29** *2016 Centre for Civic Governance Forum*

THAT Directors who attend the 2016 Centre for Civic Governance Forum be paid stipend and expenses.

**Recommendation No. 30** *Expenses and Stipend for Directors*

THAT staff report to a future Corporate and Administrative Services Committee meeting regarding the historical expenses and stipends for Directors' attendance at conferences and forums and how the 2016 Budgets reflect stipend and expenses.

### DISCUSSION

Director conferences and related travel expenses are budgeted in two functions – [111] Legislative Services (all areas are participants) and [130] Electoral Area Services (only rural areas are participants).

For conferences such as Union of British Columbia Municipalities (UBCM) or Association of Vancouver Island and Coastal Communities (AVICC), where registration and travel expenses are only paid for Rural Area Directors (Municipal Director only if also Board Chair), those costs are to be allocated to [130]. Compensation for conference attendance is paid to all attending Directors and is allocated to [111].

In some instances, the SCRD will sponsor conference registration for all Directors. In these situations registration, travel expenses and stipend (if authorized) are paid from [111].

Occasionally, professional development may also be charged to individual Director's constituency expense funds.

A summary of budgeted amounts for conference registration is included in the following table:

Conferences	2014		2015		2016	
	Budget	Actual	Budget	Actual	Budget	Actual
111	\$3,121	\$6,082	\$3,121	\$7,333	\$4,057	\$2,290
130	\$6,242	\$3,062	\$6,242	\$5,391	\$6,242	\$3,398

## **STRATEGIC PLAN AND RELATED POLICIES**

This report is aligned with the strategic priority to Enhance Board structure and processes, as well as with the value of Transparency.

## **CONCLUSION**

Where conference and forum attendance is approved by the SCRD Board, the Directors are eligible for paid expenses and stipend. This information report, provides an overview of the budget functions and amounts from which these expenses and stipend are allocated.

Reviewed by:			
Manager		Finance	X-TP
GM		Legislative	X-AL
CAO	X-JL	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Corporate and Administrative Services Committee – January 26, 2017

**AUTHOR:** Michelle Goetz, Accounts Payable Technician

**SUBJECT:** **DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES  
FOR PERIOD ENDING DECEMBER 31, 2016**

### RECOMMENDATION

**THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2016 be received for information.**

### BACKGROUND

The 2016 Financial Plan for line items 01-2-111-263 Legislative Services Constituency Expenses and 01-2-130-263 UBCM/AVICC Constituency Expenses provide a budget of \$19,800 (\$2,500 allowance per director from 111 and \$1,000 for Electoral Area Directors from 130) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Line item 01-2-111-320 Legislative Services Travel Expenses, 01-2-111-323 Legislative Services Travel Km Expenses, 01-2-130-320 UBCM/AVICC Travel Expenses and 01-2-130-323 UBCM/AVICC Travel Km Expenses provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on SCRD business.

### DISCUSSION

The total amount posted to Constituency Expenses for the period ending December 31, 2016 is \$6,161 leaving a surplus balance of \$13,639. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$29,379 leaving a surplus balance of \$6,765. Figures are based on expense reports submitted up to January 10, 2017 for the period ended December 31, 2016 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A/Vice Chair	\$1,254	\$8,763	\$-
Director Area B/Chair	\$570	\$9,601	\$-
Director Area D	\$1,982	\$2,482	\$-
Director Area E	\$32	\$54	\$19
Director Area F	\$963	\$5,680	\$8
Director DOS	\$-	\$45	\$-
Director TOG	\$1,360	\$2,642	\$85
Director SIGD	\$-	\$-	\$-
Totals	\$6,161	\$29,267	\$112
Budget	\$19,800	\$36,144	
Surplus (Deficit)	\$13,639	\$6,765	*
* Alternate included with Director travel totals.			

## **STRATEGIC PLAN AND RELATED POLICIES**

The disclosure of Director Constituency and Travel Expenses aligns with the Board's Strategic Value of "*Transparency*".

## **CONCLUSION**

The 2016 Financial Plan for Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$19,800 for the expense of running an elected official office, for the period ending December 31, 2016, the total amount posted to Constituency Expenses is \$6,161 leaving a surplus balance of \$13,639.

Reviewed by:			
Manager	X - SZ	Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

**AUTHOR:** Angie Legault, Senior Manager, Administration and Legislative Services  
Tina Perreault, General Manager, Corporate Services and Chief Financial Officer  
Gerry Parker, Senior Manager, Human Resources

**SUBJECT:** **CORPORATE AND ADMINISTRATIVE SERVICES – SEMI ANNUAL REPORT FOR 2016**

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### RECOMMENDATION(S)

**THAT the report titled Corporate and Administrative Services – Semi Annual Report for 2016 be received for information.**

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### BACKGROUND

The purpose of this report is to provide an update on activity in the Corporate Services and Administration Departments for the last half of 2016.

*Administration [112], Bylaw Compliance [200], Dog Control [290]*

### PROJECTS

- a. EDRMS software – Work related to training new staff, advanced training for existing staff, refinement of the folder structure, staff support on creation of folders and location for filing documents, and setting permissions in Dr. Know is ongoing. Need to investigate implications of recent release of major software version release.
- b. Development of Records Management procedures and Corporate Information Governance policies – Development of Procedure Manual is ongoing. Draft Information Governance Policy suite is under review. Development of a Scanning Procedure to meet the requirements for the new Canadian standard “Electronic records as documentary evidence” is ongoing.
- c. Corporate Restructure – Reviewed 83 different business roles that control permissions on 18,426 folders.
- d. Communications Projects – Development of Chapman Lake Water Supply Expansion Project and Water Metering Project communications plans, Drought Management Communications Plan implementation for Stages 1, 2 and 3, implementation of Dakota Ridge, Dog Licensing, and Zero Waste Holiday Communications Plans, development of Public Participation Toolkit.
- e. Media Relations Policy – Operational policy was reviewed, updated and communicated to staff.

- f. Integration of Bylaw Compliance and Dog Control with Administration and Legislative Services Department – development of operational procedures underway.
- g. Dog license renewal invoices generated from new software.
- h. Chapman Creek Water Supply Expansion Alternative Approval Process – AAP required significant staff resources.
- i. Administrative Assistant Reference Manual – Reference manual was developed and distributed to Administrative Assistants. Refinement is underway with the participation of staff to ensure administrative practices and procedures are aligned and consistent organization-wide.

## **OPERATIONS**

### *Statistics*

#### Inactive Record Centre Retrievals

	Q1	Q2	Q3	Q4	Total
2016	133	159	110	237	639
2015	142	75	94	69	380
2014	99	99	114	164	476
2013	138	122	142	213	615
2012	132	136	104	119	491

#### Records Management Help Desk requests

	Q1	Q2	Q3	Q4	Total
2016	398	337	227	296	1258
2015	226	763	419	352	1760
2014	180	170	167	175	692

*2015 Q2 = EDRMS Go Live*

#### Twitter account maintenance

"Followers"	Q1	Q2	Q3	Q4
2016	1051	1108	1169	1204
2015	752	(estimate) 811	972	1003
2014	510	573	637	685
2013	349	395	432	475
2012	168	204	254	304

Facebook account maintenance

"Likes"	Q1	Q2	Q3	Q4
2016	737	875	949	1038
2015	180	227	650*	695
2014	-	-	-	103

*\*Old Sechelt Mine Fire and Stage 4 Water Restrictions contributed to unusual increase in social media followers in 2015 Q3.*

Coast Currents e-newsletter.

"Subscribers"	Q1	Q2	Q3	Q4
2016	227	246	263	270
2015	163	180	191	207

News Releases

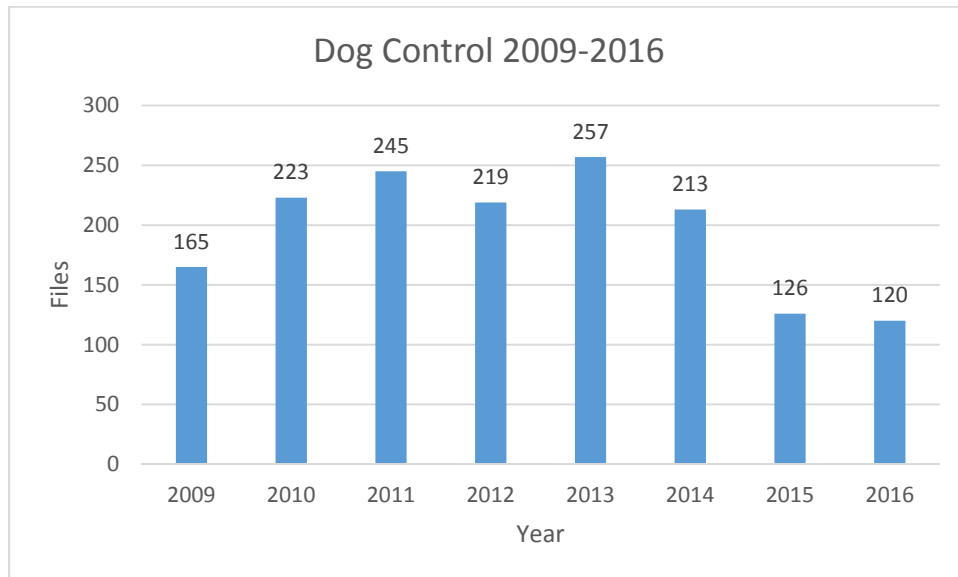
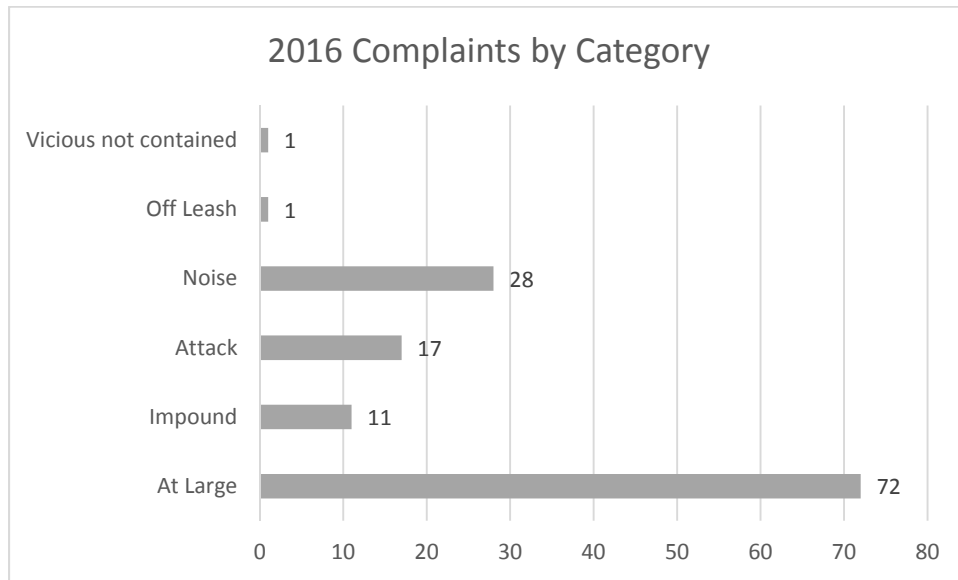
	Q1	Q2	Q3	Q4	Total
2016	8	11	8	2	29
2015	6	3	10	10	29

