



**SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
Round 2 Budget Meetings**

Tuesday, March 7, 2017 to Wednesday, March 8, 2017

SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Chief Administrative Officer – Introduction to 2017 Round 2 Budget VERBAL
3. General Manager, Corporate Services / Chief Financial Officer and Chief Administrative Officer
Final 2016 Project Carry-Forwards
(Voting – All Directors) Annex A
Pages 1-4
4. General Manager, Corporate Services / Chief Financial Officer –
2016 Final Surplus / Deficits
(Voting – All Directors) Annex B
pp. 5-8
5. Senior Manager, Administration and Legislative Services – 2017
Round 2 Budget Proposal [112] Administrative Services and [520]
Building Inspection Services
(Voting – All Directors) Annex C
pp. 9-12
6. General Manager, Corporate Services / Chief Financial Officer –
2017 Round 2 Budget Proposal [114] Administrative Offices
Building Maintenance
(Voting – All Directors) Annex D
pp. 13-15
7. General Manager, Corporate Services / Chief Financial Officer -
2017 Round 2 Budget Proposal [640] Gibsons and District Public
Library
(Voting – E, F and ToG) Annex E
pp. 16-18

- | | |
|---|----------------------|
| 8. Manager, Transit and Fleet – 2017 Round 2 Budget Proposal [310] Transit
(Voting – B, D, E, F, DoS, SIGD and ToG) | Annex F
pp. 19-23 |
| 9. Manager, Transit and Fleet – 2017 Round 2 Budget Proposal [312] Fleet
(Voting – All Directors) | Annex G
pp. 24-27 |
| 10. Manager, Utility Services and Operations Support Technician - 2017 Round 2 Budget Proposal [365] North Pender Harbour Water Services
(Voting – A and SIGD) | Annex H
pp. 28-30 |
| 11. Manager, Utility Services and Operations Support Technician - 2017 Round 2 Budget Proposal [366] South Pender Harbour Water Services
(Voting – All Directors) | Annex I
pp. 31-33 |
| 12. Manager, Utility Services and Operations Support Technician - 2017 Round 2 Budget Proposal [381-394] Waste Water Treatment Plants
(Voting – A, B, D, E and F) | Annex J
pp. 34-37 |
| 13. Manager, Facility Services and Parks – 2017 Round 2 Budget Proposal [313] Building Maintenance
(Voting – All Directors) | Annex K
pp. 38-40 |
| 14. Manager, Pender Harbour Aquatic and Fitness Centre – 2017 Round 2 Budget Proposal [625] Pender Harbour Aquatic and Fitness Centre
(Voting – All Directors) | Annex L
pp. 41-43 |
| 15. Manager, Facility Services and Parks – 2017 Round 2 Budget Proposal [650] Community Parks
(Voting – A, B, D, E and F) | Annex M
pp. 44-47 |
| 16. Chief Administrative Officer – Staffing Priorities Budget Proposals (New Budget Proposals for [115, 210, 212, 216, 218, 220, 650])
(Voting – All Directors) | Annex N
pp. 48-50 |

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with the *Community Charter Section 90 (1) (c) and (k)* – “labour relations or other employee relations” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

**17. General Manager, Corporate Services / Chief Financial Officer –
Partners and Stakeholders – Status of 2017 Budget Requests
(Voting – All Directors)**

Annex O
pp. 51-99

COMMUNICATIONS

NEW BUSINESS

SECTION ONE LIGHT ORANGE – Numbers 100-199

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

SECTION TWO MEDIUM ORANGE – Numbers 200-299

Function	Name	Status	Page No.
200	Bylaw Enforcement	Moved to Adoption	48
204	Halfmoon Bay Smoke Control	Moved to Adoption	51
206	Roberts Creek Smoke Control	Moved to Adoption	53
210	Gibsons and District Volunteer Fire Department	Budget Proposal	55
212	Roberts Creek Volunteer Fire Department	Budget Proposal	59
216	Halfmoon Bay Volunteer Fire Department (Formerly Moved to Adoption)	Budget Proposal	62

218	Egmont Volunteer Fire Department (Formerly Moved to Adoption)	Budget Proposal	65
220	Emergency Telephone 911 (Formerly Moved to Adoption)	Budget Proposal	68
222	Sunshine Coast Emergency Planning	Moved to Adoption	71
290	Animal Control	Moved to Adoption	74
291	Keats Island Dog Control	Moved to Adoption	77

SECTION THREE DARK ORANGE – Numbers 300-399

Function	Name	Status	Page No.
310	Public Transit	Budget Proposal	79
312	Maintenance Facility	Budget Proposal	82
313	Building Maintenance Services	Budget Proposal	85
320	Regional Street Lighting	Moved to Adoption	87
322	Langdale Street Lighting	Moved to Adoption	89
324	Granthams Street Lighting	Moved to Adoption	91
326	Veterans Street Lighting	Moved to Adoption	93
328	Spruce Street Lighting	Moved to Adoption	95
330	Woodcreek Street Lighting	Moved to Adoption	97
332	Fircrest Street Lighting	Moved to Adoption	99
334	Hydaway Street Lighting	Moved to Adoption	101
336	Sunnyside Street Lighting	Moved to Adoption	103
340	Burns Road Street Lighting	Moved to Adoption	105
342	Stewart Road Street Lighting	Moved to Adoption	107
345	Ports	Moved to Adoption	109
346	Langdale Dock	Moved to Adoption	112
350	Regional Solid Waste	Moved to Adoption	114
351	Pender Harbour Solid Waste	Moved to Adoption	117
352	Sechelt Solid Waste	Moved to Adoption	120
353	Regional Recycling	Moved to Adoption	123
355	Refuse Collection	Moved to Adoption	126
365	North Pender Harbour Water Services	Budget Proposal	128
366	South Pender Harbour Water Services	Budget Proposal	132
370	Regional Water Services (RWS)	Moved to Adoption	136
376	RWS: New Connections	Moved to Adoption	140
377	RWS: Mains Replacement	Moved to Adoption	142
378	RWS: New Construction	Moved to Adoption	144
381	Greaves Road Waste Water Plant	Function Referred	146
382	Woodcreek Park Waste Water Plant	Function Referred	148
383	Sunnyside Waste Water Plant	Function Referred	151
384	Jolly Roger Waste Water Plant	Function Referred	154
385	Secret Cove Waste Water Plant	Function Referred	157
396	Lee Bay Waste Water Plant	Function Referred	160
387	Square Bay Waste Water Plant	Function Referred	163
388	Langdale Waste Water Plant	Function Referred	166
389	Canoe Road Waste Water Plant	Budget Proposal	169
390	Merrill Crescent Waste Water Plant	Budget Proposal	171
391	Curran Road Waste Water Plant	Function Referred	173
392	Roberts Creek Cohousing Treatment Plant	Function Referred	175

393	Lily's Lake Waste Water Plant	Function Referred	178
394	Painted Boat Waste Water Plant	Function Referred	180

SECTION FOUR PINK – Numbers 400-499

Function	Name	Status	Page No.
400	Cemetery	Moved to Adoption	182
410	Pender Harbour Health Care Clinic	Function Referred	185

SECTION FIVE LIGHT PURPLE – Numbers 500-599

Function	Name	Status	Page No.
500	Regional Planning	Moved to Adoption	187
504	Rural Planning	Moved to Adoption	190
506	Geographical Information Systems	Moved to Adoption	193
510	Civic Addressing	Moved to Adoption	196
515	Heritage Conservation Service	Moved to Adoption	198
520	Building Inspection Services	Budget Proposal	200
531	Economic Development "A"	Function Referred	203
532	Economic Development "B"	Function Referred	205
533	Economic Development "D"	Function Referred	207
534	Economic Development "E"	Function Referred	209
535	Economic Development "F"	Function Referred	211
540	Hillside Development Project	Moved to Adoption	213

SECTION SIX DARK PURPLE – Numbers 600-699

Function	Name	Status	Page No.
615	Community Recreation Facilities	Moved to Adoption	215
616	Gibsons Aquatic Centre	Moved to Adoption	218
617	Gibsons and Area Community Centre	Moved to Adoption	222
620	Sechelt Arena	Moved to Adoption	226
621	Sechelt Aquatic Centre	Moved to Adoption	230
625	Pender Harbour Pool	Budget Proposal	234
630	School Facilities – Joint Use	Moved to Adoption	238
640	Gibsons and District Public Library	Budget Proposal	240
645	Halfmoon Bay Library Service	Function Referred	243
646	Roberts Creek Library Service	Function Referred	245
648	Museum Service	Function Referred	247
650	Community Parks	Budget Proposal	249
665	Bicycle and Walking Paths	Moved to Adoption	253
667	Area A Bicycle and Walking Paths	Moved to Adoption	256
670	Regional Recreation Programs	Function Referred	259
680	Dakota Ridge Recreation Service Area	Moved to Adoption	261

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – March 7, 2017

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

SUBJECT: FINAL 2016 PROJECT CARRY-FORWARDS

RECOMMENDATION

THAT the report titled Final 2016 Project Carry-Forwards be received;

AND THAT any remaining incomplete 2016 projects and associated funding be included in the 2017-2021 Financial Plan as presented.

BACKGROUND

As part of the 2017 pre-budget process, staff presented a list showing prior year projects that were either incomplete or delayed and requested they be included in the 2017-2021 Financial Plan. At the January 12, 2017 Regular Board Meeting the following motion (005/17) was passed:

Recommendation No. 3 *2016 Carry-Forward List*

THAT report titled 2016 Project Carry-Forward Requests be received;

AND THAT the following projects be removed from the 2016 Carry-Forward List:

- Dakota Ridge Alternate Power Source;
- Gibsons and District Fire Protection Training Facility;
- Shirley Macey Park Volleyball Court, Outdoor Shower and Footwash;
- Community Consultation only for property located behind Roberts Creek Hall;

AND THAT the remaining projects on the 2016 Carry-Forward List and associated funding, as appropriate, be included in the 2017-2021 Financial Plan;

AND FURTHER THAT staff be authorized to proceed with these projects prior to adoption of the 2017-2021 Financial Plan.

The purpose of this report is to ensure all incomplete 2016 projects and the corresponding financial implications are incorporated into the 2017-2021 Financial Plan in preparation for Budget adoption.

DISCUSSION

Staff have reconciled all the 2016 project carry-forwards which have been included in the 2017 Round 2 Budget. The final list is attached for reference (Attachment A) and focuses on the project description, the original approved budget, the amount spent to date, the carry-forward value included in the 2017 Budget, as well as the original source of funding for the project.

The carry-forward projects will be incorporated into the 2017 Budget Project Status Report (BPSR), which will be presented at the April Corporate and Administrative Services Committee. At that time status of these projects will be provided as staff have continued to work on these projects prior to budget adoption.

Financial Implications

Carry-forward projects do not have a financial or taxation impact for the newly adopted Financial Plan and only remaining unused funding for the projects is carried over.

STRATEGIC PLAN AND RELATED POLICIES

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

CONCLUSION

The final 2016 carry-forward list has been compiled to be include in the 2017-2021 Financial Plan in preparation for adoption.

Carry-forward projects do not have a financial or taxation impact for the current Budget and only remaining unused funding for the projects is carried over.

Attached: 2016 Final Carry-Forward Projects

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

Funct	Description	Budget	Actual											
		2016 Approved Budget	Actual	Carry Forward	Taxation	User Fees	Borrowing	Appropriated Surplus	Operating Reserves	Capital Reserve	BC Hydro Energy Rebate	CWF Gas Tax	Government Transfers	Other
113	2014/2015 CF - Asset Management Student	\$37,000	-	37,000	-	-	-	-	37,000	-	-	-	-	-
113	Corporate Software	\$432,585	337,817.94	94,767	-	-	41,546	-	53,221	-	-	-	-	-
113	Enterprise Asset/Work Order Management System	\$412,831	24,229.97	388,601	-	-	-	-	-	-	-	-	388,601	-
115	Corporate Software	\$124,084	69,940.97	54,133	-	-	-	-	54,133	-	-	-	-	-
115	Worksafe BC Certificate of Recognition	\$8,000	-	8,000	-	-	-	-	8,000	-	-	-	-	-
117	Consulting Services for Corporate Software Replacement	\$13,418	-	13,418	-	-	-	-	13,418	-	-	-	-	-
200	Corporate Software	\$28,245	1,501.54	26,743	-	-	24,409	-	2,334	-	-	-	-	-
210	Additional Firehall Maintenance for 2015 only	\$23,000	13,292.95	9,707	-	-	-	-	9,707	-	-	-	-	-
210	Ladder Truck Replacement	\$800,000	-	800,000	-	-	300,000	-	-	500,000	-	-	-	-
212	Class 'A' Type 1 Pumper Truck Replacement	\$500,000	-	500,000	-	-	-	-	-	500,000	-	-	-	-
220	Chapman Creek Tower	\$180,000	-	180,000	-	-	-	-	-	180,000	-	-	-	-
220	Replace Gibsons Tower	\$97,500	-	97,500	-	-	-	-	-	97,500	-	-	-	-
312	Facility Audit and Condition Assessment	\$2,800	-	2,800	-	-	-	-	1,400	-	-	-	1,400	-
345	Gambier Float Replacement	\$55,000	-	55,000	-	-	-	-	-	55,000	-	-	-	-
345	Ports Capital Maintenance	\$54,847	-	54,847	-	-	-	-	-	54,847	-	-	-	-
350	Organics Management Strategy	\$25,000	-	25,000	-	-	-	-	25,000	-	-	-	-	-
351	Pender Harbour Transfer Station Vehicle Replacement	\$15,000	-	15,000	-	-	-	-	15,000	-	-	-	-	-
352	Review & Update Incentive Based Tipping Fees	\$5,000	-	5,000	-	-	-	-	5,000	-	-	-	-	-
365	Pool Road Waterline Replacement	\$20,000	15,129.81	4,870	-	-	-	-	-	4,870	-	-	-	-
365	Water Rate Study	\$15,000	-	15,000	-	-	-	-	15,000	-	-	-	-	-
366	Water Rate Study	\$15,000	-	15,000	-	-	-	-	15,000	-	-	-	-	-
370	Corporate Software	\$61,611	27,002.63	34,608	-	-	-	-	-	34,608	-	-	-	-
370	Facility Audit and Condition Assessment	\$2,800	-	2,800	-	-	-	-	1,400	-	-	-	1,400	-
370	Metering Engagement & Communications (.25FTE 2016, .35FTE 2017)	\$16,700	-	16,700	-	16,700	-	-	-	-	-	-	-	-
370	Universal Metering Education & Outreach	\$21,796	-	21,796	-	-	-	-	21,796	-	-	-	-	-
370	Well Protection Planning	\$45,000	14,353.00	30,647	-	-	-	-	30,647	-	-	-	-	-
370	Zone 2 Reservoir Repairs	\$75,000	-	75,000	-	-	-	-	75,000	-	-	-	-	-
378	Chapman Lake Supply Expansion - Construction	\$4,225,000	-	4,225,000	-	-	4,225,000	-	-	-	-	-	-	-
378	Chapman Lake Supply Expansion - Engineering	\$503,490	342,135.53	161,354	-	-	161,354	-	-	-	-	-	-	-
378	Chapman Lake Supply Expansion - Environmental Assessment	\$125,425	-	125,425	-	-	125,425	-	-	-	-	-	-	-
378	Chapman WTP Energy Conservation Project (AB)	\$60,000	46,012.63	13,987	-	-	-	-	-	13,987	-	-	-	-
378	Groundwater Investigation Stage 1	\$150,000	141.04	149,859	-	-	-	-	-	149,859	-	-	-	-
378	Pump Station Energy Efficiency Upgrades	\$152,000	18,200.00	133,800	-	-	-	-	-	111,300	22,500	-	-	-
378	Set-up Weather Monitoring Station	\$11,364	15,742.20	(4,378)	-	-	-	-	-	-	-	-	-	(4,378)
378	Soames Well Chlorination Project	\$196,050	53,534.16	142,516	-	-	-	-	-	142,516	-	-	-	-
378	Universal Metering Phase 2 - Rural Areas	\$5,861,935	1,061,833.89	4,800,101	-	-	-	-	-	1,986,419	-	-	2,813,682	-
387	Detailed Engineering Design for Treatment Plant Replacement	\$977,303	1,365.89	975,937	-	-	278,763	-	-	-	-	-	697,174	-
388	Connection to Camp Elphinstone	\$20,000	-	20,000	-	-	-	-	20,000	-	-	-	-	-
500	Invasive Plant Management (grant funded)	\$6,000	-	6,000	-	-	-	-	-	-	-	-	6,000	-
504	Corporate Software	\$45,933	-	45,933	-	-	-	-	45,933	-	-	-	-	-
520	Corporate Software	\$64,726	33,257.31	31,469	-	-	-	-	31,469	-	-	-	-	-
616	Facility Audit and Condition Assessment	\$8,957	-	8,957	-	-	-	-	4,478	-	-	-	4,479	-
616	GDAF Hot Tub Replacement	\$344,000	34,825.75	309,174	-	-	-	-	15,174	294,000	-	-	-	-
617	Lighting Replacement/RTU Controls	\$40,000	10,338.68	29,661	-	-	-	-	-	29,661	-	-	-	-
617	Plant Room Ventilation Extension	\$8,500	-	8,500	-	-	-	-	-	8,500	-	-	-	-
620	Facility Audit and Condition Assessment	\$8,957	-	8,957	-	-	-	-	4,479	-	-	-	4,478	-
621	SAC Legal Fees	\$149,282	116,399.05	32,883	-	-	-	-	32,883	-	-	-	-	-
625	Gym Equipment Replacement	\$8,000	-	8,000	-	-	-	-	-	8,000	-	-	-	-
640	Anti-Slip Traffic Membrane	\$25,000	7,455.33	17,545	-	-	17,545	-	-	-	-	-	-	-

Funct	Description	2016 Approved Budget	Actual	Carry Forward	Taxation	User Fees	Borrowing	Appropriated Surplus	Operating Reserves	Capital Reserve	BC Hydro Energy Rebate	CWF Gas Tax	Government Transfers	Other
640	Lighting Replacement and Retrofit	\$36,397	5,105.20	31,292	-	-	31,292	-	-	-	-	-	-	-
640	Wild-Life Deterrent (Bird Mitigation)	\$15,000	623.28	14,377	-	-	14,377	-	-	-	-	-	-	-
650	Coopers Green Park Hall & Parking Design Plans	\$100,000	2,967.50	97,033	-	-	-	-	-	-	-	98,033	-	(1,000)
650	Facility Audit and Condition Assessment	\$8,400	-	8,400	-	-	-	-	4,200	-	-	-	4,200	-
650	Gambier Island Community Information & Amenities	\$3,944	603.00	3,341	-	-	-	-	3,341	-	-	-	-	-
650	Granthams Hall Restoration Design & Engineering	\$66,400	25,385.88	41,014	-	-	-	-	-	-	-	41,014	-	-
650	Playground Surface Replacement	\$28,000	2,981.75	25,018	-	-	-	-	-	25,018	-	-	-	-
650	Suncoaster Trail Planning	\$3,000	-	3,000	-	-	-	-	3,000	-	-	-	-	-
665	Area B - Redroofs from Highway 101 to Mintie	\$145,846	4,882.50	140,964	-	-	-	-	-	-	-	140,964	-	-
665	Area D - Beach Avenue South of Flume Park	\$46,000	1,456.90	44,543	-	-	-	-	-	-	-	44,543	-	-
665	Area D - Lower Road Planning for Remaining Sections	\$13,380	4,686.45	8,694	-	-	-	-	-	-	-	8,694	-	-
665	Area D - Planning for Roberts Creek Village to Pier	\$11,018	1,171.50	9,847	-	-	-	-	-	-	-	9,847	-	-
665	Area E - Gower Pt. Rd from Secret Beach to Gibsons	\$97,786	8,597.50	89,189	-	-	-	-	-	-	-	89,189	-	-
665	Area E - Highway 101 Maintenance Repairs - East of Poplars Park	\$32,532	-	32,532	-	-	-	-	-	-	-	32,532	-	-
667	Lily Lake Area Bicycle and Walking Path Project	\$207,726	46,265.09	161,461	-	-	-	-	-	-	-	161,461	-	-

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – March 7, 2017

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

SUBJECT: 2016 FINAL SURPLUS/DEFICITS

RECOMMENDATION

THAT the report titled 2016 Final Surplus/Deficits be received;

AND THAT the 2016 surpluses be allocated per the Board's Financial Sustainability Policy as detailed in Attachment A;

AND THAT the 2016 Parks [function 650] deficit of \$8,431 be funded by operating reserves;

AND THAT the 2016 Finance [function 113] deficit of \$28,637 be funded by operating reserves;

AND FURTHER THAT the 2016 Transit [function 310] deficit of \$62,060 be funded by 2017 taxation.