FOI Requests

	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		Total Rec'd
	Rec'd	Comp'd	Rec'd	Comp'd	Rec'd	Comp'd	Rec'd	Comp'd	
2016	11	9	7	7	6	6	5	5	29
2015	7	6	4	3	7	6	7	8	25
2014	4	3	8	9	8	6	4	6	24
2013	0	1	6	5	7	7	7	7	20
2012	9	9	5	4	6	5	7	8	27

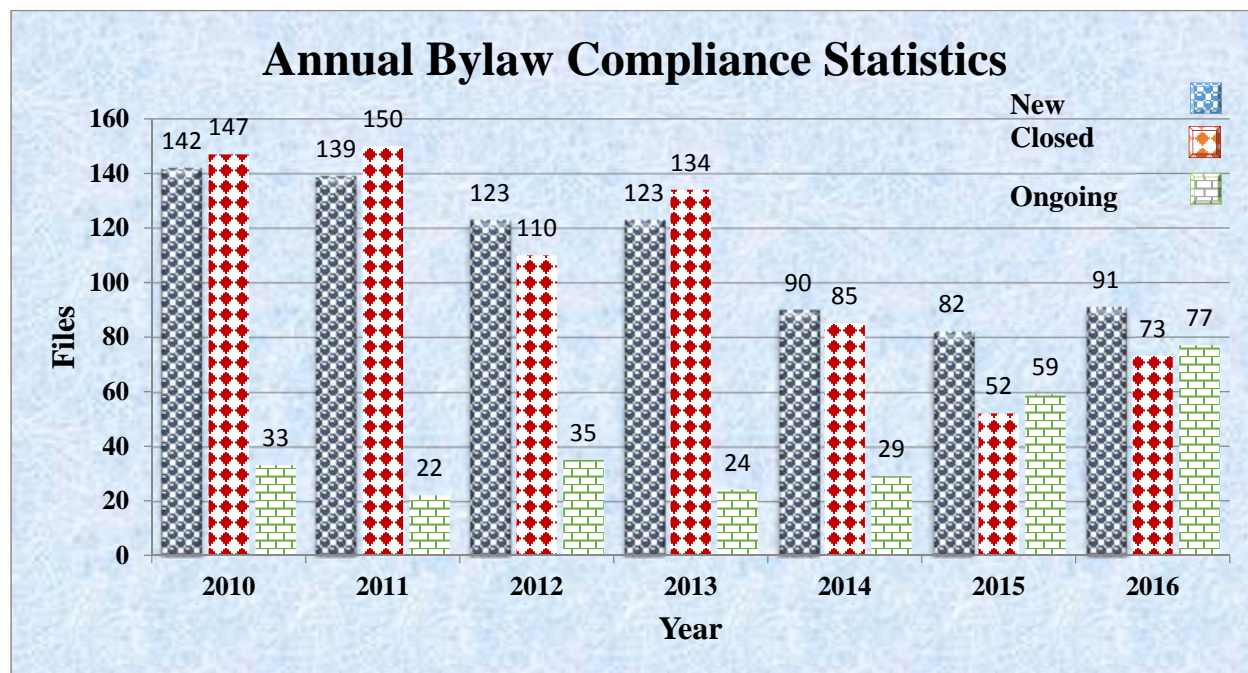
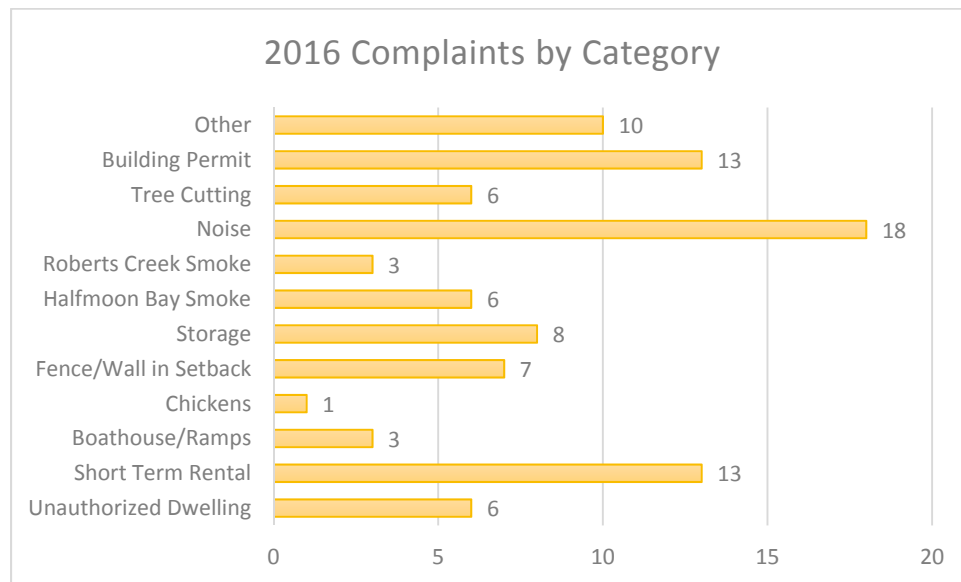
Dog Control

New Dog Control Complaints					
Area	Q1	Q2	Q3	Q4	Total
B	9	17	13	2	41
D	4	12	5	7	28
E	7	6	10	4	27
F	5	9	4	2	20
SIGD	2	0	2	0	4
Total	27	44	34	15	120



### Bylaw Compliance

New Bylaw Compliance Files					
Area	Q1	Q2	Q3	Q4	Total
A	4	2	3	1	10
B	8	8	8	7	31
D	7	8	10	2	27
E	5	4	6	1	16
F	0	4	2	1	7
SIGD	0	0	0	0	0



*Other (Education and Training)*

- a. EDRMS Workflow webinar - The Records Management Technician, Deputy Corporate Officer and Senior Information Technician benefited from web-based training on workflow development for the EDRMS software.
- b. LGMA E-Learning Webinars – The Communications Officer participated in web based training on Communications Planning for Successful Projects and Social Media for Local Government.

- c. Clerks and Corporate Officers Forum - The Corporate Officer attended the annual forum in Parksville. Sessions included Legal Updates, Signing Authority, Ethical Conduct, Report Writing, Motivation and Team Morale.

***Corporate Services - Human Resources [115]***

**PROJECTS**

- a. **Organizational Restructuring** – Structural changes concluded and new organizational charts created:
- one for use internally on the SCRD Intranet, primarily for staff who are in need of information regarding where others work, titles, who they report to, etc., and
  - one for use externally on the SCRD website, primarily for the public who are in need of information regarding services offered via various departments and associated contact information.
- b. **Health and Safety**
- **Joint Health and Safety Committee (JHS)** – All outstanding WorkSafeBC Inspection Reports addressed to the satisfaction of the Occupational Safety Officer at WSBC and Notices of Compliance were issued.
- c. **Job Evaluation Committee** – The introduction of various new software programs presented as a competing priority for key members of this committee causing delays to further progress. The review is about 75% complete and will continue into the first quarter of 2017.
- d. **Exempt Compensation.** Revised exempt salary grid fully implemented as of January 1, 2017. Newly designed exempt classification system introduced that serves to rate and rank exempt positions based on a weighted point system.
- e. **Employee Recognition**
- **PEERS** – Promoting Excellence – Employee Recognition System. The Committee met several times, finalized plans, and launched three recognition programs in December, 2016:
    - i. **STAR** Program – Sending Thanks Appreciation and Recognition. Monthly nomination process for peer-driven recognition of individuals,
    - ii. **TIER** Program - Team Innovation, Excellence & Recognition. Quarterly nomination process for teams to recognize the contributions of other teams, and
    - iii. **SOAREE** Program – SCRD's Organizational Appreciation and Recognition of Exempt Employees. Monthly peer to peer presentation.

## OPERATIONS

### Statistics

**First Aid and WorkSafeBC Reports.** HR receives and investigates all reports of injury for review by the Joint Health and Safety Committee. Time loss and/or medical attention result in creation of WSBC documentation.

Q1 total	Q2 total	Q3 total	Q4 total
First Aid - 8	First Aid - 11	First Aid – 6	First Aid - 14
WSBC - 1	WSBC - 4	WSBC - 4	WSBC - 6

**Job Postings and Applications** – HR posts jobs, receives applications, reviews, shortlists, and liaises with managers to conduct interviews, make selection decisions, check references, and process job offers.

Q1 Postings	# Applicants	Q2 Postings	# Applicants	Q3 Postings	# Applicants	Q4 Postings	# Applicants
10 Postings	96 Applicants	14 Postings	271 Applicants	27 Postings	226 Applicants	14 Postings	235 Applicants

**Training and Development** (BEST - Building Essential Skills for Tomorrow). Numerous sessions held throughout the year that include skill development and safety training.

Q1 Sessions	# Attendees	Q2 Sessions	# Attendees	Q3 Sessions	# Attendees	Q4 Sessions	# Attendees
4	55	5	79	3	49	5	59

**Corporate Services [113, 114, 117, 118, 121-129, 410, 506, 510, 640]**

## PROJECTS

- a. 2016 Annual Requisition – Funds were received from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and Province of BC on August 1, 2016 and were placed into investments for cash flow requirements
- b. 2016 Audit – BDO LLP- In November 2016 completed the interim audit
- c. Canadian Award for Financial Reporting (CANFOR) – 2015 CANFOR was awarded to the SCRD which was received in December 2016.
- d. Request for Proposal issued and tenders received for the 2016 Audit process. BDO Canada LLP was awarded the financial audit services contract for the 2016-2021 audit years.
- e. New Manager of Purchasing and Risk Management started in October 2016. Staff are working on improving our processes and tools for all facets of procurement and risk management for the organization.