BACKGROUND

In 2016, a budget process change was made to provide the Sunshine Coast Regional District (SCRD) Board with one universal report which outlines the surpluses at this time.

The options for surplus are outlined within the Financial Sustainability Policy, excerpt below:

4.4 One-time Revenues

Using one-time revenues to fund ongoing expenditures results in unfunded expenditure obligations in future years.

4.4.1 Policy: Operating surpluses and one-time revenues will not be used to fund ongoing expenditures. Major one-time revenues will be applied to:

- Reserves and/or Rate Stabilization in keeping with levels set by the Board;
- One-time expenditures; or
- Repayment of outstanding debt.

The purpose of this report is to provide the Board a summary of all the 2016 year-end surpluses, final recommended transfers to reserves, and to report on any year-end deficits requiring approval on proposed funding mitigation.

DISCUSSION

Staff have completed the 2016 year-end processes in preparation of the annual SCRD Financial Statements and external audit. Reconciliation of final surpluses, deficits and recommended allocation for each functional area has been attached for reference (Attachment A).

Surpluses

Surpluses in Rural Areas' Grant-in-Aid and Economic Development functions are automatically carried forward in the 2017 budget and will be dealt with during Round 2 budget deliberations.

Minor surpluses of less than \$3,000 for functions where there is no reserve fund have also been carried forward in the 2017 budget and used to reduce taxation.

Staff are recommending that \$213,578 of surpluses be transferred to reduce existing or future debt obligations for the Corporate Software project (\$158,458), Gibsons Library capital repairs project (\$11,155) and Hillside deficit (\$43,965).

The remaining surpluses total \$1.46M and are recommended to be transferred to operating or capital reserves as appropriate.

Deficits

Three functions had material deficits in 2016. Staff recommend that operating reserves be utilized to fund the Finance and Parks deficits of \$28,637 and \$8,431 respectively. The Transit deficit of \$62,060 will need to be funded from taxation in 2017 as there are no funds in the SCRD's Transit Operating Reserve Fund.

Financial Implications

Utilizing surpluses to reduce existing or future debt obligations will reduce future funding requirements for debt servicing thereby mitigating future tax or user fee increases.

Surpluses transferred to reserves are uncommitted and are available to fund future projects or one time expenditures.

Funding of the transit deficit through taxation in 2017 will result in a 0.35% increase in overall taxation in 2017.

STRATEGIC PLAN AND RELATED POLICIES

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

CONCLUSION

Staff have completed the year end process and reconciled all functional area surplus deficits. Options for allocation of surpluses are outlined in the Financial Sustainability Policy.

Staff are recommending that \$213,578 of surpluses be allocated to reduce existing or future debt obligations and \$1.46M of surpluses be transferred to operating or capital reserves as appropriate. Surpluses for Rural Areas' Grant-in-Aid and Economic Development functions have been carried forward to the 2017 budget for allocation during Round 2 budget deliberations.

There were three material deficits that must be funded. Staff are recommending that the Finance and Parks deficits be funded through a transfer from operating reserves and that the Transit deficit be funded from taxation in 2017.

Attached: 2016 Final Surplus/Deficits

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

Function	Year End Surplus / (Deficit)	Recommended Allocation				Unfunded Deficit
		Carried Forward in 2017 Budget	Transferred to Reduce Outstanding Debt Obligation	Transferred to Operating Reserves	Transferred to Capital Reserves	
110 - General Government Revenue	72,396.68			(72,396.68)		-
113 - Finance	(28,636.53)					(28,636.53)
114 - Admin Offices Building Maintenan	7,026.35				(7,026.35)	-
115 - Human Resources	23,814.18			(23,814.18)		-
117 - Information Technology	9,194.62			(9,194.62)		-
118 - Sunshine Coast RHD Administratio	46,579.17	(46,579.17)				-
121 - Grants in Aid - Area A	4,894.82	(4,894.82)				-
122 - Grants in Aid - Area B	4,776.46	(4,776.46)				-
123 - Grants in Aid - Area E & F	1,956.74	(1,956.74)				-
125 - G/A Community Schools A B D E F,	(443.26)	443.26				-
126 - Greater Gibsons Community Partic	16,256.64	(16,256.64)				-
127 - Grant in Aid - Area D	6,260.21	(6,260.21)				-
128 - Grants In Aid - Area E	3,008.96	(3,008.96)				-
129 - Grants In Aid - Area F	358.16	(358.16)				-
130 - UBCM/AVICC - Electoral Area Serv	9,816.46			(9,816.46)		-
131 - Elections - Electoral Area Servi	81.00			(81.00)		-
135 - Corporate Sustainability Service	22,769.96			(22,769.96)		-
136 - Regional Sustainability Services	13,693.58			(13,693.58)		-
200 - Bylaw Enforcement	23,054.45		(23,054.45)			-
204 - Halfmoon Bay Smoke Control	-					-
206 - Roberts Creek Smoke Control	-					-
210 - Gibsons & District Fire Protecti	47,078.05				(47,078.05)	-
212 - Roberts Creek Fire Protection	48,790.06				(48,790.06)	-
216 - Halfmoon Bay Fire Protection	31,732.46				(31,732.46)	-
218 - Egmont Fire Protection	27,449.60				(27,449.60)	-
220 - Emergency Telephone - 911	1,345.96			(1,345.96)		-
222 - Sunshine Coast Emergency Plannin	27,288.93			(27,288.93)		-
290 - Animal Control	10,442.03			(10,442.03)		-
291 - Keats Island Dog Control	2,287.82	(2,287.82)				-
310 - Public Transit	(62,059.58)					(62,059.58)
312 - Maintenance Facility	1,686.11			(1,686.11)		-
313 - Building Maintenance Services	-					-
320 - Regional Street Lighting	2,274.41	(2,274.41)				-
322 - Langdale Street Lighting	67.14	(67.14)				-
324 - Granthams Street Lighting	66.49	(66.49)				-
326 - Veterans Street Lighting	(22.45)	22.45				-
328 - Spruce Street Lighting	7.63	(7.63)				-
330 - Woodcreek Street Lighting	(52.91)	52.91				-
332 - Fircrest Street Lighting	51.99	(51.99)				-
334 - Hydaway Street Lighting	7.41	(7.41)				-
336 - Sunnyside Street Lighting	26.10	(26.10)				-
340 - Burns Road Street Lighting	6.94	(6.94)				-
342 - Stewart Road Street Lighting	15.48	(15.48)				-
345 - Ports Services	30,090.89				(30,090.89)	-
346 - Langdale Dock	1,130.53	(1,130.53)				-
350 - Regional Solid Waste	9,133.45			(9,133.45)		-
352 - Sechelt Solid Waste	21,527.44			(21,527.44)		-
353 - Regional Recycling	36,780.56			(36,780.56)		-
355 - Refuse Collection	57,015.92		(30,788.00)	(26,227.92)		-
365 - North Pender Harbour Water Servi	72,185.85				(72,185.85)	-
366 - South Pender Harbour Water Servi	134,808.77				(134,808.77)	-
370 - Regional Water Services	96,228.12				(96,228.12)	-
381 - Greaves Rd Waste Water Plant	1,119.21			(1,119.21)		-
382 - Woodcreek Park Waste Water Plant	22,359.78			(22,359.78)		-
383 - Sunnyside Waste Water Plant	1,134.66			(1,134.66)		-
384 - Jolly Roger Waste Water Plant	2,915.58			(2,915.58)		-
385 - Secret Cove Waste Water Plant	5,974.81			(5,974.81)		-
386 - Lee Bay Waste Water Plant	30,798.77			(30,798.77)		-
387 - Square Bay Waste Water Plant	3,328.49			(3,328.49)		-
388 - Langdale Waste Water Plant	8,861.69			(8,861.69)		-
389 - Canoe Rd Waste Water Plant	1,828.22			(1,828.22)		-
390 - Merrill Crescent Waste Water Pla	2,677.00			(2,677.00)		-
391 - Curran Rd Waste Water Plant	9,306.84			(9,306.84)		-
392 - Roberts Creek Cohousing Treatmen	6,724.59			(6,724.59)		-
393 - Lilly's Lake Waste Water Plant	9,076.13			(9,076.13)		-
394 - Painted Boat Waste Water Plant	7,536.25			(7,536.25)		-
400 - Cemetery	66,260.22			(66,260.22)		-
410 - Pender Harbour Health Clinic	-					-
500 - Regional Planning	22,101.58			(22,101.58)		-
504 - Rural Planning Services	67,304.87			(67,304.87)		-
506 - Geographical Information Service	15,324.89			(15,324.89)		-
510 - Civic Addressing	30,695.53			(30,695.53)		-
515 - Heritage Conservation Service	2,499.11	(2,499.11)				-
520 - Building Inspection Services	181,487.90			(181,487.90)		-
531 - Economic Development Area A	46,561.95	(46,561.95)				-
532 - Economic Development Area B	32,373.42	(32,373.42)				-
533 - Economic Development Area D	36,061.27	(36,061.27)				-
534 - Economic Development Area E	32,572.26	(32,572.26)				-
535 - Economic Development Area F	41,296.50	(41,296.50)				-
540 - Hillside Development Project	43,964.80		(43,964.80)			-
615 - Community Recreation Facilities	160,491.94		(91,420.00)	(69,071.94)		-
625 - Pender Harbour Pool	28,291.25		(8,224.00)	(20,067.25)		-
630 - School Facilities - Joint Use	7,568.11			(7,568.11)		-
640 - Gibsons & Area Library	16,127.10		(16,127.00)		(0.10)	-
645 - Halfmoon Bay Library Service	1.24	(1.24)				-
646 - Roberts Creek Library Service	-					-
648 - Museum Service	-					-
650 - Community Parks	(8,431.44)					(8,431.44)
665 - Bicycle & Walking Paths	37,868.00			(37,868.00)		-
667 - Area A Bicycle & Walking Paths	12,899.13			(12,899.13)		-
670 - Regional Recreation Programs	7,211.35			(7,211.35)		-
680 - Dakota Ridge Recreation Service	29,971.03			(29,971.03)		-
Totals	\$ 1,858,393.88	\$ (280,880.23)	\$ (213,578.25)	\$ (967,672.70)	\$ (495,390.25)	\$ (99,127.55)

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March, 2017

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

SUBJECT: **2017 R2 BUDGET PROPOSAL FOR [112] ADMINISTRATIVE SERVICES AND [520] BUILDING INSPECTION SERVICES**

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [112] Administrative Services and [520] Building Inspection Services be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 1 - was referred to 2017 Round 2 Budget per the following recommendation (069/17):

Recommendation No. 4 *Administrative Services [112] and Building Inspection Services [520] – 2017 R1 Budget Proposals*

THAT the reports titled 2017 R1 Budget Proposal for [112] Administrative Services and 2017 R1 Budget Proposal for [520] Building Inspection Services be received;

AND THAT the following budget proposals be *referred to Round 2 Budget with rationale for the funding proportion split between General Government and Building Inspection Services:*

- Budget Proposal 1 – [112] Scanning / Transferring Building Permit Microfiche to Portable Document Format (PDF), \$25,000 funded from Operating Reserves;
- Budget Proposal 1 – [520] Transfer Microfiche to PDF, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the budgets for General Government, Legislative Services and Administrative Services [110-112] and Building Inspection Services [520] *be forwarded to Round 2 Budget for further consideration.*

2017 R2 Budget Proposals by Category

E OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	[112] – Scanning/Transferring Building Permit Microfiche to PDF
	<i>Service Participants</i>	Regional
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional – [112] A, B, D, E, F, SIGD – [520]
	<i>2017 Funding Required:</i>	2017: [112] - \$25,000 and [520] - \$25,000 Total Project cost: \$140,000
	<i>Funding Source(s):</i>	[112] - Reserves [520] - Reserves
	<i>Asset Management Plan Implications:</i>	Decreased use and maintenance of equipment with the potential elimination of microfiche reader.
	<i>Rationale / Service Impacts:</i>	<p>As of 2017, the service for creating microfiche copies of building permit files will no longer be available in BC. All new files from that date will be stored as a Portable Document Format (PDF).</p> <p>Due to the age of the microfiche equipment, maintaining or replacing the equipment is challenging and costly.</p> <p>There are currently 16 years of building files stored on microfiche. It is proposed to transfer all existing building permit files to electronic format providing a standard, more efficient process to access files.</p> <p>This would ensure building permit documents would be in a uniform format and available for use with the land management / Tempest and document management software.</p> <p>Rationale for the proposed 50-50 funding split:</p> <ol style="list-style-type: none"> 1. The corporation is required to maintain building permit information permanently and the

		<p>maintenance, life cycle and integrity of those records is the responsibility of Administration, not individual divisions.</p> <p>2. In keeping with the strategic value of collaboration, staff worked together to address concerns about information accessibility (including full text searching, failing equipment, etc.). While records management is a corporate responsibility, the building division saw value in contributing to the project to enhance overall efficiencies.</p> <p>3. Although the greatest user of the information will be Building staff, improved access to information and better image quality will benefit the corporation through decreased Records Management staff time for retrievals and management of microfiche as well as improving response times on public inquiries.</p>
	<i>Energy Saving Potential (if applicable):</i>	Minimal
	<i>Future Funding Implications (if applicable):</i>	<p>The total cost of the project is estimated to be \$140,000. The project would be completed over a three year period depending on the availability of funding. With future years:</p> <p>2018-[112] - \$25,000 and [520] - \$25,000</p> <p>2019-[112] - \$20,000 and [520] - \$20,000</p>

Financial Implications

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

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

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

SUBJECT: **2017 R2 BUDGET PROPOSAL FOR [114] ADMINISTRATIVE OFFICES – BUILDING MAINTENANCE**

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [114] Administrative Offices - Building Maintenance be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 3 – was referred to 2017 Round 2 Budget per the following recommendation 070/17:

Recommendation No. 5 *Administrative Offices - Building Maintenance [114] – 2017 R1 Budget Proposal*

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

AND THAT the following budget proposals be approved and incorporated into the 2017 Round 2 Budget:

- Budget Proposal 1 – Fire Safety Plan – Fire Code Violation Improvements, \$10,000 funded from Support Services;
- Budget Proposal 2 – Preventative Maintenance for the Building, \$33,400 funded from Support Services and included in the base budget;

AND THAT the following budget proposal be incorporated into Round 2 Budget and referred to Round 2 for further consideration:

- Budget Proposal 3 - Corporate Space and Site Planning (Field Road, Mason Works Yard and South Pender Harbour Water Office), \$75,000 funded from Support Services;

AND FURTHER THAT the budget for Administrative Offices - Building Maintenance [114] be *forwarded to Round 2 Budget* as amended.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY (Partial)

E- OTHER or NOT CURRENTLY CLASSIFIED

3	<i>Function Number – Project Name:</i>	[114] – SCRD Corporate Space and Site Planning (includes Field Road, Mason Works Yard and South Pender Water Office)
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	Total \$75,000
	<i>Funding Source(s):</i>	<p>\$75,000-Support Services (Proposed at Round 1)</p> <p>Amended in R2 for consideration: \$50,000-Support Services \$25,000-Reserves</p>
	<i>Asset Management Plan Implications:</i>	Asset Management Plan will require update for new additions and deletions at each building
	<i>Rational / Service Impacts:</i>	<p>The SCRD operated two main corporate sites (Field Rd and Mason Rd. Works Yard) with a satellite office in Pender Harbour. There is a need for effective space and site planning.</p> <p>Over the years, many ad hoc updates have been made which has, in the case of Field Road, caused problems with the Fire Safety Plan and HVAC systems. Some departments do not have enough space to operate, where others have too much. At Mason Works Yard, the Transit expansion would add 7 more busses to the site that is currently at capacity as it is currently designed. The Area A satellite office was acquired as part of the South Pender Harbour Water District take-over in 2008 and has never been assessed as to other opportunities for the site.</p> <p>The funds would be used to hire a consultant to develop space plan options</p>

		<p>for Field Road offices and a site plan options for Mason Road.</p> <p>Upon further analysis and building condition assessments there is components of this project which are mandatory (safety and business continuity/risk). For example, it has been identified that the Field Rd ancillary building which stores all the main servers and corporate records doesn't have fire suppression systems which poses a considerable risk to the organization. There are also some considerations to Mason Road of the similar nature. Relocating staff, equipment, or records would have a significant impact to space considerations to the organization.</p> <p>Staff's objective is to ensure proper planning is undertaken as a first step to maintain the corporate assets.</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Implementation costs (TBD)

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$126,602	\$121,602	\$141,602	\$161,602	\$181,602
Annual Contributions	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
BP#3-SCRD Corporate Space and Site Planning	-\$ 25,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$121,602	\$141,602	\$161,602	\$181,602	\$201,602

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

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

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [640] GIBSONS AND DISTRICT PUBLIC LIBRARY

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [640] Gibsons and District Public Library be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposals 1 and 2 - as follows, was referred to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 8 *Gibsons and District Public Library [640] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [640] Gibsons and District Public Library be received;

AND THAT 2017 funding implications for the following budget proposals be incorporated and the budget proposals be referred to 2017 Round 2 Budget for further consideration:

- Budget Proposal 1 – HVAC Unit Replacement (Controls) – 8 units, \$125,000 funded \$50,000 from Capital Reserves and \$75,000 Short Term Capital Financing;
- Budget Proposal 2 – Preventative Maintenance Increases, \$30,000 funded through Taxation and included in the base budget;

AND FURTHER THAT the budget for Gibsons and District Public Library [640] be referred to 2017 Round 2 Budget as amended.

A- MANDATORY / BUSINESS CONTINUITY

2017 R2 BUDGET PROPOSAL 640 Gibsons and District Public Library

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

Financial Implications

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [310] PUBLIC TRANSIT

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [310] Public Transit be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposals 1-3 - as follows, were referred to 2017 Round 2 Budget per the following recommendation:

068/17 **Recommendation No. 3** *Agenda Item Referrals*

The Corporate and Administrative Services Committee recommended that the January 24, 2017 Special R1 Budget Corporate and Administrative Services Committee Agenda Items #15 and #16 be referred to the February 23, 2017 Corporate and Administrative Services Committee meeting.

The CAS Agenda Items #15 and #16 above refer to Budget Proposals for Transit and Fleet respectively.

In order to ensure the Board is aware of the risks current and future financial around alternatives to Budget Proposal 1 “Increase Transit Base Budget for Transit Expansion”, these are outlined in more detail below.

Option 1: Full Support – Service Priority 1 expansion as agreed in the May 2016 MOU.

1. Peak period service of 30 minutes on the Route 90, hourly service on the Route 1, and mid-sized, more fuel efficient buses running through Lower Gibsons and Robert’s Creek.
2. Increased tax burden of approximately \$7.21 in 2017 and \$21.84 annually thereafter for an individual residential property valued at \$500,000.

Option 2: No Change – retain the current level of transit service.

1. No expenses beyond current inflationary and equipment improvement increases.

2. A payment penalty of one year of lease fees for unused buses ordered for expansion, at a cost of \$194,000.

Option 3: Delayed Expansion – restart expansion and spread out the tax impact

The 2016 MOU collapsed the draft concept of a two-phased expansion into one year, the longer-term approach was not fully developed. This option would restart expansion planning with a view to implementing the 6,370 hours over a longer period of time.

1. Would reduce the immediate tax burden.
2. Due to the additional planning work required and other expansion projects underway, would delay actual implementation beyond 2017.
3. Depending on the length of delay, would risk the loss of subsequent provincial funding required to complete expansion.
4. Annual lease fees of \$194,000 for six (unused) buses would begin in September, irrespective of the timing of any changes.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[310] – Increase Transit Base Budget for Transit Expansion
	<i>Service Participants:</i>	All except A
	<i>Areas Affected (A-F, Regional, Islands):</i>	All except A
	<i>2017 Funding Required:</i>	\$275,000.00
	<i>Funding Source(s):</i>	\$155,000 Taxation \$120,000 BC Transit
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	This item was approved in principle at the April 14, 2016 regular Board meeting (excerpt below). However, staff have placed this proposal on the list of proposed initiatives to allow the Committee an opportunity to have more discussion. 159/16 <u>Recommendation No. 15</u> Transit Expansion Priorities

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

B- STRATEGIC PLAN

2	<i>Function Number – Project Name:</i>	[310] – Purchase VHF Radios for Expansion Buses
	<i>Service Participants:</i>	<i>All except Area A</i>
	<i>Areas Affected (A-F, Regional, Islands):</i>	<i>All except Area A</i>
	<i>2017 Funding Required:</i>	\$4,500
	<i>Funding Source(s):</i>	<i>Taxation</i>
	<i>Asset Management Plan Implications:</i>	<i>None</i>
	<i>Rational / Service Impacts:</i>	Radios for transit buses are supplied and owned by the SCRD. Radios for six additional buses have been sourced at a cost of \$4,500. Installation will be completed by fleet staff. Inspection, repair and maintenance is part of the base budget. These costs are in addition to transit expansion costs.
	<i>Energy Saving Potential (if applicable):</i>	<i>None</i>
	<i>Future Funding Implications (if applicable):</i>	<i>None</i>

C- INTEGRATED FIVE-YEAR PLAN

3	<i>Function Number – Project Name:</i>	[310] –Gas Line Lowering and Yard Grading at Mason Road Facility
	<i>Service Participants:</i>	<i>All except Area A</i>
	<i>Areas Affected (A-F, Regional, Islands):</i>	<i>Regional</i>
	<i>2017 Funding Required:</i>	\$5,000
	<i>Funding Source(s):</i>	<i>Taxation</i>
	<i>Asset Management Plan Implications:</i>	<i>None</i>
	<i>Rational / Service Impacts:</i>	The fleet yard will require re-grading to prepare parking space and adjust traffic flow to accommodate six transit

		<p>expansion buses. The re-grading requires the lowering of a gas line.</p> <p>These improvements will increase the efficiency of bus movement in the yard for regular maintenance and preparation for service, while decreasing safety risks by reducing the repeated backing of buses. These efficiencies reduce the impact of added buses on labour costs.</p> <p>These costs are in addition to transit expansion costs.</p>
	<i>Energy Saving Potential (if applicable):</i>	<i>None</i>
	<i>Future Funding Implications (if applicable):</i>	<i>None</i>

Financial Implications

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [312] MAINTENANCE FACILITY (FLEET)

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [312] Maintenance Facility (Fleet) be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposals 1-3 - as follows, were referred to 2017 Round 2 Budget per the following recommendation:

068/17 **Recommendation No. 3** *Agenda Item Referrals*

The Corporate and Administrative Services Committee recommended that the January 24, 2017 Special R1 Budget Corporate and Administrative Services Committee Agenda Items #15 and #16 be referred to the February 23, 2017 Corporate and Administrative Services Committee meeting.

The CAS Agenda Items #15 and #16 above refer to the Budget Proposals for Transit and Fleet respectively.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	Function Number – Project Name:	[312] – Heavy Duty Hoist Refurbishment
	Service Participants:	All
	Areas Affected (A-F, Regional, Islands):	Regional
	2017 Funding Required:	\$18,000
	Funding Source(s):	Capital Reserve

	<i>Asset Management Plan Implications:</i>	Extends life of asset
	<i>Rational / Service Impacts:</i>	<p>Replacement of this hoist was to be funded from the capital reserve fund. A vendor has been located to complete a refurbishment, extending the life of the current hoist and deferring its replacement by up to 10 years.</p> <p>\$3,000 of these costs have already been incurred due to necessary hoist repairs and would be applied to any 2017 deficit resulting. The remaining \$15,000 portion of the request would complete the refurbishment.</p>
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	None

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

B- OTHER or NOT CURRENTLY CLASSIFIED

3	Function Number – Project Name:	[312] – Rear Overhead Door on Fleet Wash bay
	Service Participants:	All
	Areas Affected (A-F, Regional, Islands):	Regional
	2017 Funding Required:	\$20,000
	Funding Source(s):	Capital Reserve
	Asset Management Plan Implications:	ANNUAL MAINTENANCE
	Rational / Service Impacts:	This change will permit two thirds of the bus fleet to “cycle” through daily maintenance with reduced backing. The result will be time savings in bus preparation, and increased safety. A time savings of five minutes per bus or 7 – 8.5 hours per week in preparation time would recover costs via labour savings in two years.
	Energy Saving Potential (if applicable):	None
	Future Funding Implications (if applicable):	Added door maintenance of \$500 per year.

Financial Implications

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

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [365] NORTH PENDER HARBOUR WATER SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [365] North Pender Harbour Water Services be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 1 - as follows, was referred to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 17 *North Pender Harbour Water Service [365] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – Water Main Upgrades (Garden Bay Road and Claydon Road/Lane), \$1,650,000 funded \$1,369,500 from the CWWF and \$280,500 from Capital Reserves;

AND FURTHER THAT the budget for North Pender Harbour Water Service [365] be referred to 2017 Round 2 Budget as presented.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[365] – Water Main Upgrades (Garden Bay Road and Claydon Road/Lane)
	<i>Service Participants:</i>	A and SIGD
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$1,650,000
	<i>Funding Source(s):</i>	\$1,369,500 – CWWF Grant (pending) \$280,500 – Capital Reserves
	<i>Asset Management Plan Implications:</i>	The lifecycle cost of replacing the water mains identified below is a better value than ongoing repair expenses associated with reactive maintenance work on the mains.
	<i>Rational / Service Impacts:</i>	<p>This project involves the capital asset replacement of 2,750 metres of aged and undersized water mains on Garden Bay Road and Claydon Road/Lane. The majority of the mains recommended for replacement are 4" diameter and provide insufficient fire flow to the properties that are serviced by them in the region. In addition, they are primarily composed of asbestos cement (AC) and pose an ongoing risk of rupture, interruption to service and high maintenance costs.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund for the following projects for the November 23, 2016 grant program intake:</p> <ul style="list-style-type: none"> • North and South Pender Harbour Water Systems Water Main Upgrades;

		<p>AND THAT if the applications for funding are successful, the SCRD's share of the eligible and ineligible project costs be funded as follows:</p> <ul style="list-style-type: none"> North and South Pender Harbour Water Systems Water Main Upgrades: Reserves. <p>The replacement of these segments of water mains have been identified for replacement in the draft 10-Year Capital Plan for the North Pender Harbour Water Service Area within the next 1-5 years.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Reduced O&M costs associated with reactive maintenance on these segments of water mains.

Financial Implications

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

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [366] SOUTH PENDER HARBOUR WATER SERVICES

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [366] South Pender Harbour Water Services be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 1 - as follows, was referred to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 18 *South Pender Harbour Water Service [366] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – Water Main Upgrades (Francis Road Peninsula), \$1,650,000 funded \$1,369,500 from the CWWF and \$280,500 from Capital Reserves;

AND FURTHER THAT the budget for South Pender Harbour Water Service [366] be referred to 2017 Round 2 Budget as presented.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[366] – Water Main Upgrades (Francis Peninsula Road)
	<i>Service Participants:</i>	A
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$1,650,000
	<i>Funding Source(s):</i>	\$1,369,500 – CWWF Grant (pending) \$280,500 – Reserves
	<i>Asset Management Plan Implications:</i>	The lifecycle cost of replacing the water mains identified below is a better value than ongoing repair expenses associated with reactive maintenance work on the mains.
	<i>Rational / Service Impacts:</i>	<p>This project involves the capital asset replacement of 2,750 metres of aged water mains on Francis Peninsula Road. The majority of the mains recommended for replacement are primarily composed of asbestos cement (AC) and have experienced ongoing repairs and continue to be at a high risk of rupture and interruption to service as well as high maintenance costs.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund for the following projects for the November 23, 2016 grant program intake:</p> <ul style="list-style-type: none"> • North and South Pender Harbour Water Systems Water Main Upgrades;

		<p>AND THAT if the applications for funding are successful, the SCRD's share of the eligible and ineligible project costs be funded as follows:</p> <ul style="list-style-type: none"> North and South Pender Harbour Water Systems Water Main Upgrades: Reserves. <p>The replacement of these segments of water mains have been identified for replacement in the draft 10-Year Capital Plan for the South Pender Harbour Water Service Area within the next 1-5 years.</p>
	Energy Saving Potential (if applicable):	N/A
	Future Funding Implications (if applicable):	Reduced O&M costs associated with reactive maintenance on these segments of water mains.

Financial Implications

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

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [381-394] WASTE WATER TREATMENT PLANTS

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [381-394] Waste Water Treatment Plants be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposals 1 and 2 - as follows, were referred to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 21 *Waste Water Treatment Plants [381-394] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [381-394] Waste Water Treatment Plants be received;

AND THAT the following budget proposals be referred to the 2017 Round 2 Budget pending response regarding the Clean Water and Wastewater Fund (CWWF) Grant application;

- Budget Proposal 1 – [389] Canoe Road – Replacement of Septic Field System, \$75,000 funded \$62,250 from the CWWF and \$12,750 through Short Term Loan;
- Budget Proposal 2 – [390] Merrill Crescent – Replacement of Septic Field System, \$65,000 funded \$53,950 from the CWWF and \$11,050 through Short Term Loan;

AND FURTHER THAT the budgets for Waste Water Treatment Plants [381-394] be referred to the 2017 Round 2 Budget as presented.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	389 – Canoe Road] – Replacement of Septic Field System
	<i>Service Participants:</i>	A, B, D, E and F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	\$62,250 – CWWF Grant (pending) \$12,750 – Short Term Debt
	<i>Asset Management Plan Implications:</i>	As part of the SCRD's organizational asset management plan development, Staff are working on detailed plans for all wastewater treatment functions.
	<i>Rational / Service Impacts:</i>	<p>The Canoe Road wastewater system currently provides service to ten (10) properties by way of a community septic system. The existing septic field is over 30 years old and beyond its expected useful life span, has experienced sewage break outs in the last several years and is in need of replacement.</p> <p>The following recommendation was adopted at the November 10, 2016 regular Board Meeting:</p> <p>421/16 Recommendation No. 8 Clean Water and Wastewater Fund – 2016 Grant Applications</p> <p>AND THAT applications be submitted to the Clean Water and Wastewater Fund for the following projects for the November 23, 2016 grant program intake:</p> <ul style="list-style-type: none"> • Canoe Road WWTP – Replacement of Septic Field Replacement <p>AND THAT if the applications for funding are successful, the SCRD's share of the</p>

		eligible and ineligible project costs be funded as follows: Canoe Road WWTP: Short Term Debt
	<i>Energy Saving Potential (if applicable):</i>	Replacing the existing field with a newly constructed field will result in reductions in fuel costs associated with reactionary maintenance work.
	<i>Future Funding Implications (if applicable):</i>	N/A

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

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [313] CORPORATE BUILDING MAINTENANCE

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [313] Corporate Building Maintenance be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 1 - Building Maintenance Workshop Development, \$10,000 [313] – **Approved in Round 1**. Funding from Municipal Finance Authority (MFA) Capital Lease Financing and Internal Recoveries.
- Budget Proposal 2 - as follows, was **referred** to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 23 *Corporate Building Maintenance [313] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to the 2017 Round 2 Budget for further information regarding the current vehicle status and estimates and options for new vehicle:

- Budget Proposal 2 – Replacement Shop Van, \$53,000 through Municipal Finance Authority (MFA) Capital Lease Financing and Internal Recoveries;

AND THAT the budget for Corporate Building Maintenance [313] be referred to 2017 Round 2 Budget as amended.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

2	<i>Function Number – Project Name:</i>	[313- Corporate Building Maintenance] Replacement Shop Van
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2017 Funding Required:</i>	\$53,000
	<i>Funding Source(s):</i>	MFA Equipment Financing 5 Year Loan. Debt servicing costs funded through internal recovery of \$11,000/year (5-year amortization, principle and interest).
	<i>Asset Management Plan Implications:</i>	Van required to complete building inspections and preventative maintenance work identified in the Asset Management Plan.
	<i>Rationale / Service Impacts:</i>	<p>Van required for delivery of building maintenance services to facilities owned or operated by the SCRD, including transportation of staff, tools, materials, furniture, and debris.</p> <p>Current van is overdue for replacement, and will not pass commercial vehicle inspection (motor and body perforation issues). Current van is a 2001 Ford E250 with 170,000 KM. Service issues include: body rust, tires need replacement, timing chain requires replacement, spark plug failure (2 of 8 have failed). Recent maintenance and repair costs for this vehicle have been 2014 - \$1,756.00 / 2015 - \$3,466.00 / 2016 - \$2,289.00.</p> <p>Replacement with a cube van (Model E450 or similar was recommended by Fleet based on functional requirements) would reduce number of trips required for moving tools and</p>

		<p>materials and thus offer ongoing time-efficiency in exchange for marginally higher purchase and operating costs.</p> <p>A used vehicle will be considered in an effort to find best value for SCRD. Funding requirement determined by Fleet through averaging of suitable vehicles available in market at time of budget development.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Overhead: Repairs, Fuel, Insurance (already budgeted for with current van; sufficiency to be reviewed after 1 year).

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

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

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [625] PENDER HARBOUR AQUATIC AND FITNESS CENTRE

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 1 - as follows, was referred to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 28 *Pender Harbour Aquatic and Fitness Centre [625] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2017 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the following budget proposal be referred to the 2017 Round 2 Budget for further information regarding the current dBA levels and types of materials and design proposed for the remediation:

- Budget Proposal 1 – Acoustic Remediation – Sound Absorption Panels / Acoustics, \$10,000 funded from Capital Reserves;

AND FURTHER THAT the budget for Pender Harbour Aquatic and Fitness Centre [625] be referred to 2017 Round 2 Budget as presented.

2017 R2 Budget Proposals by Category

E- OTHER or NOT CURRENTLY CLASSIFIED

1	<i>Function Number – Project Name:</i>	[625 - Pender Harbour Aquatic and Fitness Centre] – Acoustic Remediation - Sound Absorption Panels/Acoustics
	<i>Service Participants</i>	A
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2017 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	Sound absorption panels life expectancy is 10-15 years.
	<i>Rational / Service Impacts:</i>	<p>The PHAFC, in its design, has highly reflective surfaces for sound. This causes echo and reverberation resulting in poor sound quality. The ability to hear a lifeguard's instruction is crucial to safety and the ability to hear speech is always desired by patrons as is the ability to enjoy good sound quality of music during specific programs such as Aquafit.</p> <p>Sound level testing completed in 2014 (by staff, using SCRD sound meter) indicated employee health and safety would benefit from the install of sound absorption panels.</p> <p>More extensive testing was completed by Robert Collum, Industrial Designer in Acoustics, on February 1, 2017 using Audio Tools Pro Version software. Testing took place during a 2 hour swim lesson program with 30 children participating plus 3 staff.</p> <p>Results indicated sound pressure levels of up to 90.7 dBA. In total, 9 readings were taken around the main pool area with a range of 80.2 dBA – 90.7 dBA.</p> <p>Although a final design has not been confirmed, the planned impact of the project will reduce noise by approximately 30% to 50-60 dBA. The</p>

		<p>project has been quoted using approximately 70% coverage. Final design would be confirmed by an acoustic specialist. Consultation with SCRD Facility Services staff will ensure maintainability.</p> <p>The product used in the project estimate is an MBI Spectrum Panel constructed of a semi-rigid fiberglass core that is self-supporting and will not sag over time. It will be covered in acoustically transparent PVC film and will be placed flat onto the ceiling surface. The panels are 2" thickness, 2' x 4' in size.</p> <p>Overall, improved sound quality could result in improved customer satisfaction and support improved attendance at the facility.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

Financial Implications

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

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR [650] COMMUNITY PARKS

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for [650] Community Parks be received.

BACKGROUND

Following is a summary of the Round 1 2017 Budget meeting recommendations:

- Budget Proposal 1 – Parks Bridge Engineering Assessments / Capital Plans, \$25,000 [650] – Approved in Round 1. Funding through Taxation;
- Budget Proposal 2 – Hazard Tree Assessment Plan / Phase 1 Assessment, \$6,000 [650] – Approved in Round 1. Funding through Taxation;
- Budget Proposal 3 – Parks Bridge Capital Maintenance, \$25,000 [650] – Approved in Round 1. Funding through Taxation;
- Budget Proposal 5 – Eric Cardinall Hall Hot Water Tank Replacement, \$4,000 [650] – Approved in Round 1. Funding through Taxation;
- Budget Proposal 7 – Small Riding Mower, \$3,300 [650] – Approved in Round 1. Funding through Operating Reserves.
- Budget Proposal 4 and 6 - as follows, was referred to 2017 Round 2 Budget per the following resolution 068/17:

Recommendation No. 30 *Community Parks [650] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2017 Round 2 Budget with alternative funding options including details on plans for the current Community Parks Reserves:

- Budget Proposal 4 – Frank West Hall / Cliff Mahlman Fire Station Roof Replacement, \$75,000 funded through Taxation.

Recommendation No. 31 *Community Parks [650] – 2017 R1 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2017 Round 2 Budget for further information on the requirements of the request:

- Budget Proposal 6 – Operations Workflow Efficiency, \$5,300 funded through Taxation and included in the base budget.

Recommendation No. 32 *Community Parks [650]*

The Corporate and Administrative Services Committee recommended that the budget for Community Parks [650] be referred to 2017 Round 2 Budget as amended.

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

4	<i>Function Number – Project Name:</i>	[650] Community Parks - Frank West Hall / Cliff Mahlman Fire Station Roof Replacement
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	E
	<i>2017 Funding Required:</i>	[210] - \$75,000 and [650] - \$75,000 Total project cost: \$150,000
	<i>Funding Source(s):</i>	[650] – \$50,000 reserves \$25,000 taxation
	<i>Asset Management Plan Implications:</i>	Project identified through analysis of adjacent fire hall during maintenance planning activities conducted as part of asset management plan.
	<i>Rational / Service Impacts:</i>	The roof of Frank West Hall and the adjacent fire hall is in critical condition, with leaks into the interior of the building. Roof replacement will protect the value of the building and improve user experience and avoid costs of water damage that are potentially greater than the cost of the roof.