- f. 2017 Budget- Staff began working on the 2017-2021 Financial Planning Process in September.
- g. Corporate Software:
  - 1. Tempest- Land Management software almost complete which serves GIS, Utility Billing, mySCRD online portal, Dog Licensing, Prospero (Building, Planning, Water, Addressing), Bylaw and Ticketing. Targeted completion date 2<sup>nd</sup> quarter 2017.
  - 2. Agresso/Unit 4-ERP System-Financial, Human Resources, Project Management and Procurement system went live on January 1, 2017 and key project staff worked over the Christmas office closure to prepare for the transition. The non-core financial modules will be rolled out to staff over the first quarter of 2017.
  - 3. Asset Management/Maintenance System-Cityworks system first phase complete at the end of December 2016 for January 3, 2017 go-live. Staff continue to work through implementation and integration with Agresso.
  - 4. Avery Weigh-tronix (PacWeigh) upgrade – Upgrade was completed in September 2016.
  - 5. Neptune Metering Software – providing continued assistance to the Infrastructure department.
- h. Property Viewer – Continuous maintenance and enhancements to the Property Viewer web mapping applications (internal and public-facing) throughout 2016.
- i. Cityworks – All water infrastructure data has been converted to GIS format, validated and configured for use in Cityworks. Associated configuration of the new software has been completed. Facilities and parks infrastructure to be added during the first half of 2017.
- j. Mobility and Wireless Request for Proposal (RFP) closed and new cell phone policy and procedures were rolled out corporately.
- k. Capital Projects:
  - 1. Gibsons and District Public Library- Library roof, soffit, fascia project is complete with final deficiencies and project sign off complete. Lighting project was completed on December 28, 2016 with final sign off also underway.
  - l. The Infrastructure Department with the Ministry of Transportation and Infrastructure requested the Internal Audit and Advisory Services Branch (IAAS) to conduct a review of a sample of infrastructure projects under the Building Canada Fund – Communities Component (BCF-CC) Program. The Sunshine Coast Regional District's South Pender Harbour Water Treatment Plant was selected as one of the infrastructure projects to be reviewed.



The purpose of the review was to provide reasonable assurance to the Ministry's executive that individual project costs financed under the Program complied with the terms and conditions of the agreement and that all project costs were supported by appropriate documentation.

The IAAS completed the review of the above-noted infrastructure project in September and advised that no errors were found throughout the review.

## OPERATIONS

### Finance Statistics

#### *# of Invoices and Cheques Issued*

Year	January to June		July to December		Totals	
	Accounts Receivable Invoices	Accounts Payable Cheques	Accounts Receivable Invoices	Accounts Payable Cheques	Accounts Receivable Invoices	Accounts Payable Cheques
2016	674	2,873	669	2,860	1,343	5,733
2015	617	2,738	677	2,834	1,294	5,572
2014	708	2,881	652	2,857	1,360	5,738

#### *# of Purchase Orders Issued*

	January to June	July to December	Total
	Processed	Processed	
2016	484	247	731
2015	523	314	837
2014	374	322	696

#### *# of RFP's Tendered and Awarded*

	January to June		July to December		Total Awarded
	Tendered	Awarded	Tendered	Awarded	
2016	12	6	17	12	18
2015	9	9	11	10	19
2014	9	8	9	8	16

### Information Technology (IT) Statistics

#### *# of Addresses Assigned*

	January to June	July to December	Total
2016	236	172	408
2015	111	177	288
2014	231 (including 104 unit numbers for the Watermark)	151	382

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

	January to June	July to December	Total
2016	402	344	746
2015	224	187	411
2014	155	139	294

*Other (Education and Training)*

- a. Manager, Financial Services - attended the Government Finance Officers Association of BC Boot Camp for Financial Officers in Victoria in August 2016.
- b. Business Analyst - Crystal and Agresso Report Training – to support Cityworks and Agresso projects
- c. Manager of Information Services, IT Technician, - ITIL Foundation training Global Knowledge, August 15-17; Martin Bruecker (no cost due to 3 for 2 deal)
- d. GIS Administrator and GIS Technician II attended ESRI online instructor led training - Deploying and Maintaining a Multiuser Geodatabase in December, 2016.
- e. GIS Administrator and Senior IT Coordinator attended ESRI online instructor led training - System Architecture Design Strategies in November, 2016.
- f. GIS Administrator and GIS Technician I attended ESRI Canada User Conference in Vancouver in November, 2016.
- g. GIS Administrator and GIS Technician I attended MISA BC Conference in Courtenay in September, 2016.
- h. GIS Technician II attended Tempest User Conference in Harrison Hot Springs in October, 2016.
- i. Senior IT Coordinator attended LGMA MATI Foundations in Kelowna in August, 2016
- j. Senior IT Coordinator participated in Opentext Content Server 10.5 Workflow Design I, II & III online instructor led training in September, 2016.

Reviewed by:			
Manager	X-GP	Finance	X-TL
GM		Legislative	X-AL
CAO	X-JL	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

**AUTHOR:** Janette Loveys, Chief Administrative Officer / GM, Infrastructure Services

**SUBJECT:** INFRASTRUCTURE SERVICES DEPARTMENT 2016 4<sup>TH</sup> QUARTER REPORT

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### RECOMMENDATION(S)

**THAT the report titled Infrastructure Services Department 2016 4<sup>th</sup> Quarter Report be received for information.**

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### BACKGROUND

The purpose of this report is to provide an update on activities in the Infrastructures Services Department to the end of the 2016 fourth quarter.

#### *Utilities Division [365, 366, 370]*

### PROJECTS - CAPITAL WORKS

- Universal Metering Phase 2 Electoral Areas:
  - Installations in the Halfmoon Bay area commenced week of September 19, 2016 and as of December 19, 2016 1,043 meters have been installed.
  - Second Open House to be held in Roberts Creek on January 17, 2017.
- Groundwater Investigation Study Phase 1:
  - RFP issued October 21, 2016 and closed November 15, 2016. RFP awarded to Waterline Resources Inc. on December 15, 2016. The scope of the project is as follows: In order to secure a reliable long term source of safe groundwater, it is necessary to identify the location(s) and relevant parameters of any aquifers in the vicinity of the Chapman Water System. The suitability of aquifers for use as drinking water supply is dependent on location relative to the service area infrastructure, anticipated yield, water quality, infrastructure costs and maintenance operations costs, and environmental impacts of groundwater extraction including potential impact on nearby surface water.
  - The objectives of Stage 1 of the groundwater investigation plan is to identify the most promising aquifer(s) to pursue with test drilling during Stage 2 of the investigation. Refer to Section 8.2.3 of the Comprehensive Regional Water Plan (CRWP).

- Groundwater Investigation report anticipated completion of April 2017.
- Air release system for South Pender Water Treatment Plant: 100% complete
- Weather Station – SARP: 75% complete

## OPERATIONS

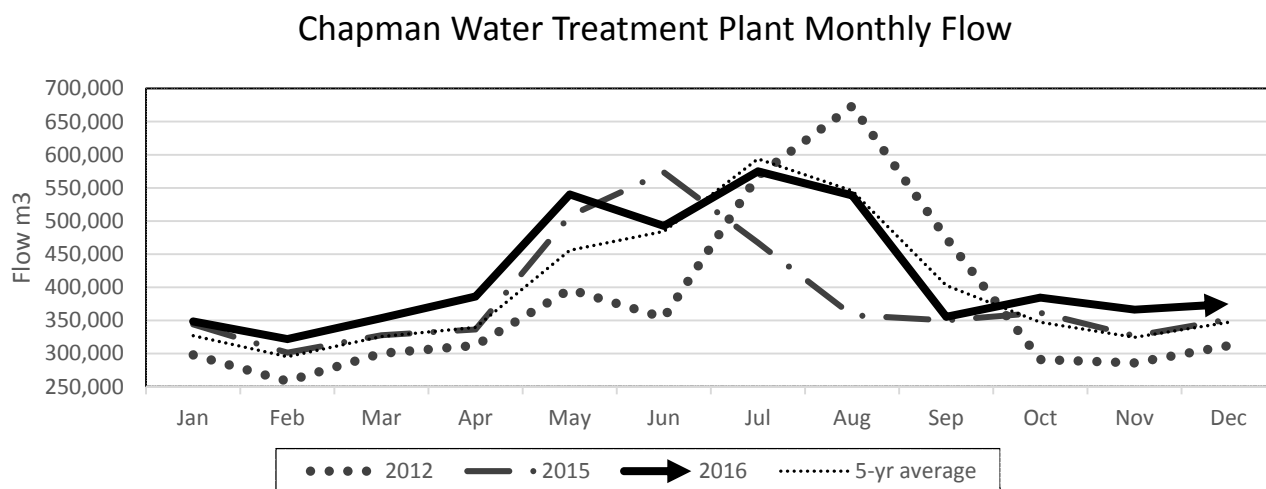
### Statistics - Water

#### WATER DISTRIBUTION SYSTEM

- 9 water meters were installed in the Regional water system in the fourth quarter.
- 17 water meter setters were installed in various areas of the Regional water system in the fourth quarter.

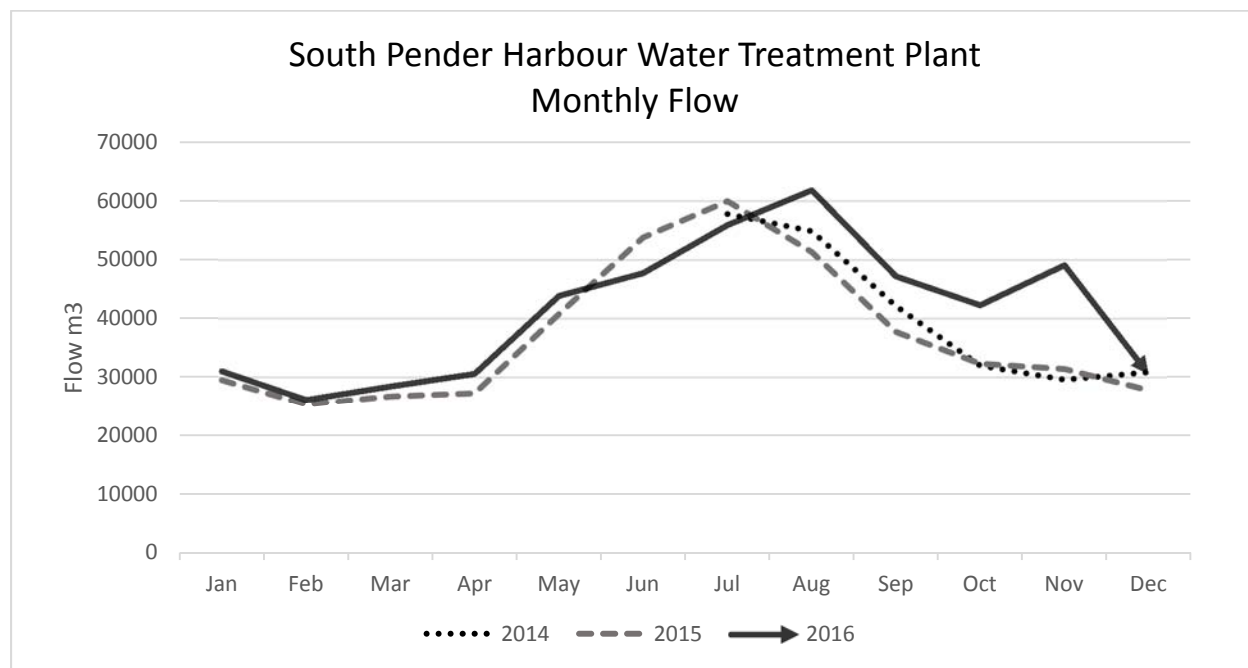
#### CHAPMAN WATER TREATMENT PLANT

In the fourth quarter, the Chapman Creek Water Treatment Plant produced and supplied 1,125,943m<sup>3</sup>, a 9% increase over the five year average.



## SOUTH PENDER WATER TREATMENT PLANT

In the fourth quarter, the South Pender Water Treatment Plant produced and supplied 121,903 m<sup>3</sup>, a 24.8% increase from last year.



## Transportation and Facilities [310, 312, 345, 350]

### PROJECTS

#### TRANSIT

Service returned to the regular schedule for the fall of 2016, with approved community bus route changes implemented on October 11<sup>th</sup>. Survey and electronic boarding data was collected to support the preparation of schedule options for proposed 2017 fall expansion. New Year's Eve celebrations were provided with free transit from 7:00 pm until end of service as well as two extra Route 90 trips after midnight. Overall fare revenue for 2016 has tracked closely with 2015 ending within 1% of the previous year, with a 3% increase in Monthly Pass sales balanced by a 5.6% reduction in ticket sales. Winter schedules have been adjusted to coordinate with hourly ferry service beginning on January 19<sup>th</sup>, however the ridership impact remains to be seen.

#### FLEET

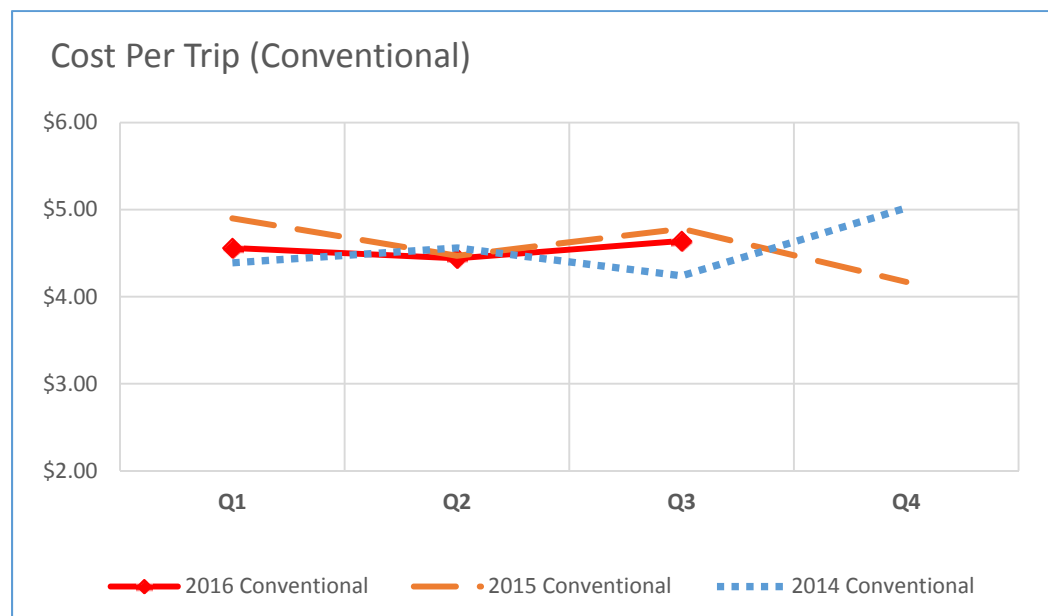
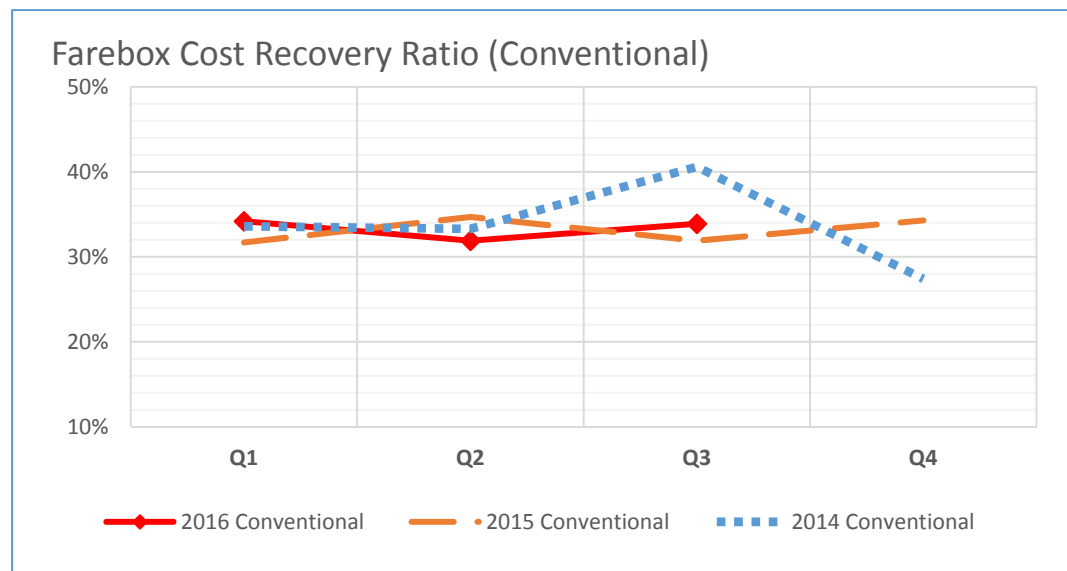
Vehicle replacement information has been supplied to all departments, with a number of vehicles reaching extended age. Two large buses were exchanged with Squamish to provide Automatic Passenger Counters (APC's) for data collection. Smaller community buses are experiencing earlier breakdowns than anticipated, which is increasing costs. Several conventional transit buses are undergoing transmission, engine and differential (TED) refurbishments, while in-depth mid-life refurbishments are planned for spring.

## PORTS

In-depth dock inspections were completed at Eastbourne, Halkett Bay, Port Graves and West Bay, and will be incorporated into planned repairs for 2017. Quarterly dock inspections and any required preparations for winter are complete. Planning and Community Development will be reporting on the service in the future.

## OPERATIONS

### Statistics – Transit

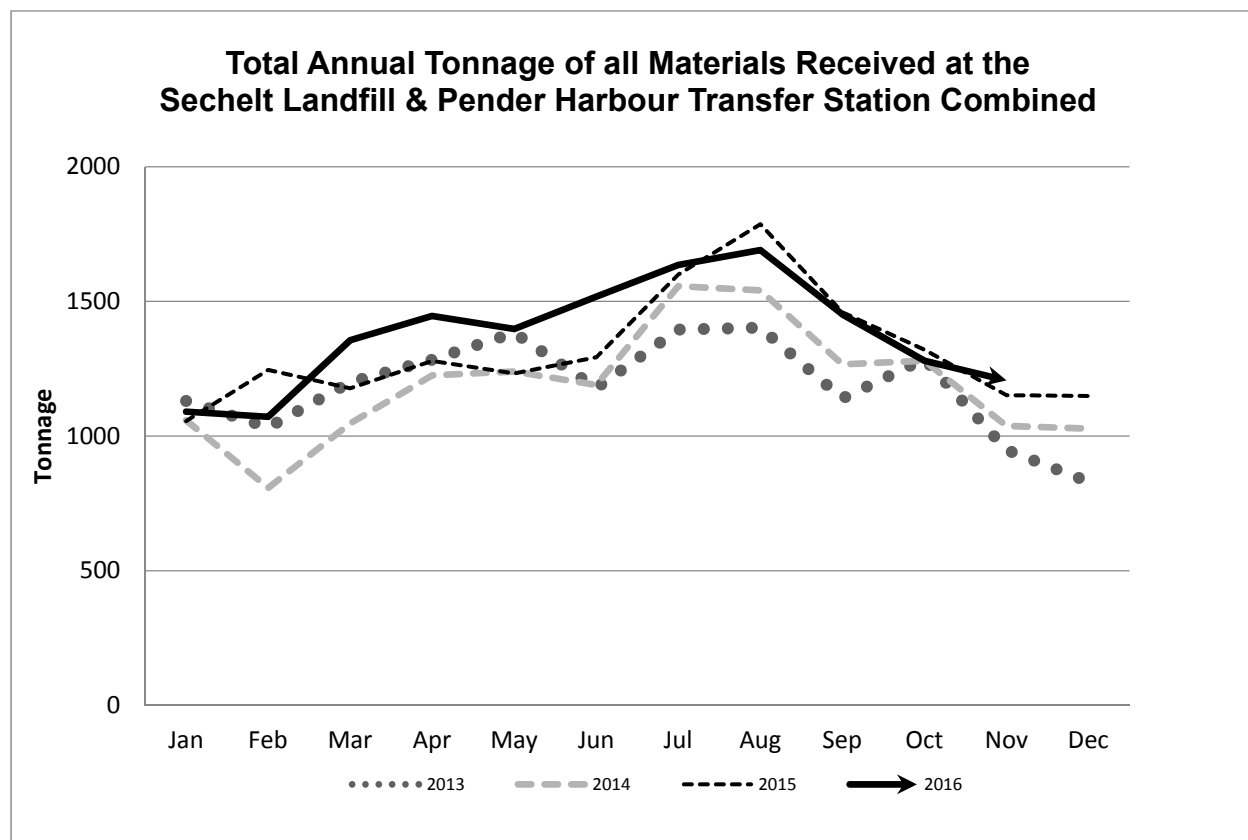


\*2016 Q3 data from BC Transit not available at time of report.