		<p>This initiative is matched with a mirroring initiative proposed by Gibsons and District Fire Department to complete roof replacement for the other half of the hall building.</p> <p>A funding strategy is proposed that makes appropriate use of reserves but also maintains sufficient reserve balance for planned replacement of Parks Operations building (2014 budget initiative).</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	May avoid future costs related to leaks/building degradation.

D – LOW COST/HIGH VALUE

6	<i>Function Number – Project Name:</i>	[650] Community Parks – Operations Workflow Efficiency
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$3,900 (revised downward from prior figure (\$5,300) based on savings available through new wireless contract)
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Will support current and future asset management activities including tracking asset conditions and receiving / locating / actioning trouble reports.
	<i>Rationale / Service Impacts:</i>	Communications technology (phones or tablets) with cameras, GPS and wireless connectivity will dramatically enhance workflow efficiency for parks operations staff. This technology would allow real-time recording of park asset conditions and enable work tickets to be received/resolved in the field, reducing travel and response times. This initiative

		<p>will also aid in location and mapping of invasive species.</p> <p>Mobile data sharing/work processes will harness the potential of City Works software and, more generally, asset management systems.</p> <p>Initiative budget relates to ongoing data/plan operating costs, not to hardware. Budget has been revised downwards from figure presented in Round 1 based on savings available through new wireless contract.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Data/plan requirements are an ongoing costs (base budget request).

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2017	2018	2019	2020	2021
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$391,000	\$398,500	\$106,000	\$163,500	\$221,000
Annual Contribution	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500
Roof Replacement	-\$ 50,000	\$ -	\$ -	\$ -	\$ -
Parks Hut Replacement		-\$350,000			
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$398,500	\$106,000	\$163,500	\$221,000	\$278,500

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

SUNSHINE COAST REGIONAL DISTRICT ROUND 2 2017 BUDGET PROPOSAL

TO: Special Corporate and Administrative Services Committee – March 7, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: 2017 R2 BUDGET PROPOSAL FOR STAFFING PRIORITIES [115, 212-218, 220, 650]

RECOMMENDATION(S)

THAT the report titled 2017 R2 Budget Proposal for Staffing Priorities [115, 212-218, 220, 650] be received.

BACKGROUND

The following budget proposals are new information to the 2017 budget process:

2017 R2 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	115 – Human Resources Officer/ Occupational Health and Safety (OHS)
	<i>Service Participants:</i>	All
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2017 Funding Required:</i>	\$15,118 Casual – exempt. Approximately 300 hours @ \$43/hr. plus vacation, cash in lieu of benefits, and stat pay.
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	None
	<i>Rationale / Service Impacts:</i>	Responsible for leading accident / incident investigation, supporting emergency response, enabling workplace safety compliance, building OHS policies / protocols, conducting risk assessments / safety inspections, developing safe work procedures, delivering safety coaching, and developing/coordinating OHS training.
	<i>Energy Saving Potential (if applicable):</i>	
	<i>Future Funding Implications (if applicable):</i>	t.b.d.

2	<i>Function Number – Project Name:</i>	To provide 1 year funding to support and assist the 4 volunteer fire departments and 911 program. Gibsons Fire Protection (210) Roberts Creek Fire Protection (212) Hafmoon Bay Fire Protection (216) Egmont Fire Protection (218) Emergency Telephone 911 (220)																							
	<i>Service Participants:</i>	Various																							
	<i>Areas Affected (A-F, Regional, Islands):</i>	210-E, F, ToG 212-RC 216-HMB 218-A-(Egmont) 220-All																							
	<i>2017 Funding Required:</i>	Total- \$42,500 (2017 portion): <table><tr><td>Function</td><td>% allocation</td><td>Amount</td></tr><tr><td>210</td><td>5%</td><td>\$2,125</td></tr><tr><td>212</td><td>15%</td><td>\$6,375</td></tr><tr><td>216</td><td>15%</td><td>\$6,375</td></tr><tr><td>218</td><td>5%</td><td>\$2,125</td></tr><tr><td>220</td><td>60%</td><td>\$25,500</td></tr><tr><td></td><td>100%</td><td>\$42,500</td></tr></table>			Function	% allocation	Amount	210	5%	\$2,125	212	15%	\$6,375	216	15%	\$6,375	218	5%	\$2,125	220	60%	\$25,500		100%	\$42,500
	Function	% allocation	Amount																						
	210	5%	\$2,125																						
	212	15%	\$6,375																						
	216	15%	\$6,375																						
218	5%	\$2,125																							
220	60%	\$25,500																							
	100%	\$42,500																							
<i>Funding Source(s):</i>	Taxation																								
<i>Asset Management Plan Implications:</i>	Ensuring our assets for emergency telephone (911) are maintained is essential to the service and safety of the region.																								
<i>Rationale / Service Impacts:</i>	1) To address joint contracts and agreements. 2) Cellular tower replacement program. 3) Volunteer fire department coordination.																								
<i>Energy Saving Potential (if applicable):</i>	n/a																								
<i>Future Funding Implications (if applicable):</i>	2018 to March 31 st -\$13,350																								

C INTEGRATED FIVE-YEAR PLAN

3	<i>Function Number – Project Name:</i>	[650] Community Parks – Seasonal Student Labour
	<i>Service Participants:</i>	A, B, D, E, F
	<i>Areas Affected (A-F, Regional, Islands):</i>	A-F Including Islands
	<i>2017 Funding Required:</i>	\$10,000 (may be partially matched by Canada Summer Jobs grant – application in progress)
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	Additional labour will support more rapid progress on asset management priorities and annual maintenance program.
	<i>Rationale / Service Impacts:</i>	<p>A seasonal labour addition in Parks would enable more rapid progress on parks maintenance priorities, while also supporting succession planning and youth employment.</p> <p>This initiative would support the creation of 1, 1.5 or 2 (depending on matching grant received) seasonal Parks labourer positions. The position would be responsible for a range of routine maintenance tasks (mowing, litter, staining/painting) and have the opportunity to support larger Capital projects.</p> <p>Parks and trails are highly valued by the community and quality maintenance supports environmental leadership and facilitation of community development.</p> <p>A 2017 Canada Summer Jobs grant application has been submitted (deadline mid-February); acceptance is subject to a decision being taken on this proposal.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	To be included in Base Budget annually.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – March 7, 2017

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

SUBJECT: PARTNERS AND STAKEHOLDERS – STATUS OF 2017 BUDGET REQUESTS

RECOMMENDATION(S)

THAT the report titled **Partners and Stakeholders – Status of 2017 Budget Requests** be received;

AND THAT the Board make decisions with respect to the 2017 funding requests for each of the partners and stakeholders.

BACKGROUND

At 2017 Round 1 Budget partner and stakeholder budget requests were reviewed by the Sunshine Coast Regional District (SCRD) Board for approving or denying funding requests and determining appropriate funding functions.

DISCUSSION

Options and Analysis

The following 2017 budget requests were **approved and incorporated** into the 2017 Round 2 Budget and require no further action:

Sechelt Public Library
 Skookumchuk Heritage Society / Egmont Heritage Centre
 Sechelt Community Archives
 Pender Harbour Chamber of Commerce

The following 2017 budget requests were **incorporated** into the 2017 Round 2 Budget for review, the budget requests **need only be approved** to remain in the functions as submitted:

Attachment 1 - Gibsons and District Public Library	\$583,636	Functions [640] and [646]
Attachment 2 - Roberts Creek Community Library	\$12,600	Function [646]
Attachment 3 - Pender Harbour Reading Centre	\$1,200	Function [121]

The following 2017 budget requests are **attached for further consideration and require a decision** by the Board:

Attachment 4 - Sunshine Coast Museum and Archives – budget figures were incorporated into budget by Finance at 2016 approved funding of \$83,000 in function [648]. The 2017 budget request is for \$85,000.

Attachment 5 – Pender Harbour Health Centre – 2017 budget request of \$118,040.39 was incorporated into the budget for review and the request referred to 2017 Round 2 Budget for consideration.

Attachment 6 - Gibsons and District Chamber of Commerce – was not approved or incorporated, the budget request was referred to 2017 Round 2 Budget for consideration.

Attachment 7 - Coast Cultural Alliance – 2017 budget request of \$5,500 was incorporated into the budget for review, allocated evenly between Economic Development functions [531-535]. The budget request was referred to the 2017 Round 2 Budget for consideration.

Attachment 8 - Sunshine Coast Tourism – 2017 budget request of \$20,000 was incorporated into the budget for review, allocated based on assessed value in Economic Development functions [531-535]. The budget request was referred to the 2017 Round 2 Budget for consideration.

Attachment 9 - Sunshine Coast Community Services – budget figures were incorporated in the Rural Areas' Grant-in-Aid functions [121, 122, 127, 128, 129] at 2016 approved funding of totaling \$35,126. The 2017 budget request is for \$38,713.

Attachment 10 - Pender Harbour Community School Society – budget figures were incorporated in the Rural Areas' Grant-in-Aid [121] and Regional Recreation [670] functions at 2016 approved funding to a total of \$50,000 for both Youth Programs and Recreation Programs. The 2017 budget request is for \$50,000.

Attachment 11 - Halfmoon Bay - Chatelech Community School – budget figures were incorporated into the Rural Areas' Grant-in-Aid function [125] at 2016 approved funding of \$10,000. The 2017 budget request is for \$10,000.

Attachment 12 - Sechelt Community Schools – budget figures were incorporated into the Regional Recreation function [670] at 2016 approved funding of \$40,000. The 2017 budget request is for \$10,000 for Youth Programs and \$34,000 for Sechelt Youth Centre.

Attachment 13 - Gibsons Landing Community Society – budget figures were incorporate into the Regional Recreation function [670] at 2016 approved funding of \$10,000. The 2017 budget request is for \$10,000.

Attachment 14 - Roberts Creek Community School Society - budget figures were incorporate into the Regional Recreation function [670] at 2016 approved funding of \$10,000. The 2017 budget request is for \$10,000.

NEW: Attachment 15 - Community Resource Centre - Seniors Planning Table

The following resolution was adopted at the December 8, 2016 Regular Board meeting:

451/16 THAT staff report to the January 23, 2017 Special Corporate and Administrative Services Committee on the current status of Grants-in-Aid and whether the funding request for the community consultation process for long term planning for residential care on the Sunshine Coast could be considered as an exceptional circumstance under Grants-in-Aid;

AND THAT other funding options for the community consultation process be identified within the report if applicable.

Staff recommend that the only funding option available for this request would be through Rural Areas' Grant-in-Aid functions [121-129]. The grant request is for \$10,000.

Financial Implications

Any decisions will affect the 2017 final budget to be presented at March 23, 2017 for adoption.

The following budgets should be moved to adoption as presented or amended when final grant decisions are approved and incorporated and discretionary values have been considered (see attached spreadsheets A, B and C for Rural Areas' Grant-in-Aid and Economic Development functions for current status):

Rural Areas' Grant-in-Aid Area A [121]
Rural Areas' Grant-in-Aid Area B [122]
Rural Areas' Grant-in-Aid Area E and F [123]
Rural Areas' Grant-in-Aid Community Schools [125]
Greater Gibsons Community Participation (GGCP) [126]
Rural Areas' Grant-in-Aid Area D [127]
Rural Areas' Grant-in-Aid Area E [128]
Rural Areas' Grant-in-Aid Area F [129]
Pender Harbour Health Clinic [410]
Economic Development "A" [531]
Economic Development "B" [532]
Economic Development "D" [533]
Economic Development "E" [534]
Economic Development "F" [535]
Halfmoon Bay Library Service [645]
Roberts Creek Library Service [646]
Museum Service [648]
Regional Recreation Programs [670]

STRATEGIC PLAN AND RELATED POLICIES

Ensuring Financial Sustainability, Supporting Sustainable Economic Development and Facilitating Community Development.

CONCLUSION

At 2017 Round 1 Budget partner and stakeholder budget requests were reviewed by the SCRD Board. Several budget requests were referred to 2017 Round 2 Budget.

Staff request a decision for the final budget on any outstanding budget requests.

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

GIBSONS & DISTRICT PUBLIC LIBRARY 2017 - five year plan.	2016 Budget	Acutuals to Oct. 2016	2017 budget	Chg.	% Chg/16	2018	2019	2020	2021	2017 notes
REVENUE										
<u>Description</u>										
Public Support Tax Requisition										
SCRD -	\$568,964	\$473,738	\$583,636	\$14,672	2.5%	\$595,309	\$607,215	\$619,359	\$631,746.38	
SCRD one time grant	\$26,000									
Total Tax Requisition	\$594,964	\$473,738	\$583,636			\$595,309	\$607,215	\$619,359	\$631,746	
Grants										
Libraries Branch: operating & resource sharing grants	\$37,500	\$41,017	\$42,000	\$4,500	10.7%	\$42,000	\$42,000	\$42,000	\$42,000	Per person operating grant was reinstated to higher population numbers as per 2013
Libraries Branch: one card & equity grants	\$19,000	\$19,149	\$19,000	\$0	0.0%	\$19,000	\$19,000	\$19,000	\$19,000	
Other grants	\$5,000	\$2,325	\$6,000	\$1,000	16.7%	\$6,000	\$6,000	\$6,000	\$6,000	
Subtotal, Grants	\$61,500	\$62,491	\$67,000	\$5,500	8.2%	\$67,000	\$67,000	\$67,000	\$67,000	
Library Revenue				\$0						
Fundraising & Donations	\$6,500	\$6,444	\$6,000	-\$500	-8.3%	\$6,000	\$6,000	\$6,000	\$6,000	Majority of donations in 2016 were targeted for the renovations.
Fees & charges	\$14,450	\$17,106	\$14,500	\$50	0.3%	\$15,000	\$15,000	\$15,000	\$15,000	Last year we predicted a decrease in Fees & Charges by \$3550 due to eliminating Internet fees for non-members. To date the acutal decrease is \$550. In this proposal the projected Fees & Charges income remains the same as 2016 because I'm proposing the elimination of overdue fees for children's materials. Adult overdue fees are .25 per day, Children's overdues fees are .10 per day. Sechelt and many other public libraries do not impose overdue fees on children's materials.
Subtotal, Library Revenue	\$20,950	\$23,551	\$20,500	-\$450	-2.2%	\$21,000	\$21,000	\$21,000	\$21,000	
Previous Year's Operating Surplus	\$500		\$0	-\$500		\$0	\$0	\$0	\$0	
Total Library Generated Revenue	\$82,950	\$86,042	\$87,500	\$4,550	5.2%	\$88,000	\$88,000	\$88,000	\$88,000	
TOTAL REVENUE	\$677,914	\$559,780	\$671,136	-\$6,778	-1.0%	\$683,309	\$695,215	\$707,359	\$719,746	
OPERATING EXPENSES	2016	Actuals to Oct. 2016	2017	Chg.	% Chg/16	2018	2019	2020	2021	
Materials & Services										
Materials/databases	\$78,000	\$67,814	\$80,000	\$2,000	2.5%	\$82,000	\$83,000	\$83,000	\$85,929	We continue to reduce cost through shared purchasing with Sechelt but because the majority of library materials are published in the United States (high US dollar) the savings no longer make up the difference.
Public Internet	\$900	\$515	\$1,500	\$600	40.0%	\$1,500	\$1,575	\$1,575	\$1,650	Increase in Internet speed to better serve members
Courier to Sechelt	\$1,560	\$1,110	\$1,400	-\$160	-11.4%	\$1,500	\$1,500	\$1,500	\$1,600	
Inter-library loans	\$700	\$783	\$1,000	\$300	30.0%	\$1,200	\$1,300	\$1,300	\$1,450	increase in the number of InterLibrary loans
Integrated library system and RFID	\$7,000	\$3,493	\$7,500	\$500	6.7%	\$7,800	\$7,800	\$7,800	\$8,000	3m service agreement costs increase.
TOTAL	\$88,160	\$73,715	\$91,400	\$3,240	3.5%	\$94,000	\$95,175	\$95,175	\$98,629	
Programming										
Programming	\$5,000	\$3,842	\$5,000	\$0	0.0%	\$5,200	\$5,400	\$5,400	\$5,600	
InterLINK	\$4,500	\$4,148	\$4,200	-\$300	-7.1%	\$4,400	\$4,400	\$4,400	\$4,550	Decrease in the number of loans through this system
Volunteer & Staff appreciation	\$1,000	\$71	\$1,100	\$100	9.1%	\$1,100	\$1,200	\$1,200	\$1,300	
TOTAL	\$10,500	\$8,061	\$10,300	-\$200	-1.9%	\$10,700	\$11,000	\$11,000	\$11,450	
Office										
Advertising & Promotion	\$1,700	\$1,567	\$1,700	\$0	0.0%	\$1,800	\$1,800	\$1,800	\$1,900	
Accounting fees	\$7,500	\$2,822	\$7,500	\$0	0.0%	\$7,800	\$7,800	\$7,800	\$7,900	
Dues & Fees	\$1,150	\$718	\$800	-\$350	-43.8%	\$900	\$950	\$950	\$1,000	
Telephone & Internet	\$3,500	\$2,104	\$2,800	-\$700	-25.0%	\$2,900	\$2,900	\$2,900	\$3,100	
Library processing supplies	\$5,500	\$3,640	\$5,000	-\$500	-10.0%	\$5,082	\$5,300	\$5,100	\$5,500	
Office supplies & Postage	\$5,000	\$4,575	\$6,000	\$1,000	16.7%	\$6,200	\$6,400	\$6,400	\$6,400	increased costs of office supplies and increase number of books being borrowed and loaned from other libraries: cost of postage.
TOTAL	\$24,350	\$15,426	\$23,800	-\$550	-2.3%	\$24,682	\$25,150	\$24,950	\$25,800	
Equipment										
Maintenance	\$3,200	\$847	\$3,200	\$0	0.0%	\$3,200	\$3,400	\$3,200	\$3,500	
Photocopier	\$900	\$678	\$1,200	\$300	25.0%	\$1,200	\$1,200	\$1,200	\$1,300	Upgrading printer/photocopier to provide wireless printing to members. New service is a potential for revenue increases
TOTAL	\$4,100	\$1,525	\$4,400	\$300	6.8%	\$4,400	\$4,600	\$4,400	\$4,800	
Facility										
Hydro & Gas	\$25,964	\$9,266	\$25,000	-\$964	-3.9%	\$27,000	\$28,000	\$28,000	\$29,000	Possible 80% fortis gas increase in 2017. 2016 budget esitmate approx. \$5000 too high (bills for Oct. - Dec estimated at \$10,000). Best estimate for 2017 is to keep at par with 2016 budget
Water/Sewer	\$450	\$413	\$600	\$150	25.0%	\$600	\$650	\$650	\$675	
Maintenance & Repair	\$21,000	\$14,629	\$21,000	\$0	0.0%	\$23,000	\$23,500	\$23,500	\$24,500	Changes to Building Lease agreement may increase and or decrease budget. Best estimate for now is to keep the amount the same as 2016 until further information is received from the SCRD.
Security	\$900	\$837	\$900	\$0	0.0%	\$900	\$1,000	\$1,100	\$1,100	
Insurance	\$1,400		\$1,400	\$0	0.0%	\$1,500	\$1,500	\$1,500	\$1,650	
TOTAL	\$49,714	\$25,145	\$48,900	-\$814	-1.7%	\$53,000	\$54,650	\$54,750	\$56,925	
Personnel										

										Increases: 1.8% CUPE increase, \$1,400 for increased Monday hours, \$800 for community computer tutor, \$1000 Library Director.
Wages & Salaries	\$380,683	\$307,037	\$390,736	\$10,053	2.6%	\$397,574	\$404,531	\$411,611	\$418,814	
EI, CPP & WCB	\$26,000	\$19,657	\$26,000	\$0	0.0%	\$26,260	\$26,523	\$26,787.83	\$27,056	
Benefits & Pension	\$59,807	\$54,991	\$62,000	\$2,193	3.5%	\$63,240	\$64,504.80	\$65,795	\$67,111	MPP increses.
TOTAL	\$466,490	\$381,685	\$478,736	\$12,246	2.6%	\$487,074	\$495,559	\$504,193	\$512,980	
Development										
Staff	\$2,600	\$2,956	\$2,600	\$0	0.0%	\$2,900	\$3,000	\$3,000	\$3,100	
Board	\$1,000	\$771	\$1,000	\$0	0.0%	\$1,000	\$1,000	\$1,000	\$1,000	
TOTAL	\$3,600	\$3,727	\$3,600	\$0	0.0%	\$3,900	\$4,000	\$4,000	\$4,100	
Other Expenses										
Union Bargaining/AMORTIZATION	\$0		\$5,000	\$5,000		\$0	\$0	\$5,000	\$0	Existing agreement ends Dec. 2017
Other Grant	\$0			\$0						
TOTAL	\$0	\$0	\$5,000	\$5,000		\$0	\$0	\$5,000	\$0	
CAPITAL ASSET PURCHASES	\$5,000	\$3,721	\$5,000	\$0	0.0%	\$5,500	\$5,000	\$3,807	\$5,000	computer and furniture replacement
Total Operating	\$651,914	\$513,005	\$671,136	\$19,222	2.9%	\$683,256	\$695,134	\$707,275	\$719,684	
Less Library Revenue/Grants	\$82,950	\$86,042	\$87,500	\$4,550	5.2%	\$88,000	\$88,000	\$88,000	\$88,000	
CAPITAL EXPENDITURES	\$26,000	\$26,000	\$0	-\$26,000		\$0	\$0	\$0	\$0	
TOTAL TAX REQUISITION	\$594,964	\$452,963	\$583,636	-\$11,328	-1.9%	\$595,256	\$607,134	\$619,275	\$631,684	
TOTAL EXPENSE	\$677,914	\$539,005	\$671,136	-\$6,778	-1.0%	\$683,256	\$695,134	\$707,275	\$719,684	

NOTES TO THE 2017 BUDGET

The GDPL budget submission includes 2016 budget, 2016 year-to-date (October 31) actual, the proposed 2017 budget and budget notes, plus projected yearly budgets from 2018 – 2021.