*Solid Waste and Recycling [350, 351, 352, 353, 355]*

**OPERATIONS**

*Statistics - Solid Waste*



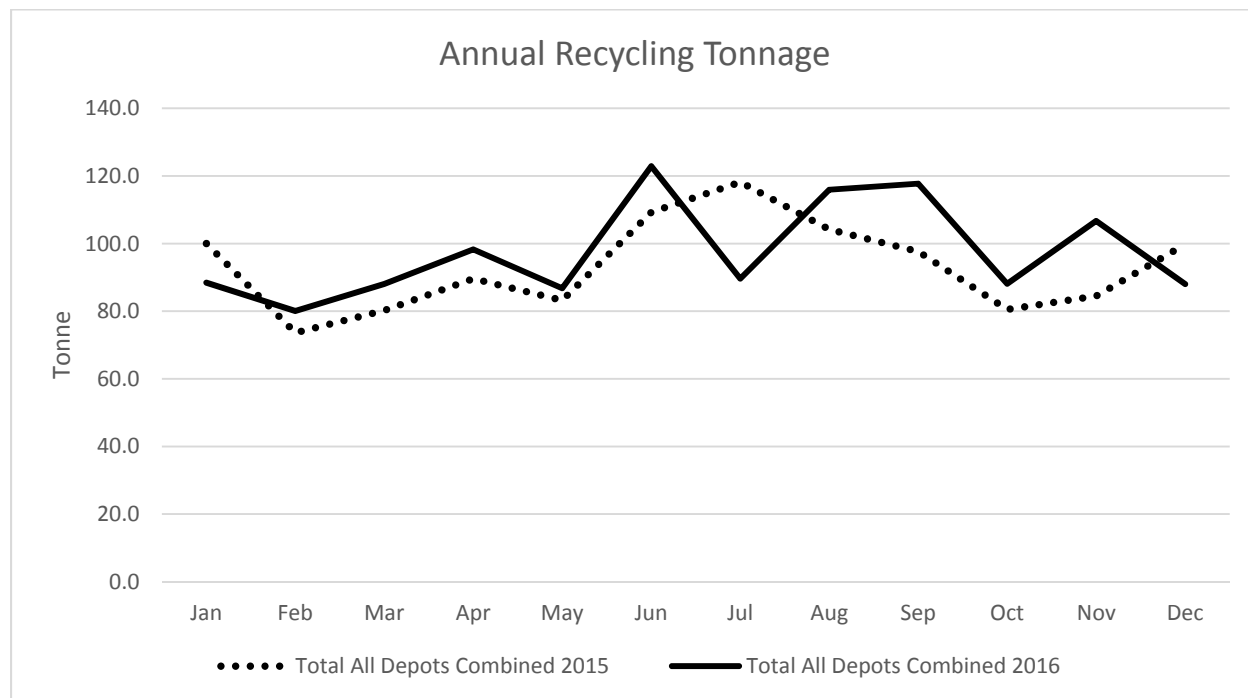
**PROJECTS**

Organics Diversion Strategy

The RFP for the Organics Diversion Strategy was awarded to Carey McIver & Associates Ltd in December, 2016. The objective of the Strategy is to provide a financially sustainable roadmap that will lead to a robust, Sunshine Coast-wide organics diversion program. Work on the Strategy has commenced and the draft Organics Diversion Strategy is projected to be presented at the May 18, 2017 ISC.

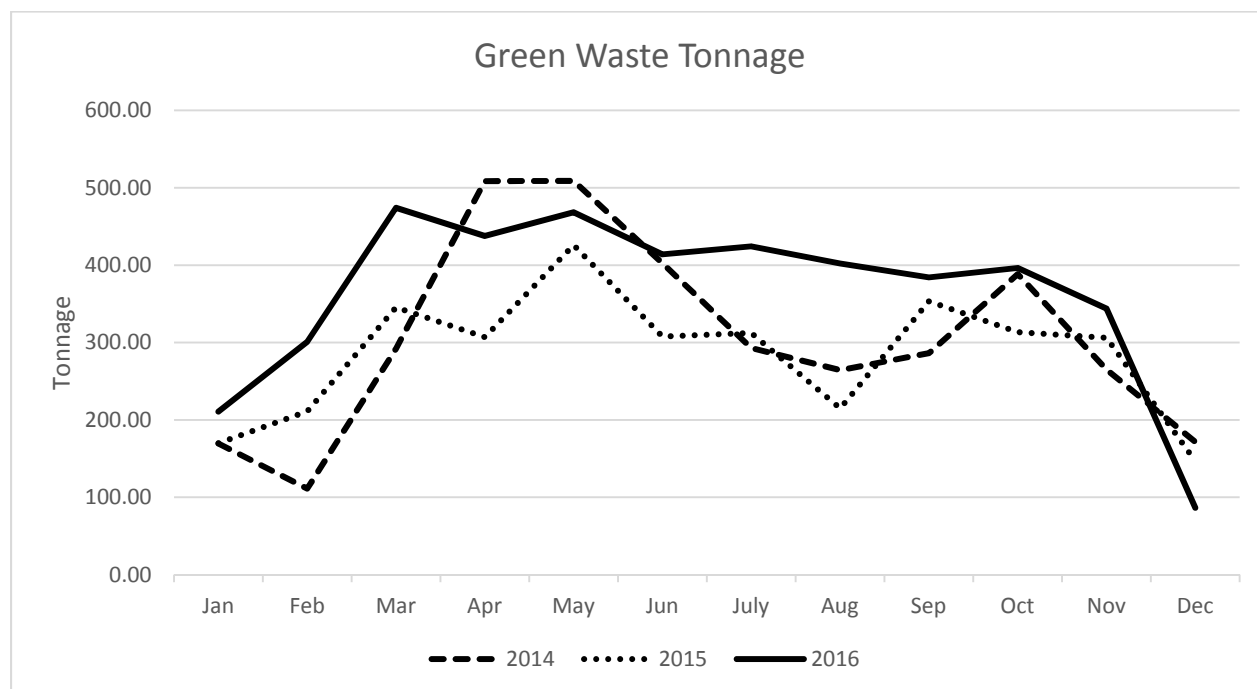
The first step is for the consultants to gather technical information and review current policies and the Solid Waste Master Plan (SWMP). Staff will keep the Board apprised of this initiative and how it fits into the overall solid waste plan.

Statistics - Recycling



\* Data provided by MMBC and is updated as data is received.

Statistics - Green Waste



\*Combined totals for Sechelt Landfill, Pender Harbour Transfer Station, Town of Gibsons Green Waste Facility and residential self-haul at Salish Soils.



***Infrastructure Community Events/Outreach***

Date	Community Event	Topic
November 25, 2016	Banff Mountain Film Festival	Water

Reviewed by:			
Manager	X-DC X-SW X-GD X-RC	Finance	
GM		Legislative	
CAO	X-JL	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

**AUTHOR:** Bess Wong, Manager, Purchasing and Risk Management

**SUBJECT:** Contracts between \$20,000 and \$100,000 – to January 2, 2017

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### RECOMMENDATION

**THAT the report titled Contracts between \$20,000 and \$100,000 - to January 2, 2017 be received for information.**

---

### BACKGROUND

Sunshine Coast Regional District Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report on all new contracts entered into that fall between \$20,000 and \$100,000. Reports include purpose, function and vendor information.

### DISCUSSION

There were 62 contracts/purchase orders entered into in the time period November 6, 2016 to January 2, 2017 with six of which fall between \$20,000 and \$100,000 value. Amounts noted include applicable taxes.

	Supplier	Account Code	Awarded:	Budget
1	Stanton Hoeing Ltd – Sechelt BC Boring & Excavator Services for Water Service Crossing	370 – Water	\$24,420.38	\$608,940 Annual
2	NB Contracting Ltd – Gibsons BC 16 273 Snow Clearing Services for Dakota Ridge	680 – Dakota	\$23,625.00	General Operating
3	Carey McIver & Associates Ltd – Nanoose Bay 16 271 Regional Organics Diversion Strategy	350 – Solid Waste	\$24,984.75	\$25,000
4	Waterhouse Environmental Services – Vancouver, BC ISOPAC Coagulant	370 – Water	\$29,688.75	\$150,000 Annual
5	Waterline Resources Inc. – Nanaimo, BC 16 272 Consulting Services for Groundwater Investigation	378 – Water	\$23,134.44	General Operating
6	Eastlink – Halifax, NS WAN Fibre Connectivity Agreement	117 – IT	\$80,438.43	General Operating

**STRATEGIC PLAN AND RELATED POLICIES**

The disclosure of Contract Award aligns with the Board's Strategic Value of "Transparency".

**CONCLUSION**

SCRD Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report on all new contracts therefore this report is provided for information.

Reviewed by:			
Manager	X-BW	Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 26, 2017

**AUTHOR:** Brad Wing, Financial Analyst

**SUBJECT:** LONG TERM DEBT AS AT DECEMBER 31, 2016

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### RECOMMENDATION(S)

**THAT the report titled Long Term Debt as at December 31, 2016 be received for information.**

---

### BACKGROUND

The purpose of this semi-annual report is to provide the Committee with current information regarding the Regional District's long term debt obligations.

### DISCUSSION

A summary of the Sunshine Coast Regional District's long term debt obligations as at December 31, 2016 is provided in Attachment A.

Specifics on the conversion of MFA leases, new debt issues, budgeted unissued debt and expiring debt affecting the 2017 Financial Plan are detailed below along with information on member municipality debt and historical debt levels.

#### *Conversion of MFA Leases to Equipment Financing Loans*

As part of the Municipal Finance Authority (MFA) phase out of its leasing program, clients were offered the opportunity to move their existing leases to the new equipment financing program. The new program was designed to be easier to use, less expensive, and to allow clients to retain ownership of their assets.

On November 4, 2016, the Sunshine Coast Regional District converted its remaining eight MFA leases to equipment financing loans. The principal balance of these loans at the time of conversion was \$99,344.

Benefits of the conversion include a lower interest rate (1.38% versus 1.70% at the time of conversion), immediate transfer of ownership of the leased assets and more flexible early repayment options.

#### *New Debt Issued*

On December 17, 2016, an equipment financing loan agreement was entered into to provide funding for two new Regional Water Services vehicles per Board resolution 084/16 No. 48. The principal amount of the loan is \$69,230. Proceeds were advanced on December 22, 2016 and are scheduled to be repaid over a term of 60 months.

Also on December 17, 2016, an equipment financing loan agreement was entered into to provide funding for Information Technology Hardware per Board resolution 420/16 No. 11. The principal amount of the loan is \$70,000. Proceeds were advanced on December 22, 2016 and are scheduled to be repaid over a term of 36 months.

### *Budgeted Unissued Debt*

The 2016-2020 Financial Plan included funding from borrowing proceeds for five capital projects that have been identified as carry forwards. In addition, the base budget includes \$70,000 annually in budgeted debt funding for Information Technology Hardware.

The total budgeted debt funding in the preliminary 2017-2021 Financial Plan is \$5,975,251 as detailed in the table below. The timing for issuance of new borrowing is estimated based on the project timeline and is subject to final authorization through either a Board resolution or Loan Authorization Bylaw if not already in place.

<b>Summary of Budgeted Unissued Debt</b>				
<b>Project</b>	<b>Budgeted Proceeds</b>	<b>Proposed Term</b>	<b>Estimated Issuance</b>	<b>Authorization</b>
Gibsons Library Capital Repairs	\$ 110,837	5 years	Spring 2017	154/16 No. 3 & 350/16
Corporate ERP Software	224,414	5 years	End of 2016	Resolution required
Chapman Lake Supply Expansion	5,000,000	30 years	Fall 2017	Elector approval and Bylaw required
Gibsons Fire Ladder Truck	300,000	5 years	End of 2017	299/16 No. 7
Square Bay Waste Water Plant	280,000	20 years	Spring 2018	Elector approval and Bylaw required
Information Technology Hardware	70,000	3 years	End of 2017	Resolution required

### *Expiring Debt*

A capital lease for [370] Regional Water Service expired in October 2016. The annual debt servicing cost for this loan was \$15,172.

Long term borrowing through MFA Issue 102 for a 911 Emergency Telephone Upgrades will be fully repaid in December 2017. Annual debt servicing costs for this loan of \$87,441 are reduced to \$84,807 in the 2017 Financial Plan to reflect interest expenses to the date of maturity.

The Liability Under Agreement for Community Recreation Facility (CRF) Capital Projects is scheduled to be fully repaid in August 2017. The current funding for debt servicing of this loan is being transferred to increase the annual contribution to CRF capital maintenance for critical asset renewal by \$48,856 in 2017 and \$225,000 in 2018, per Board resolution 452/16 No. 6.

An equipment financing loan for [117] Information Technology expires in April 2017. The annual debt servicing cost for this loan of \$18,560 has been reduced to \$6,187 in the 2017 Financial Plan based on timing of the final payout.

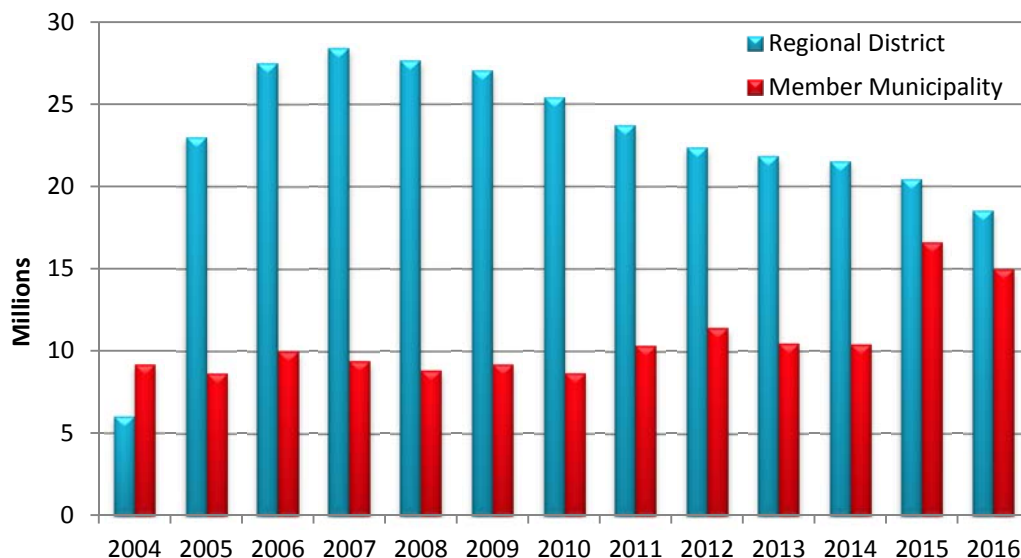
An equipment financing loan for [650] Community Parks expires in November 2017. The annual debt servicing cost for this loan of \$11,060 has been reduced to \$10,138 in the 2017 Financial Plan based on timing of the final payout.

*Member Municipality Debt*

Municipal financing under loan authorization bylaws (other than temporary borrowing) must be undertaken by the applicable Regional District. As at December 31, 2016, the outstanding principal balance of debt recoverable from Member Municipalities by the SCRD was as follows:

Sechelt	\$ 8,618,081
Gibsons	6,365,139
<b>Total</b>	<b>\$ 14,983,220</b>

In addition, Security Issuing Bylaw No. 706 was adopted by the Regional District Board on November 24, 2016. The Bylaw authorizes the Regional District to undertake borrowing of \$392,000 on behalf of the Town of Gibsons for a term of 10 years. It is expected that this borrowing will be issued in Spring 2017.

*Historical Debt Balances**Financial Implications*

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

**STRATEGIC PLAN AND RELATED POLICIES**

The information provided in this report is consistent with the Sunshine Coast Regional District's Debt Management Policy.

## CONCLUSION

In November 2016, the Regional District's eight remaining MFA leases were converted to equipment financing loans as part of the phase out of the MFA leasing program.

New debt issued during the last six months of 2016 totaled \$139,230 consisting of equipment financing loans for [117] Information technology and [370] Regional Water Service.

Budgeted unissued debt for various capital projects in the preliminary 2017-2021 Financial Plan totals \$5,975,271. This debt will be issued in accordance with project timelines and funding requirements, subject to any required authorizations.

Debt scheduled to expire in 2017 includes long term borrowing for 911 Emergency Telephone Upgrades, the Liability Under Agreement for Community Recreation Facility Capital Projects and equipment financing loans for [117] Information Technology and [650] Community Parks.

Security Issuing Bylaw No. 706 was adopted in November 2016 authorizing borrowing of \$392,000 on behalf of the Town of Gibsons in Spring 2017.

Reviewed by:			
Manager		Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	

# Sunshine Coast Regional District

Attachment A

## Schedule of Long Term Debt

As at December 31, 2016

Purpose	Interest Rate	Annual Servicing Costs	Principal Balance Remaining	Maturity	Rate Reset / Early Payout
<b>Borrowing Under Loan Authorization Bylaw</b>					
911 Emergency Communications Upgrades	4.82%	87,441	78,835	2017	N/A
Parks Master Plan	4.82%	119,869	575,870	2022	2017
Community Recreation Facilities Construction	4.77%	1,461,424	9,446,302	2025	N/A
Chapman Water Treatment Plant	1.80%	175,018	1,744,826	2025	2020
Field Road Administration Building	4.88%	243,191	1,761,795	2026	N/A
Community Recreation Facilities	4.88%	167,664	1,214,636	2026	N/A
Fleet Maintenance Building Expansion	4.88%	33,530	242,903	2026	N/A
Egmont & District Fire Department Equipment	4.88%	8,238	59,681	2026	N/A
Pender Harbour Pool	4.90%	71,445	635,672	2029	2019
South Pender Water Treatment Plant	3.00%	82,479	1,208,340	2034	2024
North Pender Harbour Water UV & Metering	3.00%	31,400	380,000	2035	N/A
South Pender Harbour Water Metering	3.00%	47,100	570,000	2035	N/A
		<b>\$ 2,528,799</b>	<b>\$ 17,918,860</b>		
<b>Liabilities Under Agreement</b>					
Community Recreation Facilities Capital Projects	1.40%	\$ 225,000	\$ 176,777	2017	Open
<b>Equipment Financing</b>					
Community Parks - Vehicle	1.40%	11,060	10,069	2017	Open
Information Technology Hardware (2013)	1.40%	18,560	6,169	2017	Open
Information Technology Hardware (2015)	1.40%	31,176	61,512	2018	Open
Gibsons & District Fire - Pumper Truck	1.40%	26,243	34,652	2018	Open
Community Parks - Equipment (Mower)	1.40%	4,587	7,180	2018	Open
Pender Harbour Aquatic - Fitness Equipment	1.40%	3,786	6,851	2018	Open
Community Parks - Equipment (Tractor)	1.40%	2,588	4,472	2018	Open
Dakota Ridge - Ski-Doo	1.40%	2,395	4,916	2019	Open
Community Parks - Vehicle (2014)	1.40%	6,592	18,836	2019	Open
Information Technology Hardware (2016)	1.40%	23,837	70,000	2019	Open
Information Technology - Storage Area Network	1.40%	26,707	88,697	2020	Open
Community Parks - Vehicle (2015)	1.40%	8,921	32,727	2020	Open
Community Parks - Equipment (Tractor)	1.40%	10,657	26,906	2020	Open
Regional Water - Vehicle (2016)	1.40%	14,341	69,230	2021	Open
		<b>\$ 191,450</b>	<b>\$ 442,217</b>		
<b>Budgeted Unissued Borrowing</b>					
Gibsons Library Capital Repairs	TBD	\$23,107.06	110,837		
Corporate ERP Software (Carry Forward)	TBD	46,498	224,414		
Chapman Lake Supply Expansion*	TBD	246,857	5,000,000		
Gibsons Fire Ladder Truck	TBD	\$62,543.35	300,000		
Square Bay Waste Water Plant**	TBD	58,340	280,000		
Information Technology Hardware	TBD	\$23,989.69	70,000		
		<b>\$ 461,335</b>	<b>\$ 5,985,251</b>		
<b>SCRD Long Term Debt Totals</b>					
		<b>\$ 3,406,584</b>	<b>\$ 24,523,105</b>		
<b>Debt Servicing Ratio*</b>		<b>10.26%</b>			

\*Annual debt servicing based on 30 year term pending elector approval

\*\*Annual debt servicing based on 20 year term pending elector approval

\*annual debt servicing cost/recurring revenue



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Services Committee – January 26, 2017

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

**SUBJECT:** CEDAR GROVE ELEMENTARY SCHOOL PAC RURAL AREAS' GRANT-IN-AID REQUEST TO CHANGE USE OF GRANT

---

### RECOMMENDATION(S)

**THAT the report Cedar Grove Elementary School PAC Rural Areas' Grant-in-Aid Request to Change Use of Grant be received.**

---

### BACKGROUND

Cedar Grove Elementary School PAC received a Rural Areas' Grant-in-Aid award of \$500 in 2016 to replace basketball backboards and hoops at the School.

### DISCUSSION

Due to the school board offering the equipment at a lower price the funds were not required for this purpose. The Cedar Grove Elementary School PAC would like to request that the funds be used to purchase basketballs to use with the new equipment.

#### *Financial Implications*

There are no further financial implications to the SCRD.

#### *Timeline for next steps or estimated completion date*

Grant recipients are encouraged to use their funds in the granting year or if not approved for the amended use the funds should be repaid to the SCRD.

### STRATEGIC PLAN AND RELATED POLICIES

By assisting small non-profit groups towards achieving self-sufficiency supports the Rural Areas' Grant-in-Aid Policy, the SCRD Vision and the Strategic Priority of Facilitating Community Development.

### CONCLUSION

Cedar Grove Elementary School PAC requests a change to the use of the 2016 Rural Areas' Grant-in-Aid they received.

Attachment: Cedar Grove Elementary School Letter dated November 8, 2016

Reviewed by:			
Manager		Finance	X-TP
GM		Legislative	
CAO	X-JL	Other	



## ATTACHMENT

Cedar Grove PAC  
1196 Chaster Rd.  
P.O. Box 1130  
Gibsons, BC V0N 1V0

November 8, 2016

Tina Perreault  
General Manager, Corporate Services / Chief Financial Officer  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1

**Re: 2016 Rural Areas' Grant-In-Aid**

Thank you for approving our 2016 grant-in-aid application for \$500 towards the cost of replacing the basketball backboards and hoops at our school. Since our application was submitted last Spring, our principal managed to obtain this equipment through the School Board for very little cost. This is great news however, now we are not able to use the approved grant funds for the specific project we had described in our application.