BUDGET ASSUMPTIONS

The Sunshine Coast Regional District will contribute to stable funding through bylaws 1018. The SCRD will charge less than 8% for administration charges as the GDPL function no longer uses SCRD IT services, hardware or support. Library generated revenue and grants and donation revenue for the budget period will remain predictably stable.

FIVE YEAR PLAN

In 2017 the Board will be looking to update long-term strategic plans, accordingly at that time we will be able to provide a more detailed 5 year budget.

BUDGET BREAKDOWN 2017

- The 2017 budget reflects an overall increase of 2.8% in total operating expenses. However, due to increased Library revenue, the total tax requisition reflects a 2.5% increase.
- For 2017 the library has focused on stabilizing or reducing costs in all but three spending areas.
- Budget decreases were achieved in Programming, Office, and Facility expenses.
- The largest increases are required in Materials & Databases, Personnel and Equipment. In addition the Library is undertaking union negotiations in 2017; resulting in negotiations fees. These fees occur every four years.

REVENUE:

- British Columbia Provincial Per Capita Operating grant: reinstated to higher population numbers as per 2013.
- Federal grant; in 2015 criteria for a Federal Government grant changed. In 2016 the changes were reversed resulting in an increase in funds received. This increase is being projected into 2017.
- In 2016 the Library predicted a decrease in Fees & Charges by \$3550 due to eliminating Internet fees for non-members. To date the actual decrease is \$680. In this budget the projected Fees & Charges income remains the same as 2016 because the GDPL board voted to eliminate overdue fees for children's materials. Sechelt and many other public libraries do not impose overdue fees on children's materials.

EXPENSES:

Personnel:

- In 2016 the Library will be in its fourth year of a four year union agreement. The negotiated increases are similar to those negotiated with the SCRD, Town of Gibsons and the Sechelt Library.
Year 1 = 1.13%, Year 2 = 1.35%, Year 3 = 1.72% & Year 4 = 1.80%
- By eliminating seasonal Sunday openings the Library is able to increase Monday hours for an additional staffing cost of \$1500 per year. This change provides an additional 122 open hours per year to residents.
- Benefits: increase in Municipal Pension Plan fees.
- In 2016 Federal Government grants were obtained for a Summer Student and a Youth Computer

Tutor Intern. Due to new work and education criteria for the Youth Intern, the Library has increased the hourly wage for this position from \$15/hour to \$17/hour. Both grants subsidize wages for two temporary positions. The positions not only provide valuable work experience for local youth they allow the library to better serve our residents by offering more programming to children in the summer and provide basic computer tutoring and technical help to community members. Applications for both grants will be submitted again in 2017 and have been included in the proposed budget.

Materials & Databases:

- These costs have remained stable for three years (2014 – 2016) due in part to the cost sharing efforts with the Sechelt Public Library. These efforts continue but due to the majority of library materials being published in the United States (high US dollar) the savings no longer make up the difference.
- Owing to the increasing use of the Library's wifi service by residents and visitors the Library is augmenting its Internet speed in 2017. Due to a change in Internet Service Providers in 2016 the library has over the last two years effectively expanded this service while maintaining costs.
- InterLibrary loan fee increase represents a higher usage of this service by our members.

Equipment:

- Responding to demands, the Library is upgrading its printer/photocopier to provide wireless printing to members. New service is a potential for revenue increases

Facility

- The SCRD and GDPL are negotiating a revised Building Lease that includes a more comprehensive division of building maintenance responsibilities. GDPL foresees this new agreement being revenue and cost neutral.
- Gas and Hydro: 2016 budget estimate approx. \$5000 too high. Best estimate for 2017 is to keep at par with 2016 budget due to a possible 80% Fortis gas increase in 2017.

Roberts Creek Community Library

	Budget 2017	Actual YTD Jan-Oct 2016	Budget 2016
REVENUE			
Book sales - Annual	1,200	1,200	1,500
Book sales - General	1,200	983	1,000
Donations - overdues etc	850	736	700
Donations	500	130	400
Lost books repayment	150	127	180
Room rent	450	320	280
Fundraising	340	224	800
SCRD - Grant	12,600	12,600	12,600
Interest income	170	157	165
TOTAL REVENUE	17,460	16,477	17,625
EXPENSES			
Books - Adult	5,300	3,741	5,200
Books - Children	1,300	647	1,300
Magazines	100	69	100
Cleaning	900	750	900
Computer - Internet expense	840	657	790
Office & sundry	260	259	450
Rent	7,560	6,300	7,560
Repair & maintenance	100	322	100
Supplies	50	56	30
Supplies - Processing	350	103	425
Supplies - Library misc	150	63	240
Telephone	550	461	530
Contingency			
TOTAL EXPENSE	17,460	13,428	17,625
NET	0	3,050	0

PENDER HARBOUR READING CENTRE											
Budget comparisons 2017- 2012											
		ACTUAL									
	BUDGET	Y-T-D	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	2017	2016/11/20	2016	2015	2015	2014	2014	2013	2013	2012	2012
INCOME											
Memberships	\$900.00	\$760.00	\$1,040.00	\$1,010.00	\$900.00	\$825.00	\$900.00	\$965.00	\$900.00	\$1,100.00	\$900.00
Overdue Books	\$150.00	\$169.45	\$150.00	\$158.65	\$150.00	\$149.55	\$200.00	\$92.50	\$200.00	\$178.30	\$200.00
Book Sales	\$200.00	\$239.55	\$200.00	\$244.55	\$150.00	\$218.47	\$300.00	\$175.00	\$300.00	\$314.80	\$350.00
Dividends	\$0.00	\$0.00	\$0.00	\$1.02	\$0.00	\$44.01	\$0.00	\$41.29	\$0.00		\$0.00
Donations	\$200.00	\$559.65	\$200.00	\$804.65	\$200.00	\$135.58	\$700.00	\$181.71	\$700.00	\$383.90	\$1,000.00
Individual Donations	\$700.00	\$1,333.50	\$1,400.00	\$750.00	\$700.00	\$645.00	\$600.00	\$1,677.55	\$600.00	\$860.00	\$600.00
SCRD	\$1,200.00	\$500.00	\$500.00	\$500.00	\$1,500.00	\$1,000.00	\$1,500.00	\$1,700.00	\$1,500.00	\$1,500.00	\$1,500.00
Grants - 50th Ann	\$0.00	\$1,100.00	\$1,200.00								
Inter-Library Loans	\$75.00	\$139.65	\$90.00	\$62.40	\$75.00	\$77.50	\$75.00	\$57.00	\$75.00	\$88.50	\$75.00
Lost Books	\$0.00	\$32.00	\$0.00	\$46.70	\$0.00	\$18.00	\$0.00	\$78.00	\$0.00	\$74.00	\$0.00
Interest	\$400.00	\$1,188.19	\$400.00	\$783.01	\$600.00	\$687.16	\$1,000.00	\$1,278.94	\$700.00	\$691.62	\$960.00
Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73.95	\$0.00
Total Income	\$3,825.00	\$6,021.99	\$5,180.00	\$4,360.98	\$4,275.00	\$3,800.27	\$5,275.00	\$6,246.99	\$4,975.00	\$5,265.07	\$5,585.00
EXPENSES											
Accounting	\$500.00	\$575.00	\$500.00	\$495.00	\$525.00	\$505.00	\$600.00	\$525.00	\$600.00	\$616.56	\$300.00
Advertising	\$0.00	\$505.00	\$720.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	\$5,400.00	\$5,749.97	\$4,500.00	\$5,356.97	\$4,000.00	\$5,788.03	\$4,500.00	\$4,576.35	\$5,000.00	\$4,339.09	\$5,000.00
Insurance	\$1,700.00	\$1,773.00	\$1,700.00	\$1,718.00	\$1,700.00	\$1,689.00	\$1,700.00	\$1,669.00	\$1,500.00	\$1,572.00	\$1,400.00
Lease and Rentals - 50th	\$0.00	\$150.00	\$355.00								
Logo & Signs	\$0.00	\$321.00	\$600.00								
Minister Finance	\$25.00	\$40.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Miscellaneous	\$150.00	\$202.45	\$150.00	\$166.50	\$150.00	\$204.98	\$150.00	\$448.14	\$150.00	\$95.58	\$200.00
Office Supplies	\$450.00	\$449.22	\$950.00		\$400.00	\$897.92	\$400.00	\$650.25	\$300.00	\$593.47	\$400.00
Rent	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25	\$5.00	\$5.25	\$5.28	\$5.28
Repairs & Maint.	\$500.00	\$369.24	\$500.00	\$976.01	\$500.00	\$576.25	\$500.00	\$564.69	\$500.00	\$464.30	\$500.00
Service charges	\$0.00	\$0.00	\$0.00	\$3.75	\$0.00	\$8.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering & Music - 50th	\$0.00	\$1,647.33	\$650.00								
Telephone & Internet	\$1,600.00	\$1,523.11	\$1,100.00	\$1,125.21	\$900.00	\$946.91	\$800.00	\$862.88	\$800.00	\$1,103.99	\$1,000.00
Utilities	\$1,400.00	\$666.54	\$1,700.00	\$1,224.42	\$1,700.00	\$1,735.87	\$1,500.00	\$1,488.37	\$2,000.00	\$1,123.35	\$2,000.00
Water	\$250.00	\$207.97	\$140.00								
Gst Expense	\$300.00	\$255.30	\$350.00	\$251.92	\$250.00	\$244.00	\$300.00	\$271.84			
Total Expenses	\$12,280.00	\$14,440.13	\$13,945.00	\$11,427.78	\$10,155.00	\$12,626.19	\$10,480.25	\$11,086.52	\$10,880.25	\$9,938.62	\$10,830.28
TOTAL DEFICIT	-\$8,455.00	-\$8,418.14	-\$8,765.00	-\$7,066.80	-\$5,880.00	-\$8,825.92	-\$5,205.25	-\$4,839.53	-\$5,905.25	-\$4,673.55	-\$5,245.28
<i>Please note: The year-to-date figures are up to November 20, 2016 and do not include major bills for heat for the months of November and Decembe.</i>											
The Pender Harbour Reading Centre Society is asking for \$1,200 form the SCRD to help offset costs of mowing lawns at the Cultural Centre and the cost of watering; in addition, the cost of purchasing books has increased by 40% due to devaluation of the Canadian dollar in comparison to the US (where 99% of books are published). We are steadily eating down our endowment fund which has accumulated very little since interest rates plummeted in 2008, but we hope it will last another 5-8 years if we are lucky, at which time perhaps there will be a Regional Library established on the Sunshine Coast.											



Sunshine Coast
Museum
& Archives

716 Winn Road, P.O. Box 766
Gibsons BC V0N 1V0
Phone/Fax (604)886-8232
scm_a@dccnet.com
www.sunshinecoastmuseum.ca

January 9, 2017.

Sunshine Coast Regional District
1965 Field Road,
Sechelt, B.C.
V0N 3A1

Dear Board Members,

Attached is the amended budget projection for the Sunshine Coast Museum & Archives Society. You will note that our request for funding by the SCRD has been reduced to \$85,000, which is just slightly above the 2.2% cost of living increase which was mentioned at your first consideration. We have increased our commitment to provide Museum Funding in order to provide a balanced budget. We have not eliminated funding for paid bookkeeping or accounting services, but have reduced the amount we anticipate having to pay based upon an hourly rate quoted to us by someone who professes to be proficient with Quickbooks, which is the accounting software we use. We have also made some other reductions in expected purchases in order to be assured that we will be able to raise the museum funding requirement.

We had hoped to be able to produce year end actuals to show in place of the year end projections, but to do so has proven to require too large a time commitment for our volunteer bookkeeper in the first ten days of the new year. If we have actuals before your meeting on the 23rd of this month, we will produce copies for your information.

During 2016, with assistance from a grant by the Sunshine Community Foundation, we worked to produce a Strategic Plan for the Museum, and are now in process of having the plan laid out in preparation for printing in a format which will be presentable to your Board as well as any other potential funding sources. Should a suitable copy be ready before your meeting, we will present that as well.

Our Board, and membership, are committed to having a museum everyone on the Sunshine Coast can point to with pride. Your funding is making it possible for us to work toward that end each year, and each year we have been able to make progress. We do appreciate your assistance.

Yours truly,

Lorraine Goddard, President

SUNSHINE MUSEUM ARCHIVES SOCIETY - 2017 BUDGET

	2016 Budget	2016 Projected	2017 Budget
INCOME			
Museum funding	29,720	25,597	33,800
SCRD funding	83,000	83,000	85,000
Special Project funding	250	1,554	750
Subtotal income	112,970	110,151	119,550
Interest income on reserves *	1,420	1,000	1,000
TOTAL OPERATING INCOME	114,390	111,151	120,550
Capital projects	44,479	146,332	30,000
TOTAL INCOME	158,869	257,483	150,550

	2016 Budget	2016 Projected	2017 Budget
EXPENSES			
Advertising and promotion	1,100	1,662	1,100
Bank service charges	50	6	25
Bookkeeping/Accounting	0	0	4,800
Conservation supplies	1,000	463	1,000
Exhibits and displays	3,000	2,245	2,000
Fundraising expenses	6,400	6,167	6,000
Furnishings	100	0	100
General operating	1,000	645	1,000
Human resources	84,500	79,018	83,550
Insurance	3,400	2,963	3,400
Legal fees and filings	50	25	50
Office equipment maintenance	650	347	350
Office equipment/software purchase	500	141	300
Office supplies	750	300	600
Organizational memberships	500	897	750
Postage and newsletter	500	672	700
Printing and reproduction	600	0	200
Public programming	2,500	1,830	2,000
Repairs/maintenance (premises)	400	424	400
Research, reprints, books	75	0	75
Restoration - artifacts	1,000	0	1,000
Special project expenses	250	83	750
Storage (offsite)	3,000	297	600
Travel	350	118	350
Utilities	6,120	7,046	7,700
Website/museum database hosting	750	613	750
Subtotal expenses	118,545	105,962	119,550
Investment of Interest on reserves *	1,420	1,788	1,000
TOTAL OPERATING EXPENSES	119,965	107,750	120,550
Capital projects	127,862	142,211	30,000
TOTAL EXPENSES	247,827	249,961	150,550
SURPLUS (DEFICIT)	-5,575	3,401	0

* Interest is reinvested, not used for operating expenses



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November 24, 2016

Tina Perrault
Treasurer
Sunshine Coast Regional District
1975 Field Road.
Sechelt, BC
V0N 3A1

Dear Tina:

Attached please find our budget submission for the 2017-2018 fiscal year. We have provided:

- An overview of the current 2016-2017 facility operations budget and projections with respect to surplus/deficit. In the format requested...2016 budget; 2016 year to date actuals; and 2017 budget (Attachment A)
- Fiscal year 2017-2018 proposed financial plan (budget) identifying both operational and capital improvement resources being requested from the SCRD under the Pender Harbour Health Centre Amendment Bylaw 1003.1, 2002. (Attachment B)
- Background information from our presentation to the Corporate and Administrative Services Committee on October 27th. Includes historical operational funding, five year operational funding projection, patient geographic breakdown for the Health Centre (Attachment C)

For 2016-2017 we received a base grant of \$110,040 a 1.5% increase. That is very much appreciated. For 2016-2017 we are managing all discretionary expenses and delaying items in repairs and maintenance where ever possible. We expect that our expenses will be **\$134,887** against our submitted 2016-2017 budget of **\$133,272**. This is a unfavorable variance of **(\$1,614)** to planned budget and will result in a deficit of **(\$24,846)** after applying our operating grant. We continue to seek ways to reduce costs in all areas, and have kept most areas under budget, particularly by deferring or extending repair and maintenance. However, we have experienced increases in in janitorial costs and phone/fax/internet that could not be avoided. Our largest overrun is in GST expense as a result of our two capital projects. We will continue to maintain advertising and promotion on our planned giving campaign as the resulting donations are a key component in covering the overall operating deficit.

We are projecting overall operational expenses for 2017-2018 at **\$135,271** which reflects efforts over the past few years to aggressively contain and reduce operating costs. In grant

funding we are requesting an increase of **\$8,000** from **\$110,040** to **\$118,040**. A baseline of **\$118,040** will enable PHHC to hold the gap between operational expenses versus grant funding and result in a projected deficit of **(\$17,231)**.

Capital Projects

Our two key capital projects in 2016- 2017 were the implementation of the sprinkler system and the HVAC upgrade for the dental wing. Final costs for the sprinkler system were \$56,727 and the HVAC systems \$14,476. We received capital improvement grants against these projects totaling \$31,203.

Additionally we have also completed an unplanned furnace upgrade at a cost of \$9,102. This was required due to the system's failure and a weak ROI on additional repairs. The most cost effective solution was a complete replacement that comes with a 10 year warranty. The new installation was completed in November, 2016.

Planned projects for 2017-2018 – capital improvement request:

The main project will be replacing the carpeting in the main lobby and entrance areas to the health clinic and doctor's offices with either tile or industrial vinyl. The carpets are in need of replacement and tile or vinyl is a better solution for long term wear, health safety and cleaning/hygiene requirements. Estimated costs will be ~ **\$12,000**. We are in process of obtaining preliminary quotations.