We are writing, therefore, to request your approval to use the funds for a different but similar expenditure. We would like to use the funds to purchase basketballs to be used in the basketball courts with the new basketball hoops. Our supply of basketballs is currently very low and in poor shape. We believe that new basketballs will encourage the children to play and become more active.

Thank you for considering our new request.

Regards,

Linda Shute  
PAC Treasurer

# WildSafeBC Year End Report 2016

## Sunshine Coast

Prepared by: Marina Stjepovic, WildSafeBC Community Coordinator



Photo credit: Louise Williams



## Executive Summary

This report describes the activities for the Sunshine Coast WildSafeBC program between May 15th and November 30<sup>th</sup>, 2016, including highlights, challenges and recommendations for the future.

Most wildlife activity reported was related to black bears and cougars. This year, for the first time ever there were confirmed reports of grizzly bear on the Sunshine Coast.

WildSafeBC focuses efforts on public education and encouraging behavioural changes to reduce the likelihood of human-wildlife conflict. The main activities towards this goal were door-to-door visits in areas experiencing issues, use of social media, tagging garbage bins placed out too early, display booths at community events, delivering the Junior Rangers program in elementary schools, and customized presentations to a variety of local organizations.

Challenges were mainly related to unsecured garbage and fruit trees attracting bears and other wildlife into neighbourhoods. A local mindset of helping wildlife by feeding them fruit and other human foods is another ongoing challenge.

The goals for 2017 will be to continue the WildSafeBC program on the Sunshine Coast, to encourage local governments to assess the effectiveness of their bylaws and policies related to wildlife and human-wildlife conflict, and to deliver the Junior Rangers Program to all local elementary schools.

## Table of Contents

Executive Summary.....	1
Highlights from the 2016 Season.....	3
Public Reports on Wildlife Activity.....	4
WSBC Workshops and Events.....	5
Electric Fencing Workshop.....	5
BC Goes Wild event.....	5
Distribution of Signage, Brochures and Door-to-Door Visits.....	7
Media/Social Media.....	8
Display Booths.....	9
Presentations.....	10
Garbage Tagging.....	12
Challenges from the 2016 Season.....	13
Unsecured garbage.....	13
Culture of unpicked fruit.....	13
Goals for 2017.....	13
Acknowledgements.....	14

## Table of Figures

Figure 1 - Sunshine Coast Community Coordinator.....	3
Figure 2 - Wildlife reports Sunshine Coast, Jan 1 to Oct 28, 2016.....	4
Figure 3 - Electric fencing workshop.....	5
Figure 4 - waiting for the rest of the participants in the 'Night Nature Walk'.....	6
Figure 5 – Participating in SCRDS Trash Bash event.....	6
Figure 6 - Wildlife caution signs.....	7
Figure 7 - Facebook post draws record number of viewers.....	8
Figure 9 - Display booth at Mushroom Festival.....	9
Figure 8 - Wildlife Alert Reporting Program, 2016.....	10
Figure 10 - Junior Rangers in training.....	11
Figure 11 - Tagging garbage containers put out too early.....	12

## Highlights from the 2016 Season



Figure 1 - Sunshine Coast Community Coordinator

The 2016 WildSafeBC-Sunshine Coast (WSBC) program was similar in scope to previous years, with some changes including a new Community Coordinator, the addition of the WSBC Junior Rangers Program and a first time WSBC event in September called 'BC Goes Wild'. The Community Coordinator's focus was on public education and encouraging behavioural changes to reduce the likelihood of human-wildlife conflict.

WSBC continued to collaborate with various community organizations such as the Ruby Lake Lagoon Society, One Straw Society's Fruit Tree Project, Chapman Hatchery, Sunshine Coast Tourism, the Sunshine Coast Visitor Centres, Welcoming Communities, as well as School District No. 46, the BC Conservation Officer Service, the Sunshine Coast Regional District (SCRD)'s Infrastructure department, and SCRD, Gibsons, and Sechelt Bylaw Officers.

## Public Reports on Wildlife Activity

Statistics provided by the BC Conservation Officer Service (COS) for wildlife-related calls from January 1<sup>st</sup> to October 28<sup>th</sup>, 2016 compared to the same time periods for 2014 and 2015 are as follows:

	2014	2015	2016
<b>Black Bear</b>	259	304	214
<b>Cougar</b>	40	39	101
<b>All Wildlife</b>	398	434	418

The number of calls reflects the number of wildlife sightings and amount of conflict, but also reflects public awareness and use of the reporting hotline, as well as overall community efforts in managing wildlife attractants.

As expected, most calls were related to black bears, and for the first time, a few calls were also related to grizzly bears. The main attractants were garbage, fruit trees, bird feeders and outdoor freezers/fridges.

The second highest number of calls was related to cougars, with most sightings in the southeastern Howe Sound areas. A few of the calls were related to livestock and pet conflicts, but no concerns were reported about human safety.

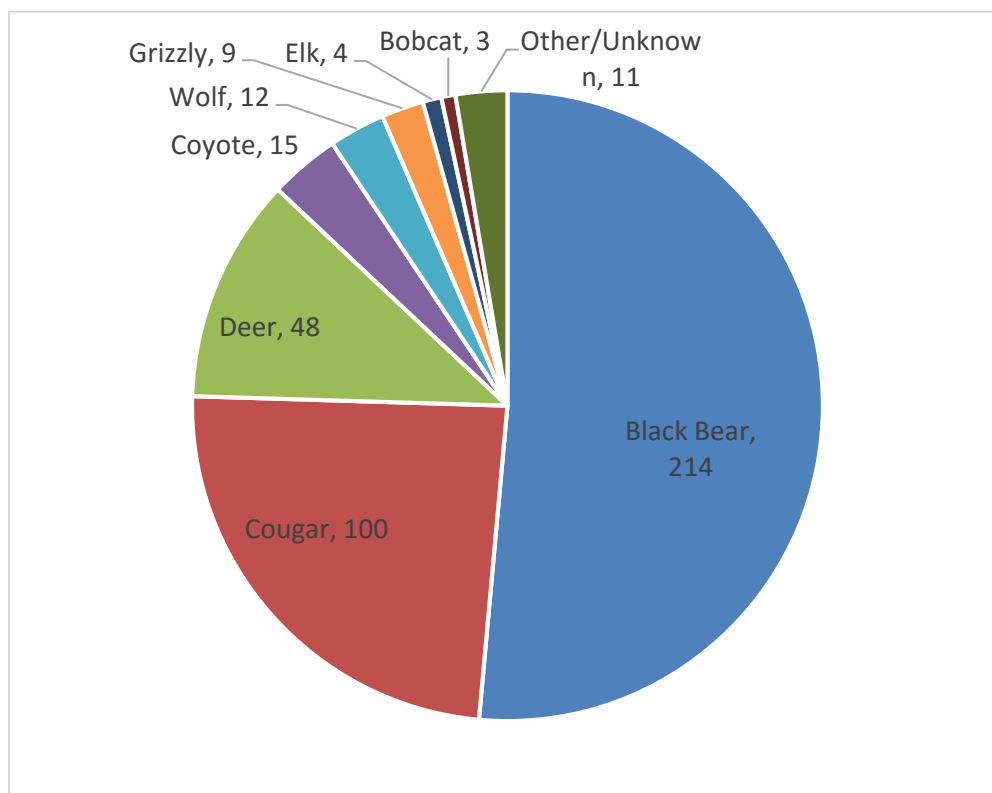


Figure 2 - Wildlife reports Sunshine Coast, Jan 1 to Oct 28, 2016



## WSBC Workshops and Events

### Electric Fencing Workshop

Local food production and food security is important to the Sunshine Coast community. In September the WSBC Provincial Coordinator, Frank Ritcey, instructed a workshop to help food producers and the general public protect livestock and crops from wildlife through properly installed and maintained electric fencing. However, despite advertising in the local newspaper, via Facebook and a local radio interview, attendance was poor, with only 2 registrants and 1 attendee.



Figure 3 - Electric fencing workshop

### BC Goes Wild event

WSBC held its first annual province-wide event to bring attention to human-wildlife conflict and celebrate BC's wildlife species. Sunshine Coast WSBC co-hosted a "Night Nature Walk" with the Ruby Lake Lagoon Society at Tyner Park/Lily Lake, in Pender Harbour. Fourteen people participated, including 6 children aged 6-11 years old. The group only saw bats, but were taught about owls, painted turtles, otters and black bears that frequent the park and ways to keep the wildlife wild.





Figure 4 - waiting for the rest of the participants in the 'Night Nature Walk'



Figure 5 – Participating in SCRDS Trash Bash event

## Distribution of Signage, Brochures and Door-to-Door Visits

One of the most effective ways to get the WSBC message out into the community is to meet directly with residents who are looking for information or ideas on how to deal with or avoid human-wildlife conflict.

Approximately 19 hours were spent conducting 112 door-to-door visits in areas either experiencing, or “at-risk” of experiencing human-wildlife conflict. Areas to target were determined as a result of garbage tagging, phone calls or messages about problems (mostly with fruit trees or unsecured garbage), or requests from the Conservation Officers for educational assistance.

WSBC and other informational materials were also distributed to public places from Egmont to Langdale, with specific requests from Town of Gibsons, Sechelt Tourist Info office, District of Sechelt, SCRd, Welcome Wagon, Newcomers Club, Welcoming Communities, the Health Unit, Community Services Resource Centre and several local businesses. Cautionary “Bear In Area”, “Cougar In Area”, and “Coyote In Area” signs were posted throughout the Sunshine Coast, whenever sightings were reported near heavily used trails, parks, public places or schools. Unfortunately, some of the laminated signs were taken down only days after being put up.



Figure 6 - Wildlife caution signs

WSBC also provided a one-page digital brochure on tips for dealing wildlife and attractants to Sunshine Coast Tourism for e-news distribution to 250 of their members who are accommodation owners.

## Media/Social Media

Due to the spread-out nature of the Sunshine Coast community, radio, print and social media played an important role in spreading awareness to over 33,000 residents and visitors on Sunshine Coast. Topics covered included cougars, wolves, deer, bears, safety, garbage tagging results, fruit picking reminders, event information, general tips for managing wildlife attractants, and Junior Rangers presentations in schools.

Figure 7 illustrates how a unique situation of how the post of a first ever confirmed grizzly bear sighting on the Coast received 46,968 views and 535 shares for one post on the local WSBC Facebook page. WSBC was able to provide information quickly and then carefully monitor and respond to comments and messages as they arose. This helped to minimize misconceptions and maximize educational opportunities with so many viewers. As a result, the page experienced a huge increase in viewers, which ultimately helped to maintain a high level of community interest in subsequent posts to the page.

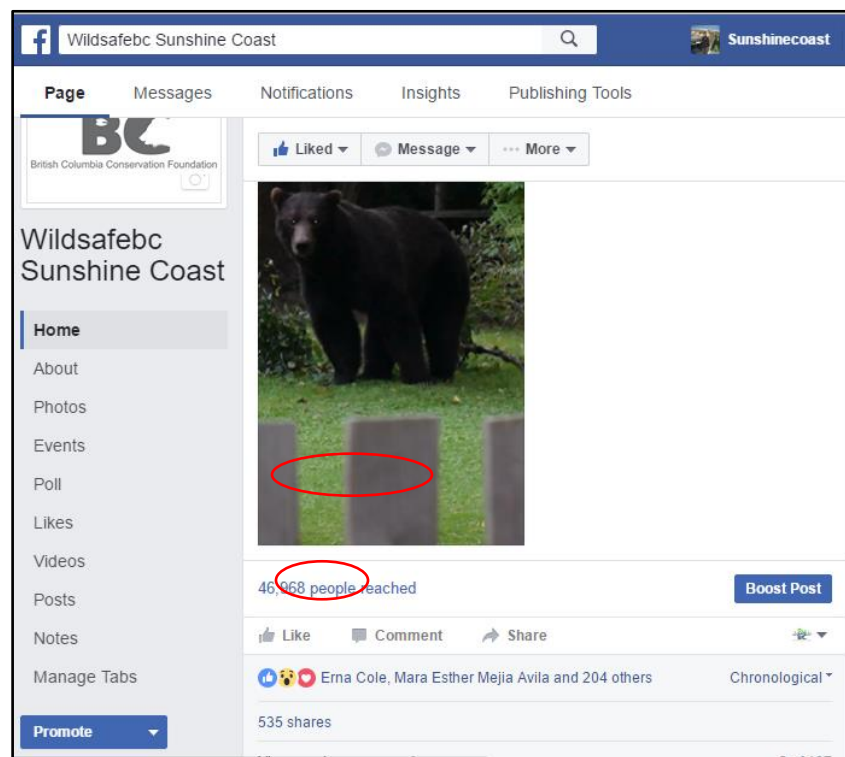


Figure 7 - Facebook post draws record number of viewers



## Display Booths

Educational displays at local events continued to be an effective part of the WSBC program's delivery. Children tend to be immediately drawn by the wildlife props (skulls, hides, tracks, and rubber scat) and WSBC tattoos and bookmarks, while adults often discuss their wildlife encounters and access information and solutions for their own attractant challenges.

Public display booths were set up at the following events and locations on the Sunshine Coast during 2016. This year's emphasis was to reach some different events compared to previous years. Many thanks to the event organizers for inviting WSBC to participate!

- Catch a Trout Day, Chapman Hatchery, July 9
- Gibsons Farmers Market, July 22
- Trash Bash, September 17
- One Straw Fall Faire, Roberts Creek, October 2
- Mushroom Festival, October 15
- Rivers Day, Chapman Hatchery, October 22
- Halfmoon Bay Trade Show, October 29



Figure 8 - Display booth at Mushroom Festival

## Presentations

WSBC presentations provide insight into the reasons why human-wildlife conflicts occur and what people can do to reduce the likelihood of conflict. Presentations usually provide a basic overview of the biology, behaviour, attractants, and safety tips for wildlife species in our communities, followed by the preventative measures to reduce human-wildlife conflict. The species discussed were black bears, grizzly bears, cougar, deer, elk, coyote, wolves, and raccoons. Most presentations finished off with a demonstration of the proper use of bear spray. In 2016, WSBC delivered 3 customized presentations to:

- Welcoming Communities
- BC Ferries staff at Langdale Terminal
- Halfmoon Bay Childcare Society

The WildSafeBC website ([www.wildsafebc.com](http://www.wildsafebc.com)) includes the Wildlife Alert Reporting Program (WARP) map which shows calls to the Report All Poachers and Polluters (RAPP) line as well as species, attractants, sighting or type of wildlife-human conflict, location, and outcome. Anyone can sign up and access this online resource. The website was promoted in all presentations.

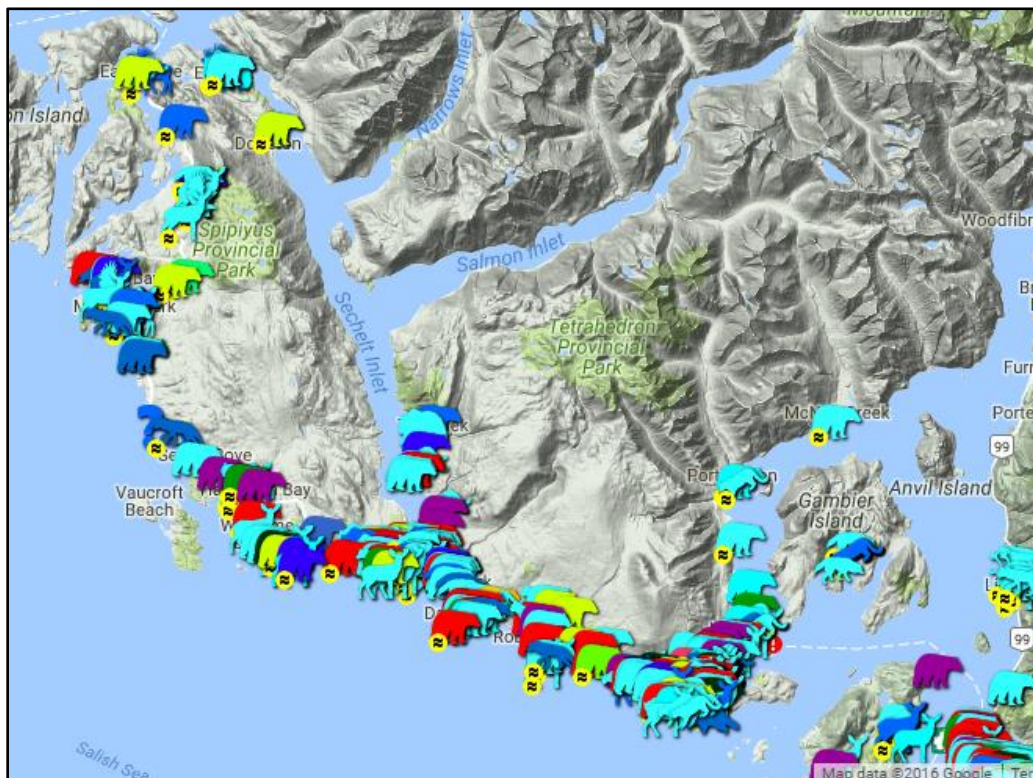


Figure 9 - Wildlife Alert Reporting Program, 2016

A main focus for 2016 was to offer presentations in local schools using the new WSBC Junior Rangers program materials. WSBC delivered the Junior Rangers Program to approximately 475 students at the following elementary schools in School District No. 46:

- Cedar Grove, entire school
- Gibsons, Grades 1/2
- Roberts Creek, Grades 2/3
- Kinnickinnick, Grades 4/5
- Halfmoon Bay, Grades 2/3
- Davis Bay, Grades K-3



Figure 10 - Junior Rangers in training

## Garbage Tagging

During July, August, and October, WSBC checked approximately 3,660 homes to identify if garbage bins were put out the night before scheduled pick up. Yellow stickers were placed on a total of 58 bins, as a reminder for residents that when garbage containers are placed out the night before, they are attracting wildlife to the neighbourhood and increasing the risk of human-wildlife conflict. Follow up visits were conducted by the Town of Gibsons bylaw officer in addition to the WSBC Coordinator and very few repeat offenders were found. The number of plastic bags placed out at the curbside also seemed to be much lower this year, perhaps due to efforts to educate in previous years.



Figure 11 - Tagging garbage containers put out too early



## Challenges from the 2016 Season

This season, much of the Community Coordinator's efforts were spent in the District of Sechelt (in the areas of West Sechelt, Davis Bay, Selma Park and Wilson Creek) and Elphinstone, where the main issues were unsecured garbage and unpicked fruit.

### Unsecured garbage

Despite WSBC's efforts to educate, garbage still remains the number one wildlife attractant by far. It is important that residents and businesses understand the issue and are advised or encouraged to take the steps necessary to reduce the potential for human-wildlife conflict.

Currently only the Town of Gibsons has an enforceable bylaw for refuse collection, specifying allowable times for placing garbage at curbside, and requiring "wildlife-resistant" containers with fitted lids. The Community Coordinator is prepared to assist local governments with bylaw changes if requested.

### Culture of unpicked fruit

From July to November, one of the main wildlife attractants luring bears into residential areas is unpicked fruit. Although the Sunshine Coast Fruit Tree Project was able to play an active role in assisting those who could not pick their own fruit, there still remains a "culture" of feeding wildlife by leaving some fruit for the animals too. WSBC posted about the topic on Facebook and discussed it with many people at public events and during door-to-door visits. More effort will be needed to change this mindset.

## Goals for 2017

WSBC Sunshine Coast hopes to continue to collaborate with community partners to make concrete solutions available for local wildlife attractant issues and decrease human-wildlife conflict. The goals include:

- Secure and continue delivery of the WildSafeBC program on the Sunshine Coast.
- Encourage local governments to improve bylaws and policies that would reduce human-wildlife conflict. This could include consideration of wildlife habitat and human-wildlife conflict in official community plans and policies, as well as enforceable garbage collection bylaws, requiring use of wildlife-resistant garbage containers and specifying morning times for placing containers at the curbside.
- Implement the new Junior Rangers Program throughout the Sunshine Coast with the aim of creating generational change as well as providing a conduit for WSBC messaging to the parents of participating youth.



## Acknowledgements

The WildSafeBC Sunshine Coast program gratefully acknowledges its 2016 partners and funders:

- Ministry of Environment
- Sunshine Coast Regional District
- Sunshine Coast Rod and Gun Club
- Lehigh Materials, Sechelt
- British Columbia Conservation Foundation

Our community partners provide invaluable support and guidance. Thank you to the Sunshine Coast Regional District Infrastructure Department, SCRD Board and staff, the local Conservation Officer Service, the Coast Reporter, 91.7 CKAY and MountainFM, local Bylaw Officer departments at Town of Gibsons, SCRD and District of Sechelt, Sunshine Coast Visitor Centres, Gibsons Wildlife and Rehabilitation Centre, Critter Care, and the Sunshine Coast Fruit Tree Project. Thank you as well to the program's enthusiastic volunteers, Martin, Bailey, Baeleay, Vesna, Katie and Darren.

Thanks also to the BCCF staff and all the other WSBC Coordinators for their support.