This project has been identified for some time and deferred as long as possible. It needs to be done in 2017-2018. **We are requesting a capital improvement grant of \$2,500** from SCRD to help with the funding of this project. We are currently securing funds for the remaining costs for this project.

We recognize that overall funding remains tight and additional assistance and support for both our operating budget and our capital projects is appreciated. Please call or e-mail me if you require any further information or would like to discuss the application.

Sincerely,

Rick MacDonald
PHHC Administrator

CC Frank Mauro
SCRD Director,
Area "A" - Pender Harbour/Egmont

Pender Harbour & District Health Centre

CURRENT FISCAL YEAR 2016-17

	SCRD BUDGET 2016-17	PHHC ACTUAL YEAR TO DATE Oct 31 2016	PROJECTED YEAR END TO 3/31/17	DIFFERENCE	SCRD BUDGET 2017-18
Administration Cost	24,816.02	14,393.84	24,816.02	0.00	25,188.26
Advertising & Promotion	5,194.05	3,275.24	5,456.74	262.69	5,271.97
Garbage & Hazardous Waste Disposal	1,789.06	1,289.20	2,040.60	251.55	1,815.89
Professional Fees	6,694.55	3,898.54	6,710.25	15.70	6,794.96
Grounds Maintenance	5,286.38	2,881.19	5,101.47	-184.91	5,365.68
Insurance	7,424.32	0.00	7,242.32	-182.00	7,535.68
Janitor Contract & Expenses	23,004.92	14,699.90	24,361.97	1,357.04	23,350.00
Office & Small Asset Purchases	7,528.88	4,052.16	7,214.29	-314.59	7,641.82
Postage	490.55	406.90	612.93	122.38	497.91
Repair & Maintenance	24,050.60	10,886.43	20,987.68	-3,062.92	24,411.36
Society Expenses	0.00	0.00	0.00	0.00	0.00
Phone/Fax/Internet	6,405.99	4,286.21	6,976.73	570.74	6,502.08
Utilities	15,162.34	8,774.03	15,142.21	-20.13	15,389.77
GST	5,424.90	5,945.50	8,223.96	2,799.06	5,506.27
TOTAL BUDGET	133,272.56	74,789.14	134,887.17	1,614.61	135,271.65
COMMITTED GRANT	110,040.39		110,040.39		118,040.39 Requested
PLANNED DEFICIT	23,232.17		24,846.78		17,231.26

Pender Harbour & District Health Centre

PROPOSAL FOR THE 2017 FISCAL YEAR

Administration Cost	25,188.26
Advertising & Promotion	5,271.97
Garbage & Hazardous Waste Disposal	1,815.89
Professional Fees	6,794.96
Grounds Maintenance	5,365.68
Insurance	7,535.68
Janitor Contract & Expenses	23,350.00
Office & Small Asset Purchases	7,641.82
Postage	497.91
Repair & Maintenance	24,411.36
Society Expenses	0.00
Phone/Fax/Internet	6,502.08
Utilities	15,389.77
GST	<u>5,506.27</u>

TOTAL \$135,271.65

REQUESTED GRANT: \$118,040.39

Anticipated Deficit: \$17,231.26

CAPITAL IMPROVEMENT PROJECTS

Lobby Floors \$12,000.00

**REQUESTED CAPITAL
IMPROVEMENT GRANT: \$2,500.00**

HISTORICAL OPERATIONAL FUNDING

HISTORICAL FUNDING

Amended Bylaw No. 1003.1, 2002

	Actual Costs	Bylaw Grant	Deficits
2010-2011	120,228.32	97,533.32	22,695.00
2011-2012	131,680.90	103,148.90	28,532.00
2012-2013	134,053.69	103,311.69	30,742.00
2013-2014	131,582.84	105,873.84	25,709.00
2014-2015	128,258.72	107,124.72	21,134.00
2015-2016	132,789.00	108,844.00	23,945.00
TOTALS	778,593.47	625,836.47	(152,757.00)



PATIENT GEOGRAPHIC BREAKDOWN

This represents all patients who have received services from the Pender Harbour Health Centre nurses. This is not an annual visit record, simply a snapshot of all patients.

Basically this breaks down in two major categories. On Coast and Off Coast patients. Clearly this is an added benefit to Sechelt hospital as we have seen these patients that would otherwise have gone to the hospital as there are no walk in clinics on the coast. Summary as noted.

On Coast – 3,953 patients = 77%

Off Coast – 1,154 patients = 23%

On Coast breakdown by region:

Madeira Park	2,268 patients = 57.3%
Garden Bay	981 patients = 24.8%
<u>Egmont</u>	<u>197 patients = 5.0%</u>
Subtotal - Area A	3,446 patients = 87.2%

Halfmoon Bay	247 patients = 6.2%
Sechelt	166 patients = 4.2%
<u>Roberts Creek/Gibsons</u>	<u>94 patients = 2.4%</u>
Subtotal - Other Regions	507 patients = 12.8%

FIVE YEAR OPERATIONAL FUNDING PROJECTION

	2016-17		2017-18	2018-19	2019-20	2020-21	2021-22
Administration Cost	24,816.02		25,188.26	25,566.08	25,949.57	26,338.82	26,733.90
Advertising & Promotion	5,194.05		5,271.97	5,351.04	5,431.31	5,512.78	5,595.47
Garbage & Hazardous Waste Disposal	1,789.06		1,815.89	1,843.13	1,870.78	1,898.84	1,927.32
Professional Fees	6,694.55		6,794.96	6,896.89	7,000.34	7,105.35	7,211.93
Grounds Maintenance	5,286.38		5,365.68	5,446.16	5,527.86	5,610.77	5,694.94
Insurance	7,424.32		7,535.68	7,648.72	7,763.45	7,879.90	7,998.10
Janitor Contract & Expenses	23,004.92		23,350.00	23,700.25	24,055.75	24,416.59	24,782.84
Office & Small Asset Purchases	7,528.88		7,641.82	7,756.44	7,872.79	7,990.88	8,110.75
Postage	490.55		497.91	505.38	512.96	520.65	528.46
Repair & Maintenance	24,050.60		24,411.36	24,777.53	25,149.20	25,526.43	25,909.33
Society Expenses	0.00		0.00	0.00	0.00	0.00	0.00
Phone/Fax/Internet	6,405.99		6,502.08	6,599.61	6,698.61	6,799.08	6,901.07
Utilities	15,162.34		15,389.77	15,620.62	15,854.93	16,092.75	16,334.14
GST	5,424.90		5,506.27	5,588.86	5,672.70	5,757.79	5,844.15
OPERATING BUDGET	133,272.56		135,271.65	137,300.73	139,360.24	141,450.64	143,572.40

Budget figures are based on 1.5% increase/year

INCREASE REQUESTED	1.50%		8,000.00	8,000.00	8,000.00	1.50%	1.50%
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SCRD GRANT	110,040.39		118,040.39	126,040.39	134,040.39	136,051.00	138,091.76
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DEFICIT	23,232.17		17,231.26	11,260.33	5,319.85	5,399.64	5,480.64
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November 18, 2016

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

Dear Ms. Perreault:

Re: Gibsons & District Chamber of Commerce 4th Quarter Economic Development Report and funding support request for 2017

Please see the attached 2016 4th Quarter Economic Development report that will also outline the accomplished activities as well as requests for support leading into 2017.

	2017	2016
Visitor Services Centre – Gibsons/Area E& F	\$6,500	\$5,972
*New Visitor Services Centre / Mobile	\$5,000	-
Travel Ambassador Program	\$1,500	\$1,500
Visitor Information Park	\$ 1,000	\$ 625
#Economic Development	<u>\$ 6,280</u>	<u>\$6,280</u>
• Total Request	\$20,280	\$14,377

*A “mobile” visitor/tourist trailer/kiosk/Canopy is planned for Harbour area, Festivals, Public Markets, Special Events and during heavy traffic periods at the Visitor Information Park. Along with the re-location of a larger more complete services centre to accommodate additional traffic and engage as a community hub. This will serve Gibsons, Area E & F as well as be supportive of the entire Sunshine Coast.

#We understand that this funding for Economic Development could changed based on the rollout of SCREDO and their programs/funding and how the Gibsons Chamber could partner. Until then, there are ongoing requirements of supporting business retention and expansion initiatives, web site updates and maintenance, communication support. We can discuss at your convenience.

We are very proud to be your partner in the community and to a successful 2017.

Best Regards,

Chris Nicholls
Executive Director

COAST CULTURAL ALLIANCEPROJECTED BUDGET 2017ART CRAWL and ARTS & CULTURE CALLENJDARREVENUE:

SC Regional District:	\$5,500
District of Sechelt:	\$3,500
Town of Gibsons:	\$1,800
Powell River District:	\$1,000
Sechelt Indian Government District:	\$ 800
Sunshine Coast Credit Union:	\$2,000
Art Crawl Participants:	\$14,950
Advertising Revenue:	\$6,000
CCA Membership:	\$1,550
In Kind:	\$3,200

TOTAL REVENUE: \$40,300

EXPENSES:

Printing and Paper:	\$13,000
Graphic Design:	\$5,500
Marketing/Promotion:	\$2,500
Advertising:	\$9,400
Admininstration and Web Maintenance:	\$3,400
Bookkeeping:	\$ 400
Project Management:	\$2,500
Postage, Courier, Distribution:	\$2,000
Signage:	\$1,000
Launch, Supplies:	\$ 600

TOTAL EXPENSES: \$40,300

COAST CULTURAL ALLIANCE
SUMMARY OF PROGRAMS FOR 2017

PROJECT TITLE 1.: The Arts and Culture Calendar - 12 monthly editions

Request: \$2,400 towards printing costs.

PROJECT DESCRIPTION: a free monthly event and workshop brochure distributed since 1998

The Calendar is distributed to Visitor Centres, libraries, schools, Ferry Ambassadors (the only brochure they can distribute), restaurants, coffee shops, Chambers of Commerce, local governments, retail & real estate outlets, bookstores and more. It is delivered by hand from Langdale to Pender Harbour and mailed to Powell River, Lund, the North Shore and some Vancouver outlets.

Data is gathered through a complimentary website, www.suncoastarts.com, where people can view and post their own events, workshops and news items covering the arts, culture, heritage and recreation.

Uploading data is free to the public; CCA membership is not required to post.

Advertising revenue space is limited; the many community events and workshops take priority.

PROJECT TITLE 2.: The Sunshine Coast Art Crawl - October 20, 21, and 22, 2017

Request: \$3,100 towards printing promotional material and advertising costs.

PROJECT DESCRIPTION: an annual free self-directed 3-day art studio and gallery tour from Langdale to Earls Cove

The Art Crawl studio tour from Langdale to Earle's Cove includes a free full-colour printed brochure with maps. We provide extensive road directional signage to the individual venues. Since 2013, we have employed a social media expert; this has resulted in a large increase in the number of followers and in the creation of our own YouTube channel showcasing individual local artists and their work.

The Art Crawl has grown from 75 venues, 6,000 studio visits and \$30,000 in sales in 2010 to 130 venues, more than 35,000 studio visits and over \$268,000 in recorded sales in 2016. The 130 venues featured over 305 individual local artists. The follow up sales, commissions and workshop bookings are very significant (over \$30,000 reported in 2016) and are not included in this total. Powell River artists again came to Roberts Creek; this year 23 artists showed at the Masonic and the Roberts Creek Halls. Again this year, the *shishalh* nation presented their artists at the Longhouse and in the *tems swiya* museum.

Please see attached report on the 2016 Art Crawl

ADDITIONAL CCA PROJECTS: yearly Purple Banner Studio & Gallery Guide (self-sustaining), monthly Artesia Coffeehouse (fall-spring), weekly e-newsletter (1800+ recipients), 24/7 interactive website of members' galleries plus events, news, workshop opportunities and local gallery listings.

January 10, 2017

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

Dear Ms. Perreault and SCRD Board,

My name is Paul Kamon and I am the newly appointed executive director of Sunshine Coast Tourism. Having served SCT as the marketing director over the past 5 years, I am excited and honoured to be given the opportunity to continue the organization's development.

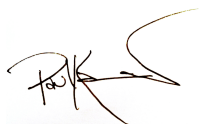
Sunshine Coast Tourism was formed in 2008 and is a 50/50 public private partnership between our local governments and the region's growing tourism industry. The 2% Municipal Regional District Tax (MRDT), implemented on August 1, 2016, is the final funding piece provided by consumers that will allow us to be sustainable and ultimately successful as an organization.

As per section 7 of the MRDT Guidelines, the "funds from the tax (MRDT) are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community."

Over the years, we have greatly appreciated the SCRD's ongoing investment in Sunshine Coast Tourism. We look forward to our continued partnership with you and the other local governments to help achieve our shared mandate to promote the Sunshine Coast and grow the visitor economy for the benefit of all of our communities.

Thank you for your time and consideration of our request.

Sincerely,
Paul Kamon



Executive Director
Sunshine Coast Tourism
T: 604-618-1963 cel. E: paul@sunshinecoastcanada.com

SUNSHINE COAST TOURISM - BUDGET			
Fiscal Year May 1 - April 30			
	Budget 2016-17	Actual thru 12/31/16	Budget 2017-18
REVENUE			
Memberships*	\$ 32,000	\$ 24,237	\$ 35,000
Local Governments**	\$ 41,000	\$ 41,000	\$ 72,000
Stakeholders			
Co-op Marketing	\$ 10,000	\$ 4,925	\$ 24,500
Online Reservation System	\$ 5,000	\$ 5,494	\$ 5,000
Provincial/Federal Project Funds			
Destination BC	\$ 108,000	\$ 86,053	\$ 175,000
Destination BC - Ale Trail***	\$ 130,000	\$ 149,053	\$ 529,627
MRDT	\$ 145,000	\$ 103,349	\$ 250,000
TOTAL REVENUE	\$ 471,000	\$ 414,111	\$ 1,091,127
EXPENSES			
Marketing			
Destination BC - SCT Co-Op	\$ 206,000	\$ 156,310	\$ 325,000
Destination BC - Ale Trail	\$ 110,500	\$ 141,582	\$ 527,127
MTBA			\$ 6,500
AhoyBC			\$ 3,000
General Marketing	\$ 5,000	\$ 12,109	\$ 3,000
Travel	\$ 10,000	\$ 3,954	\$ 3,000
Website Maintenance	\$ 6,000	\$ 4,738	\$ 3,000
	\$ 337,500	\$ 318,693	\$ 870,627
Media Relations			
Personnel	\$ 23,000	\$ 17,550	\$ 35,000
Media Hosting	\$ 2,000	\$ 1,011	\$ 5,000
Media Monitoring Service			\$ 3,000
	\$ 25,000	\$ 18,561	\$ 43,000
Member Services			
Communications	\$ 1,000	\$ 577	\$ 3,000
	\$ 1,000	\$ 577	\$ 3,000
Administration			
Staff/Professionals	\$ 68,000	\$ 9,085	\$ 135,800
Accounting/Bookkeeping	\$ 8,000	\$ 6,119	\$ 10,000
Insurance	\$ 1,200	\$ 952	\$ 2,000
Travel & Meetings	\$ 2,000	\$ 1,949	\$ 3,000
Utilities			\$ 1,200
Telecommunications			\$ 2,500
Supplies			\$ 1,250
Bank/Credit Card Fees	\$ 1,500	\$ 1,136	\$ 1,500
Dues/Licences	\$ 500	\$ 170	\$ 1,250
GST/HST Expense			
	\$ 81,200	\$ 19,411	\$ 158,500
MRDT Contingency - Reserves	\$ 26,300		\$ 16,000
TOTAL EXPENSES	\$ 471,000	\$ 357,242	\$ 1,091,127
GAIN / (LOSS)	\$ -	\$ 56,869	\$ -

* SCT's cash budget has been supplemented by \$31,000 of in-kind services from City of Powell River and PRRD via 50% of Marketing Director staff position (thru 2016) |

** Local government breakdown 2016/17: SCR D \$20,000, Sechelt \$12,800, Gibsons \$7,200, SIGD \$1,000. Only anticipated change for 2017/18 is City of Powell River & PRRD.

*** SCT is the administrator of the BC Ale Trail and collects a management fee (\$12,500).
The bulk of the project funds are flow-through.

Tara Crosby

From: Tonya Ste.Marie <tstemarie@sccss.ca>
Sent: January-10-17 4:22 PM
To: Tara Crosby
Cc: Petra Haas; Catherine Leach
Subject: RE: 2017 Sunshine Coast Regional District Round One Budget meeting
Attachments: YOWP 2017 to 2021v4.pdf

Hi Tara,

Following our phone conversation, we'd like to confirm we do not need to re-submit the documents previously submitted and that we are not required to attend the meeting on January 23rd.

As per the SCRD's request "AND THAT the Sunshine Coast Community Services Society be requested to provide details on program inclusions and changes for the requested funding increase over three years and resubmit a budget request to the 2017 Round 1 Budget for consideration.", you will find attached our detailed 5 year projected financial plan which includes a more detailed breakdown of administration fees and projected increases in both wages and travel costs.

The requested increase of funding over three years of \$5,000 a year will allow us to provide the following additional direct service hours:

- 2017 – Additional 4 hours/week of direct service (for YO presence on Saturday nights)
- 2018 – Additional 5.5 hours/week in total of direct service
- 2019 – Additional 7 hours/week in total of direct service

In addition, the funding increase allows for modest increases in the travel budget.

In order to ensure continuity of this program we would appreciate having a written commitment to the current level of funding if not the increased level of funding by March 1st. Otherwise, as per labour standards, we would need to give our employees notice of termination as we are not able to financially carry the program past March 31st.

Should you have any questions or require more information, please contact me.
 Thank you.

Tonya Ste. Marie
 Coordinator, Youth Outreach Program and
 Child and Youth Care Interventions
 Sunshine Coast Community Services
 Box 1069, 5638 Inlet Ave
 Sechelt, BC V0N 3A0
tstemarie@sccss.ca | www.sccss.ca
 T: 604-741-1129



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From: Tara Crosby [mailto:Tara.Crosby@scrd.ca]
Sent: Tuesday, January 3, 2017 1:33 PM
To: Tonya Ste.Marie <tstemarie@sccss.ca>

Cc: Tina Perreault <Tina.Perreault@scrd.ca>

Subject: 2017 Sunshine Coast Regional District Round One Budget meeting

Good Day Tonya,

At the December 2, 2016 Pre-budget Special Corporate and Administrative Services Committee Meeting the SCRD Board made the following recommendation:

Recommendation No. 13 *Sunshine Coast Community Services Society - 2017 Budget Request*

The Corporate and Administrative Services Committee recommended that the following documents from the Sunshine Coast Community Services Society regarding 2017 Budget Request for Youth Outreach Worker Program be received:

- 2017-2021 Financial Plan;
- 2016 Budget vs. Actuals;
- Letters of Support for the Youth Outreach Worker Program from various organizations;

AND THAT the Sunshine Coast Community Services Society be requested to provide details on program inclusions and changes for the requested funding increase over three years and resubmit a budget request to the 2017 Round 1 Budget for consideration.

In the interest of time I am sending this e-mail to request the information be submitted to my attention by End of Day on Tuesday, January 10, 2017 in preparation for agenda distribution on January 16, 2017 (for the January 23, 2017 Round 1 Budget Special Corporate and Administrative Services Committee Meeting).

Please contact me if you have any questions or concerns.

Tara Crosby

Administrative Assistant

Corporate and Administrative Services

Sunshine Coast Regional District

1975 Field Road Sechelt, BC V0N 3A1

Phone: 604-885-6800 ext: 6127

Fax: 604-885-7909

My office hours are Monday through Friday, from 8:30 am to 4:00 pm

Follow us on Twitter at [sunshinecoastrd](#)

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Visit us: www.scrd.ca

SUNSHINE COAST COMMUNITY SERVICES SOCIETY

**Youth Outreach Worker Program
Budgeted Statement of Receipts & Disbursements**

	Budget 2017	Budget 2018	Budget 2019	Budget 2020	Budget 2021
RECEIPTS					
51% SCRD	38,713	41,439	44,179	44,400	44,622
16% Town of Gibsons	12,188	13,047	13,909	13,979	14,049
33% District of Sechelt	25,521	27,319	29,125	29,271	29,417
	76,422	81,804	87,213	87,649	88,088
DISBURSEMENTS:					
Wages & Benefits					
Original hrs wages	39,186	39,186	39,578	39,974	39,974
Wage increases		392	396		400
Increases in hours	4,733	6,508	8,283	8,283	8,283
Benefits	7,267	7,374	7,548	7,548	7,706
	51,186	53,460	55,804	55,805	56,362
Administration					
Admin. Fees	9,238	10,160	11,039	11,094	11,126
* Supervision	2,200	2,225	2,300	2,300	2,320
* Audit	300	305	310	315	315
* Insurance	150	160	165	165	170
* Technology costs	250	275	300	310	325
* Office Rent	2,000	2,010	2,020	2,030	2,040
Direct Costs					
Office Expenses	350	352	354	355	357
Cell Phones	1,500	1,508	1,515	1,523	1,530
Program Exp.	600	803	807	811	815
Travel - KMS - original	8,000	8,040	8,080	8,121	8,161
Travel - KMS - increases	49	1,905	3,914	4,212	3,954
Staff Development	600	603	606	609	612
Subtotal	25,237	28,345	31,409	31,845	31,725
Total Disbursements	76,423	81,805	87,214	87,650	88,088
Net Receipts/(Disbursements)	0	0	0	0	0
COLA	0.3%	0.5%	0.5%	0.5%	0.5%
Increase in funding	\$ 5,000	\$ 5,000	\$ 5,000		
Increase in funding of \$5,000 each year for 3 years for a total of \$15,000 by 2019					
Wage increase (Yr 2, 3 & 5)		1%	1%		1%
* SCCSS has been subsidizing the Youth Outreach program by covering these costs but as of 2017 is no longer in a financial position to do so. All of SCCSS' funding is received through grants and government contracts and is designated to specific programs.					

Pender Harbour Community School Society
Organizational Budget for 2016 & 2017

INCOME

	2016	2017
CommunityLink Grant	40,000.00	40,000.00
Direct Access Grant	20,000.00	20,000.00
Early Years Council	1,800.00	1,400.00
SCRD Grant in Aid	500.00	500.00
SCRD Joint Use Grant	10,000.00	10,000.00
SCRD Recreation Grant	40,000.00	40,000.00
Rotary Club PH	1,000.00	1,000.00
Fundraising donations	1,000.00	6,000.00
Program Revenue	15,000.00	15,000.00
Venue Revenue	1,000.00	1,400.00
Total Revenue	130,300.00	135,300.00

EXPENSE

Contractors/programmers	37,800.00	43,100.00
Instructors/facilitators	14,000.00	16,500.00
Wage Expense	45,000.00	45,000.00
Accounting/financials	2,110.00	2,500.00
Advertising & Promotion	3,000.00	4,000.00
Food Expenses	3,000.00	2,000.00
Insurance	2,690.00	2,840.00
Internet	1,200.00	980.00
Memberships	400.00	450.00
Office Supplies	700.00	800.00
Professional Development	500.00	600.00
Program Materials & Supplies	5,000.00	5,000.00
Repairs & Maintenance	1,200.00	1,200.00
Technical Support	1,800.00	1,600.00
Technology upgrades	5,000.00	3,000.00
Telephone	800.00	750.00
Travel / mileage	2,500.00	2,500.00
Utility & water	600.00	460.00
Venue Rental costs	2,500.00	1,400.00
WCB Expense	500.00	620.00
Total Expense	130,300.00	135,300.00

Pender Harbour Community School Society

Date: November 18, 2017
 To: Tina Perreault, General Manager, Corporate Services
 From: Francine Clohosey, Manager, Pender Harbour Community School
 Re: Special Corporate & Administrative Services Committee mtg for Dec 2, 2016
Youth Restitution Program & Youth Drop-in Activities
Proposed Program Plan for 2017

Background

The SCRD provides funding to the Pender Harbour Community School in the amount of \$10,000 funded from SCRD Function (670) Regional Recreation Programs to deliver the Pender Harbour Youth Restitution Program and to provide Youth Drop-in Activities.

2017 Program Goals

- Coordinate the **Youth Restitution Program** for Pender Harbour/Area A in conjunction with Sunshine Coast RCMP and BC Youth Justice Service Department to provide supervision and guidance, direct support, education, and referral services to youth and community members involved
- Provide a variety of Youth Drop-in Activities to offer an outlet for youth to gather in a safe and supervised place, get exercise, burn off stress and have fun together

Examples of PH Youth Restitution Program Activities

We help support the youth(s) involved throughout the Restitution process by offering a diverse range of community services opportunities, methods of counseling, and adult mentorship experiences. Anticipated number of served and hours contributed for 2017 are:

	# hours	# served
Overall support:	200	16
Direct support (one-on-one):	100	13
Mandatory Restitution Circles:	75	3-5

Completion of Community Service hours is key to dispute resolution. Coordination of youth involvement with community groups that enable them to complete their community hours can include the following:

- Picking up trash along the power lines
- Graffiti removal
- Helping seniors with gardening and yard work
- Assisting Habitat for Humanity
- Connecting youth with adult and peer mentors
- Attending Mind Up workshops
- Attending VCMH therapy sessions with the youth

Examples of Youth Drop in Activities

We will also provide ongoing youth drop-in activities for Area “A” youth. These activities include:

- Sport nights 2-3 times a week throughout the school year
- Summer outdoor sports for families and youth
- Movie and pizza nights in Egmont once a week as well as a number of summer activities
- Supervision at school dances
- Special events like potluck dinners with the Community Hall Committee as well as the local church
- Providing support to other community initiatives that such as the Community Club Youth Night, the Pender Harbour McCreary youth group, and Parent and Youth Anti-bullying workshops

Utilizing Resources

- The BC Provincial Restorative Justice Template is used as our guideline for service delivery; this template is also used by the RCMP and SD46, which aids in consistency and effectiveness
- Harbour Learning Centre is used for one-on-one support, computer access and gathering place
- Activities happen at both schools, Lions Park, Egmont Community Hall, Madeira Park Community Hall, and at our local recreation sites where the youth naturally congregate
- We utilize existing services (e.g. using the ‘poster run’ to help promote special events, etc.) and recruit community volunteers to be involved

Maintaining Partnerships

As in other years, we will continue to work closely with other agencies including:

- Sunshine Coast RCMP and the BC Youth Justice Service Provincial Restitution Program
- Referrals from school principals, teachers, local business owners, probation officers and the RCMP Madeira Park Elementary School and Pender Harbour Elementary Secondary School
- Community organizations such as the Community Club, Lions Club
- SC Youth Outreach Program

Coordinating in-kind & other support

- Ongoing positive relationships with facilitators, community members, teachers and administrators encourage in-kind labour and talent
- We will continue to seek donations from local businesses and community groups (in the form of facility use, meals and snacks, etc.)

2016 PROGRAM INCOME & EXPENSE STATEMENT

January 1 through October 31, 2016

Youth Restitution Program & Youth Drop In Activities

	Restitution	Youth Drop In	Total
Income			
SCRD JU - Restitution	7,500.00		
SCRD JU - Youth Drop In		2,500.00	
Total Income	7,500.00	2,500.00	10,000.00
Expenses			
Program Materials & Supplies	0	179.89	
Coordinator contract	4,325.00	1,975.00	
Transportation/mileage	1,825.00		
Total Expenses	6,150.00	2,154.89	8304.89
<i>Remaining in budget to year end:</i>			<i>1,695.11</i>

Date: November 18, 2017
To: Tina Perreault, General Manager, Corporate Services
From: Francine Clohosey, Manager
Re: Special Corporate & Administrative Services Committee mtg for Dec 2, 2016
Pender Harbour / Area A: Community Recreation Program
Proposed Program Activities for 2017

Background

The SCRCD provides funding to the Pender Harbour Community School in the amount of \$40,000 to deliver the Pender Harbour & Area A Community Recreation Program.

Program Goals

- ~ To plan, research, develop and implement recreation programs in Electoral Area A
- ~ Respond to community requests for programs in a timely manner
- ~ Offer a wide variety of programs for various age & interest groups
- ~ Collaborate with other community organizations

- ~ 500 participants taking part in activities for 5,000 hours

PROGRAM ACTIVITIES EXAMPLES:

A full range of recreational, educational and social programs for all residents

Babysitters Course
Baseball for Kids ~ Fishing Club ~ Kinder Soccer
Kids Art Classes
Pro D Day Camps ~ Spring Break Day Camp ~ Summer Day Camp
Non-profit Workshop Series ~ Becoming a Treasurer ~ Grant Writing Workshop
Computer Cafés ~ eNewsletter workshop ~ WordPress for Web
Conservation & Outdoor Recreation Certification
Canadian Firearms Safety
Dog Obedience & Agility Training
Drop In Pickleball ~ Soccer ~ Hockey ~ Court-sports
Drum Lessons
Food Safe ~ Food Skills for Families
Household Budgeting
HUGS Ukulele Group
Planning for the Future
Yoga at Sarah Wray Hall

COMMUNITY PARTNERSHIPS

Continue to work with community partners such as PH Aquatic & Fitness Centre, Seniors Initiative, Harbourside Friendship, Health Centre, Schools, PH Living Heritage Society, local businesses, etc.

Pender Harbour Community School Society

SCRD Community Recreation Program Area A

Income & Expenses | January 1 to November 15, 2016

INCOME

Contributed Support	
SCRD Recreation Grant	40,000.00
Total Contributed Support	40,000.00

Earned Revenue	
Program Revenues	14,288.45
Total Earned Revenue	14,288.45

Gross Income	54,288.45
---------------------	------------------

Cost of Goods Sold	
Program Materials	844.33
Program Venue Fees	2,083.30
Total COGS	2,927.63

Net income	51,360.82
-------------------	------------------

EXPENSE

Recreation Coordinator	16,095.00
Recreation Facilitators	10,687.00
Administration & reporting	4,685.24
Accounting	1,065.00
Advertising expenses	5,166.62
Insurance	1,420.00
Membership & proD	300.00
Office supplies	593.79
Technical & maintenance	287.04
Telephone & internet	300.00
Travel / mileage	605.00
WCB Expense	306.25

Total Expense	41,510.94
----------------------	------------------

Income/Expense	9,849.88
-----------------------	-----------------

Halfmoon Bay - Chatelech Community School
Profit & Loss Statement

	Budget	
	Jul - Sep 2016	Jul2016-Jun2017
INCOME		
GST Rebate	\$ -	\$ 500.00
Interest Income	72.77	700.00
Other Income (CRA Wage Rebate)	0.36	-
Deferred Circle Grant from 2015/2016 (for Admin Use Only)	888.41	888.41
Grant - Early Years #4 (July16-Mar17) (Prov of BC)	19,560.43	47,188.43
Grant - Early Years #4 (Apr-Jun2017) (Prov of BC)	-	13,104.00
Grant -Restorative Practices/Restitution Grant (SCRD)	10,000.00	10,000.00
Deferred Restorative/Restitution Grant (from 2015/2016 to 2016/2017)	1,414.85	1,414.85
Grant - Resource and Referral Grant (SCRD) *Funding to Dec 31, 2016 only	2,500.00	2,500.00
Deferred Resource and Referral (from 2015/2016 to 2016/2017)	3,552.91	3,552.91
Grant - SD#46 Community Link Grant	3,917.00	39,166.00
Deferred SD#46 Comm Link Grant (from 2015/2016 to 2016/2017)	2,823.13	2,823.13
Total Income	\$ 44,729.86	\$ 121,837.73
EXPENSES		
Accounting and Legal	-	1,400.00
Advertising and Promotion	-	150.00
Amortization	-	200.00
Cool School Program	-	3,000.00
Development and Training	-	500.00
Dues and Fees	60.00	100.00
Flex Fund Expenses	-	1,000.00
Insurance	560.00	600.00
Office	35.16	650.00
Planning Fund (EY3)	-	500.00
Project - Circle Expense	56.47	56.00
Project Expenses - Early Years	17.92	27,771.70
Project Expenses - Resource and Referral (budget to Dec 31 only)	60.69	2,552.91
Project Expenses - Restorative Practices (Restitution)	291.69	6,375.00
Site Team Expenses - Chatelech Secondary	588.00	3,500.00
Site Team Expenses- Halfmoon Bay Elementary	72.27	3,000.00
Volunteer Recognition & Honorariums	-	600.00
Wages & Benefits (incl phone & mileage)	10,614.74	72,490.00
WCB	-	250.00
Total Expenses	12,356.94	124,695.61
Net Profit (Loss)	\$ 32,372.92	\$ - 2,857.88

5538 SHORNCLIFFE AVE BOX 1545 SECHelt BC V0N 3A0



January 10, 2017

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

Attention: Members of the Board, Sunshine Coast Regional District

**Re: Sechelt Community Schools Grant in Aid and Sechelt Youth Centre Budgets,
current and requested increase.**

Dear Members of the Board,

Thank you for your consideration of our request for a funding increase for Sechelt Youth Centre (SYC) programming.

Please find attached the current budget specific to our annual grant in aid and SYC funding, along with our requested increase of \$4000.00 going forward to allow for an increase of service on Friday nights. We are asking for an increase to our SYC funding only.

SCS combines both the Grant in Aid and SYC funding together to fund our programs, so that food and equipment purchased through one 'pot' of funding is utilized throughout our programming. The Grant in Aid funds direct service staff supervision for a 2.5-hour Tween drop in on Mondays. Our SYC funding currently funds a 3-hour direct service drop in for Youth on Wednesdays and Fridays, and a 2.5-hour supervised drop in for Tweens on Thursdays.

I have included the other revenue sources received this year to support the SYC program, along with the related facility and insurance costs borne by the Society.

Although we have applied for Direct Access grant funding to support the program for the 2017-18 year, it is not listed in the budget as it is not guaranteed (we have been turned down previously).

As stated above, the requested increase of \$4000.00 would be used to increase Friday night programming for an additional 2.5 hours per week during the school year, providing a haven for youth until 8:30pm at night. This request has been put forward to SYC staff and, separately to Youth Outreach Workers by youth who must currently travel down to Gibsons to *Our Space* to access youth programming (other than any SCRD programming offered currently at the Sechelt Aquatic Centre).

In my initial presentation to the Members of the Board on December 2, 2016, I was asked about the potential surplus our society may generate for this fiscal year. This is a projected surplus based on various grant and funding allocations, afterschool care fees for our licensed programs, etc. Having a significant surplus is a new experience for us, and, based on the needs of our children and families, and the complex logistical requirements for one of our programs (5 different schools, and 4 different bus arrival times) we are increasing staffing resources beyond licensing ratio requirements to ensure program quality and integrity.

We are also looking at ways to increase staff wages to approach the living wage for the Sunshine Coast, without raising licensed care fees for families. Moving forward, any surplus funds will be used to augment wages, and we are exploring how we will do this without taking too much risk.

We are asking the Regional District for the increase to provide stable operating hours for our Tweens and Youth, and we will look at augmenting basic wages, professional development opportunities, and program materials through other sources.

Thank you again for the care and support you provide to all members of our community.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'T' and 'C' followed by a horizontal line.

Ted Chisholm
Sechelt Community Schools Coordinator
E-mail: secheltcommunityschools@gmail.com
Phone: 604 989-5365 direct line

\$10,000 GRANT IN AID BUDGET 2016-17 Current**Sechelt Community Schools Society**

Projected Revenues & Expenses for the year ending June 30, 2017

	Projected
Revenues	
Sunshine Coast Regional District	10000
Total Income	10000
Expenses	
Wages and MERCS	7465
Program Materials	2535
Total Expenses	10000
Surplus (Deficit)	0.00

Description:

The Grant In Aid is used to fund a free Tween Drop In program at the SYC on Mondays from 2:30pm to 5 pm for pre-teens and teens aged 10 to 13.

Wages cover 2 staff working for 3.5 hours, and 2 hours of planning time weekly for the Youth Centre Supervisor.

Program Materials includes food, sports equipment, and program materials, that are utilized in conjunction with other SYC programming.

There is no expected change to this funding going forward.

\$10,000 GRANT IN AID BUDGET 2017-20 Projected

Sechelt Community Schools Society

Projected Revenues & Expenses for the years up to and ending June 30, 2020

	Projected
Revenues	
Sunshine Coast Regional District	10000
Total Income	<u>10000</u>
Expenses	
Wages and MERCS	7465
Program Materials	2535
Total Expenses	<u>10000</u>
	<u><u>0.00</u></u>
Surplus (Deficit)	0.00

Description:

The Grant In Aid is used to fund a free Tween Drop In program at the SYC on Mondays from 2:30pm to 5 pm for pre-teens and teens aged 10 to 13.

Wages cover 2 staff working for 3.5 hours, and 2 hours of planning time weekly for the Youth Centre Supervisor.

Program Materials includes food, sports equipment, and program materials, that are utilized in conjunction with other SYC programming.

There is no expected change to this funding going forward.

\$30,000 SECHELT YOUTH CENTRE BUDGET 2016-17 Current

Sechelt Community Schools Society

Projected Revenues & Expenses for the year ending June 30, 2017

Revenues

Sunshine Coast Regional District 30000

Other

Direct Access Gaming 5000

Sunshine Coast Credit Union Grant 1000

Sechelt Community Schools 9242

Total Income 45242

Expenses

Wages and MERCS 27956

Program Materials 2044

Other

Direct Access Grant Equipment and Materials 5000

SPECIAL EVENT - Youth (SCCU) 1000

Facility Costs

Rent 6560

phone and internet 1882

Insurance 800

Total Expenses 45242

Surplus (Deficit) 0

Description:

Wages include:

Direct Service: 2 staff to supervise youth drop in programming on Wednesday and Friday afternoons from 3pm to 6pm, and Tweens drop in programming on Thursdays 2:30pm to 5pm. Youth Drop-In is free, and open to participants aged 13 to 18.

Planning Time: Six hours for the Youth Centre Supervisor, monthly staff meeting time for 2 staff in addition to YC Supervisor

SCS Administration time: coordinator and payroll time relating to program (hiring, staff meetings, reporting, grant writing, payroll)

Program Materials - budgeted minimum amount for food, program supplies

Direct Access: grant specifically for art supplies, jewellery making equipment, and equipment repair and replacement, in consultation with participants, some applied to rent

SCCU Grant: special event all ages family / youth dance Spring 2017

Facility Costs: SCS borne costs to support the program.

\$34,000 SECHELT YOUTH CENTRE BUDGET 2017-20 Request

Sechelt Community Schools Society

Projected Revenues & Expenses for the year ending June 30, 2018

Revenues

Sunshine Coast Regional District 34000

Other

Sechelt Community Schools 9242

Total Income 43242

Expenses

Wages and MERCS 31956

Program Materials 2044

Other

Facility Costs

Rent 6560

phone and internet 1882

Insurance 800

Total Expenses 43242

Surplus (Deficit) 0

Description:

Wages include:

Direct Service: 2 staff to supervise youth drop in programming on Wednesday 3pm to 6pm and Friday afternoons from 3pm **to 8:30pm** , and Tweens drop in programming on Thursdays 2:30pm to 5pm. Youth Drop-In is free, and open to participants aged 13 to 18.

Request allows for Friday evening extended hours of direct service by 2.5 hours.

Planning Time: Six hours for the Youth Centre Supervisor, monthly staff meeting time for 2 staff in addition to YC Supervisor

SCS Administration time: coordinator and payroll time relating to program (hiring, staff meetings, reporting, grant writing, payroll)

Program Materials - budgeted minimum amount for food, program supplies

Direct Access: Is not included at this point, as funding has not been confirmed.

Facility Costs: SCS borne costs to support the program.

ATTACHMENT 13

GIBSONS LANDING COMMUNITY SOCIETY
BUDGET July 2016 - June 2017
as of September 30, 2015

TO DATE AS OF NOV 2016

	BUDGET	ACTUAL	DIFFERENCE
REVENUES:			
School District #46 (Community Link)	\$58,751.00	\$17,325.00	\$41,426.00
SCRD Grant of Assistance	\$10,000.00	\$10,000.00	\$0.00
HRDC Canada Summer Jobs	\$8,310.00	\$7,146.00	\$1,164.00
Kidz Club Gibsons - Registration Fees	\$27,500.00	\$9,979.80	\$17,520.20
Kidz Club Gibsons - Operating Grant	\$7,950.00	\$1,880.35	\$6,069.65
KidZone Langdale - Registration Fees	\$6,500.00	\$1,248.00	\$5,252.00
KidZone Langdale - Operating Grant	\$950.00	\$236.92	\$713.08
Coastal Kids - Registration Fees	\$19,261.50	\$19,417.08	-\$155.58
Coastal Kids - Operating Grant	\$2,987.38	\$1,892.29	\$1,095.09
After school Programs Registration	\$1,500.00	\$835.00	\$665.00
Rotary (Sandwich Program)	\$1,500.00	\$0.00	\$1,500.00
Donations - PAC	\$5,000.00	\$2,250.00	\$2,750.00
Donations - Aboriginal	\$2,000.00	\$0.00	\$2,000.00
Donations - Volunteer Hours	\$46,520.00	\$46,520.00	\$0.00
Donations - Breakfast for Kids	\$1,000.00	\$200.00	\$800.00
Fundraising	\$4,428.56	\$0.00	\$4,428.56
Community Gaming Grant	\$14,850.00	\$13,500.00	\$1,350.00
Other Grant(s)	\$7,500.00	\$3,385.31	\$4,114.69
Interest Income / Miscellaneous	\$350.00	\$0.00	\$350.00
	\$226,858.44	\$135,815.75	\$91,042.69
EXPENDITURES:			
OFFICE			
Memberships / Fees	\$2,000.00	\$535.00	\$1,465.00
Phones	\$760.00	\$0.00	\$760.00
Office Supplies	\$790.00	\$615.83	\$174.17
Computer/Technology Fund	\$500.00	\$0.00	\$500.00
Wages (Office)	\$35,000.00	\$11,843.45	\$23,156.55
Advertising	\$250.00	\$59.00	\$191.00
PROGRAMMING			
Wages	\$86,653.56	\$28,664.47	\$57,989.09
Supplies	\$19,445.00	\$2,415.42	\$17,029.58
Insurance	\$2,550.00	\$2,681.00	-\$131.00
Operating Expenses (c/k)	\$6,469.20	\$3,471.09	\$2,998.11
Advertising	\$1,100.00	\$0.00	\$1,100.00
Program Administration	\$38,808.71	\$1,304.17	\$37,504.54
Volunteer Hours Contribution	\$46,520.00	\$46,520.00	\$0.00
Family First	\$200.00	\$0.00	\$200.00
	\$241,046.47	\$98,109.43	\$142,937.04

Budget				
Roberts Creek Community School Society.				
Projected Rev & Exp for year ending June 30 2017				
		Operating Fund		
Revenue				
Health Canada Mindfulness Education Project		45,000		
SCRD funding		14,000		
Roots of Empathy: PAC's		5,000		
Community LINK		39,000		
Miscellaneous income		500		
		103,500		
Expenses				
Accounting & Legal (Professional fees)		2,200		
Advertising & Promotion		1,800		
Automotive & travel		1,000		
Insurance Liability/directors		1,750		
Bank charges & Interest		800		
Licenses & Fees		1,200		
Material & Office Supplies		1,500		
Printing expense		450		
Program Expenses & Equip rental		2,500		
Rent (School/SD 46)		100		
Repairs & Maintenance		800		
Telephone & communications.		2,400		
Training & Development		2,500		
Instructor wages (ROE/ME)		15,550		
Wages & Benefits		68,950		
		103,500		
		0		

Roberts Creek Community School. Nights Alive Program Budget & Actuals 2016

[illegible]

February 23, 2017

Garry Nohr – Board Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

Re: An Update on Long Term Planning for Facility and Elder Care on the Sunshine Coast

Dear Chairman Nohr:

The Sunshine Coast Seniors Planning Table is writing to update you on the meeting that members of the Seniors Planning Table Steering Committee had with VCH leadership on December 16, 2016.

The results of the meeting were as follows:

- A good collaborative working relationship has been established between the Seniors Planning Table Steering Committee and VCH regarding long term care planning. This is building on the relationship the SPT already has with VCH through Senior Planning Table meetings.
- VCH is committed to community consultation, can provide in kind support to assist with holding the consultations and is willing to support Seniors Planning Table funding requests.
- VCH and the Seniors Planning Table have agreed that the issue of the VCH/Trellis contract will not be part of the consultation and the consultations will be held at a time, still to be determined, when they will not result in further confusion with regard to the Trellis/VCH arrangement.
- The consultations will be future focused and reflective of the context of a number of new and emerging supports for older adults currently being developed by VCH.

As you may recall, the group “Friends of Residential Care” has been formally approved by The Resource Centre Board as an Action Group of the Seniors Planning Table and is now renamed the “Elder Care Action Group”. This group will be playing a key role on behalf of the Seniors Planning Table in planning with VCH the proposed consultations on residential/long term care.

Consultation Goals:

1. To hear directly from older adults, and those who support them, what is most important to them in the provision of facility care.
2. To share the results of this consultation, with recommendations based on the information collected, and make it available to all service providers on the Sunshine Coast.

Consultation Objectives:

- To hold consultations in each community on the Coast.
- To both provide information about what we are looking for input on i.e. facility care, what services are included/excluded, how this fits in the continuum from home care to supportive living to assisted living, and to gather input.
- To hear from older adult residents and their supporters about what is most important to them in the provision of facility care.
- To encourage forward thinking and proactivity beyond what is already in process.



Consultation Process:

- Collaborative – all interested organizations and individuals will be invited to participate in the 3-5 community meetings that will be held across the Coast.
- Consistent – the same set of guiding principles and questions will be used for every community consultation and the same method for gathering and reporting community input will be used.
- Concise – with our hope of beginning in early spring if possible, we are committed to creating a broad and inclusive process; we are also committed to ensuring that the process is completed and information compiled by the end of the summer.

Audience and Outreach Methodology:

- Audience – older adults and those who support them, endeavouring to reach as many people as possible, including people who cannot easily get to community meetings.
- The Resource Centre will use its database of over 1500 individuals, many of whom are older adults or those who support them, and invite their participation in the consultations.
- SPT membership will be asked to encourage participation by forwarding invitations to their networks and talking to people they serve.
- Promoting participation by:
 - Contacting community associations, libraries, other grassroots networks
 - Newspaper ads and articles
 - Posters
 - Radio promotion

As noted in our December letter to you, a quick response regarding our funding request is essential. Our goal is to have the \$20,000.00 (including in kind contributions) shared between the SCRD and VCH. We invite the SCRD to become a champion in this process through the following:

- Establishing a liaison to the Action Group (staff or Director)
- Having Directors attend and co-host meetings
- Providing in kind and direct financial support
- Communicating with other governance bodies about the importance of this process and its outcomes

Our understanding was that the Board had directed Staff to look for any funding possibilities for these Community consultations. We look forward to hearing from you.

Best Regards,



Alison Leaney, MSW, RSW – Coordinator
Sunshine Coast Seniors Planning Table

C.C.

Anne Titcomb – Co-Chair – Community Resource Centre
Gloria Lifton – Co-Chair – Sunshine Coast Seniors Planning Table
Sue Jackel – Seniors Planning Table Steering Committee Member
Lauren Tindall - Director of Operations - VCH

December 2, 2016

Garry Nohr – Board Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

Dear Chairman Nohr

Re: Long Term Planning for Residential Care on the Sunshine Coast

Discussion of the region's need for residential care spaces continues to be widespread and vigorous. The Sunshine Coast Seniors Planning Table is writing as follow up to the presentation on Nov. 10, 2016. The group, "Friends of Residential Care" has been formally approved by The Resource Centre Board as an Action Group of the Seniors Planning Table.

In pursuing SCRD support, we renew our commitment to conduct community planning consultations on the needs, values and priorities of Sunshine Coast residents regarding publicly funded residential care. The Resource Centre, through the Seniors Planning Table requests one-time funding from the SCRD of \$10,000. A letter with the same request for funding will be going to Vancouver Coastal Health. We are inviting VCH to participate in the planning process, and we are asking the Regional Directors to do the same.

We believe that the results of our consultations with coastal residents will be useful to regional and local governments, service delivery groups, care providers and the health authority, many of whom have been already sitting at the Seniors Planning Table. In particular it will provide the SCRD and the Regional Hospital Board with clear indications of what options for residential care are supported by local citizens. This can also be the basis for communications with both Vancouver Coastal Health and the provincial government.

This process will be:

- Collaborative – all interested organizations and individuals will be invited to participate and community meetings will be held across our region
- Consistent – the same set of guiding principles and questions will be used for every community consultation and the same method for gathering and reporting community input will be used
- Concise – with our hope of beginning in early January, we are committed to creating a broad and inclusive process; we are also committed to ensuring that the process is completed and information compiled by the end of March 31, 2017.



A quick response regarding our funding request is essential. Our goal is to have the \$20,000.00 shared between the SCRD and VCH. We invite the SCRD to become a champion of this process through the following:

- ☐ Establishing a liaison to the Action Group (staff or Director)
- ☐ Having Directors attend and co-host meetings
- ☐ Providing in kind and direct financial support
- ☐ Communicating with other governance bodies about the importance of this process and its outcomes

The shortage of publicly funded spaces for seniors requiring residential care, the impact on other health facilities and the need to ensure that some of our most vulnerable citizens are treated with the respect and dignity they deserve make this an urgent matter for this community.

Best Regards,

Gloria Lifton – Co-Chair
Sunshine Coast Seniors Planning Table

Anne Titcomb – Co-Chair
Community Resource Centre Society

Budget Detail

Project Coordination	\$3000
5 Community Meetings	\$12,500
Materials	\$1000
Publicity	\$1000
Analysis and Recommendations	\$2500
TOTAL	\$20,000

Process

We plan to host three to five meetings throughout the region. The majority of meetings will be held during the day to accommodate older citizens who don't like driving at night. At least one meeting will be held in the evening to enable participation of working adults who have concerns for family members and/or their own future needs. And we are extending an invitation to the shíshálh Nation to provide information on what they desire for their community members.

**ECONOMIC DEVELOPMENT FUNDING [531-535]
2016 Budget**

Organization Name - Project Name	Basis of Allocation	Area A [531]	Area B [532]	Area D [533]	Area E [534]	Area F [535]	Totals
Sunshine Coast Tourism - Destination Marketing Activities	Assessed	5,243.00	4,434.00	3,056.00	2,252.00	5,015.00	20,000.00
PH&DCC - Visitor Information Booth Ambassadors	Area A [531]	7,374.00					7,374.00
PH&DCC - Visitor Information Booth Washrooms	Area A [531]	4,263.00					4,263.00
PH&DCC - Tourism Sanitation Services	Area A [531]	2,142.00					2,142.00
PH&DCC - Economic Development	Area A [531]	3,500.00					3,500.00
G&DCC - Visitor Information Centre	E & F				1,972.00	4,000.00	5,972.00
G&DCC - Travel Ambassador Program	Equally between [531-535]	300.00	300.00	300.00	300.00	300.00	1,500.00
G&DCC - Visitor Information Park	E & F				125.00	500.00	625.00
G&DCC - Economic Development	E & F				2,800.00	4,000.00	6,800.00
Coast Cultural Alliance - Sunshine Coast Art Crawl	Equally between [531-535]	620.00	620.00	620.00	620.00	620.00	3,100.00
Coast Cultural Alliance - Arts and Cultural Calendar	Equally between [531-535]	480.00	480.00	480.00	480.00	480.00	2,400.00
Halfmoon Bay - Chatelech Community School Association - Information & Referral	Area B [532] Discretionary		10,000.00				7,000.00
increase to taxation reduction to taxation for 2016							
2016 Total Economic Development Funding Available		67,512.00	44,775.00	37,189.00	36,777.00	53,004.00	239,257.00
2016 Regional Economic Development Initiative MOU		37,589.00	33,941.00	30,733.00	20,228.00	33,089.00	155,580.00
EcDev Strategic Plan CC530-1 and ICE-T Grant Funding		-1,952.57	-1,763.00	-1,596.00	-1,051.00	-1,718.00	
2016 MOU Carry-forward		35,636.43	32,178.00	29,137.00	19,177.00	31,371.00	
2016 Discretionary Funds		29,923.00	10,834.00	6,456.00	16,549.00	19,915.00	83,677.00
Total Committed Discretionary Funds in 2016		23,922.00	15,834.00	4,456.00	8,549.00	14,915.00	67,676.00
Unused Salaries, Benefits and WCB		4,978.00	5,249.00	4,978.00	5,449.00	4,980.00	25,634.00
2016 Legal Fees		-53.00	-53.00	-53.00	-53.00	-53.00	-265.00
Remaining Discretionary Funds (Uncommitted Discretionary Funds)	SURPLUS / DEFICIT	10,926.00	196.00	6,925.00	13,396.00	9,927.00	41,370.00

Calculations for Sunshine Coast Tourism Funding Based on Assessment	2016 Completed Roll Converted Value Assessments	Area A [531]	Area B [532]	Area D [533]	Area E [534]	Area F [535]	Totals
		26.22%	22.17%	15.28%	11.26%	25.07%	
		5,244.00	4,434.00	3,056.00	2,252.00	5,014.00	20,000.00

SPREADSHEET B

ECONOMIC DEVELOPMENT FUNDING [531-535] 2017 Budget

Organization Name - Project Name	Basis of Allocation	Area A [531]	Area B [532]	Area D [533]	Area E [534]	Area F [535]	Totals	Notes from 2017 Budget Process
Sunshine Coast Tourism - Destination Marketing Activities		5,044.00	4,430.00	3,239.00	2,490.00	4,797.00	20,000.00	Incorporated and Request Referred to Round 2
PH&DCC - Visitor Information Booth Ambassadors		8,000.00					8,000.00	Approved and Incorporated in Round 1
PH&DCC - Visitor Information Booth Washrooms		4,476.00					4,476.00	Approved and Incorporated in Round 1
PH&DCC - Tourism Sanitation Services (Portables)		2,290.00					2,290.00	Approved and Incorporated in Round 1
PH&DCC - Economic Development		2,500.00					2,500.00	Approved and Incorporated in Round 1
G&DCC - Visitor Information Centre (Gibsons and E&F)							0.00	
G&DCC - Mobile Visitor Services Centre							0.00	
G&DCC - Travel Ambassador Program							0.00	
G&DCC - Visitor Information Park							0.00	
G&DCC - Economic Development							0.00	
Coast Cultural Alliance - Sunshine Coast Art Crawl		620.00	620.00	620.00	620.00	620.00	3,100.00	Incorporated and Request Referred to Round 2
Coast Cultural Alliance - Arts and Cultural Calendar		480.00	480.00	480.00	480.00	480.00	2,400.00	Incorporated and Request Referred to Round 2
Increase to taxation								
reduction to taxation								
2017 Total Economic Development Funding Available		114,074.00	77,148.00	73,250.00	69,349.00	94,301.00	428,122.00	
Regional Economic Development Initiative MOU (2016 values included in the Funding Available above amount)		37,589.00	33,941.00	30,733.00	20,228.00	33,089.00	155,580.00	* Based on \$300,000 Annual Contribution 50%Assessment/50% Population for Areas A, B, D, F Assessment Only for Area E
2017 Discretionary Funds		76,485.00	43,207.00	42,517.00	49,121.00	61,212.00	272,542.00	
Total Committed Discretionary Funds in 2017		23,410.00	5,530.00	4,339.00	3,590.00	5,897.00	42,766.00	
Remaining Discretionary Funds (Uncommitted Discretionary Funds)		53,075.00	37,677.00	38,178.00	45,531.00	55,315.00	229,776.00	
2016 Carryforward (Including Surplus / Deficit and ED MOU)		46,562.00	32,373.00	36,061.00	32,572.00	41,297.00		

PENDING 2017 BUDGET REQUESTS			
Sunshine Coast Tourism - Destination Marketing Activities	\$	20,000.00	Final recommendation required.
G&DCC - Visitor Information Centre (Gibsons and E&F)	\$	6,500.00	
G&DCC - Mobile Visitor Services Centre	\$	5,000.00	
G&DCC - Travel Ambassador Program	\$	1,500.00	
G&DCC - Visitor Information Park	\$	1,000.00	
G&DCC - Economic Development	\$	6,280.00	
TOTAL	\$	20,280.00	
Coast Cultural Alliance - Sunshine Coast Art Crawl	\$	3,100.00	Final recommendation required.
Coast Cultural Alliance - Arts and Cultural Calendar	\$	2,400.00	Final recommendation required.
TOTAL	\$	5,500.00	

SPREADSHEET C

Rural Areas' Grant-in-Aid Status

	121 (A)	122 (B)	123 (E&F)	125 (COM)	126 (GGCP)	127 (D)	128 (E)	129 (F)	
Discretionary	\$ 20,000	\$ 15,000	\$ 8,000		\$ 25,000	\$ 24,000	\$ 9,000	\$ 15,000	
*Youth Outreach	\$ 7,889	\$ 6,683				\$ 6,718	\$ 6,274	\$ 7,562	needs recommendation
Bursary	\$ 600	\$ 600				\$ 600	\$ 600	\$ 600	
*HMB Comm School Restorative Justice				\$ 10,000					needs recommendation
*PH Reading Room	\$ 1,200								needs recommendation to approve
Sechelt Library	\$ 28,202								
*PH Community School	\$ 8,000								needs recommendation
2017 TOTAL DISCRETIONARY TO DATE	\$ 65,891	\$ 22,283	\$ 8,000	\$ 10,000	\$ 25,000	\$ 31,318	\$ 15,874	\$ 23,162	

**Figures have not been approved by SCRD Board to date.*

SUBTOTAL: 2016 Surplus / Deficit	\$ 4,894	\$ 4,777	\$ 1,957	\$443.00	\$ 16,257	\$ 6,212	\$ 3,009	\$ 359
Elvis Stojko Event (Skate Canada) - Not Paid	\$ 300	\$ 634				\$ 300	\$ 500	\$ 634
TOTAL: 2016 Surplus / Deficit	\$ 4,594	\$ 4,143	\$ 1,957	\$443.00	\$ 16,257	\$ 5,912	\$ 2,509	\$275.00

Changing Factors causing line deficits: Better Wage Allocation Tracking in 2016 and Extended Advertising