



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, November 30, 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 – 2018 Budget Update VERBAL
3. General Manager, Corporate Services / Chief Financial Officer –
2018-2022 Financial Plan Overview Annex A
(Voting – All Directors) Pages 1-4
4. General Manager, Corporate Services / Chief Financial Officer –
2017 Project Carry-Forward Requests Report Annex B
(Voting – All Directors) pp. 5-7
5. 2017 Carry-forwards and 2018 Proposed Initiatives Annex C

Corporate and Administrative Services Functions pp. 8-9
 110 General Government
 111 Asset Management
 114 Admin Office Building Maintenance
 115 Human Resources
 117 Information Technology
 131 Elections
 135 Corporate Sustainability Services

 506 Geographic Information Systems
 640 Gibsons and District Public Library
6. 2017 Carry-forwards and 2018 Proposed Initiatives

Planning and Community Development pp. 9-15
 210 Gibsons and District Fire Protection
 212 Roberts Creek Fire Protection
 216 Halfmoon Bay Fire Protection

- 218 Egmont Fire Protection
- 220 Emergency Telephone - 911
- 345 Ports Services
- 400 Cemetery
- 500 Regional Planning
- 504 Rural Planning Services
- 540 Hillside Development Project
- 615 Community Recreation Facilities
- 625 Pender Harbour Pool
- 650 Community Parks

7. 2017 Carry-forwards and 2018 Proposed Initiatives

Infrastructure Services

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- 310 Public Transit
- 312 Maintenance Facility (Fleet)
- 350 Regional Solid Waste
- 351 Pender Harbour Solid Waste
- 352 Sechelt Solid Waste
- 365 North Pender Harbour Water Service
- 366 South Pender Harbour Water Service
- 370 Regional Water Services
- 387 Square Bay Waste Water Plant
- 389 Canoe Road Waste Water Plant
- 390 Merrill Crescent Waste Water Plant

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 30, 2017

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

SUBJECT: 2018-2022 FINANCIAL PLAN OVERVIEW

RECOMMENDATION(S)

THAT the report titled 2018-2022 Financial Plan Overview be received.

BACKGROUND

The *Local Government Act* Sections 374 and 375 requires Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. The public consultation process consists of a thorough review of draft departmental work and financial plans in open public meetings, which for the Sunshine Coast Regional District (SCRD) occurs with pre-budget meetings in November/December, Round One (R1) deliberations in January and Round Two (R2) in early March. This process also includes funding requests from community partners and stakeholders. The Financial Plan in the form of a bylaw must be adopted by March 31 of each year.

Following the Budget adoption, a de-brief meeting is held with the Board. This is an opportunity for the Board to identify improvements to the process for the following year. At the April 27, 2017 Corporate and Administrative Services Committee, staff recommended changes for the 2018-2022 Financial Planning process which have been incorporated. The most significant impact for pre-budget is that mandatory proposals relating to safety, imminent asset failure, and regulatory compliance are incorporated into the pre-budget figures. Proposals relating to business continuity will still come to R1 as they relate to maintaining or setting service level standards.

The purpose of this report is to present preliminary budgetary information on changes which may affect the upcoming budget and taxation. This information does not contain any impacts of assessment changes as the information is not available from BC Assessment until January 1, 2018 and will be presented at R1 Budget deliberations.

DISCUSSION

External Scan

To date, the Vancouver Consumer Price Indices (CPI) at the end of October, 12-month average percent change is up 2.4% over 2016, with the Canadian average up 1.4% (Source: Statistics Canada - October 2017). Non-residential construction values are up an average of 3.6% over Q3 2016 (source: Stats Can- CANSIM table 327-0043), however, the Sunshine Coast has experienced much higher increases in recent months.

Impacts of the US dollar continue to impact the SCRD, most notably in the areas of software and technical equipment costs. Staff continue to monitor these cost pressures with no material changes proposed for 2018.

Short term borrowing interest rates have remained stable over the past 6 months from the Municipal Finance Association (MFA) with a daily floating rate of between 1.80%-1.82%. Whereas, interest earned on investments for SCRD funds range from 1.50% for short term placements up to 2.30% for longer term deposits.

SCRD Current Situation

There were several one time projects in 2017 which were funded through taxation and drop off in the 2018 budget.

In addition, there were also items previously approved by the Board which will impact the current Financial Plan as summarized below:

- The collective agreement with UNIFOR was ratified at the end of in 2015 for a four year term (2016-2019). Wage increases were approved in the amounts of 1%-2016, 1.5%-2017, 1.75%-2018 and 2.0%-2019. The 2018 impact is approximately \$240,000 with approximately \$190,000 to be funded from taxation and the remaining coming from user fees and parcel taxes.
- During the 2015 budget process, the Board approved increases to all base budgets for planned BC Hydro rate increases through 2018. In 2018, the planned increase is 3.0%, however, the Provincial Government has indicated that it intends to freeze rates at current levels. Should the proposed rate freeze be approved by the BC Utilities Commission, the 3.0% increase will be rolled back at a savings of approximately \$20,000.
- The full year impact of 2017-18 transit expansion is reflected in the preliminary budget. The 2018 taxation increase for expansion is \$310,000 in addition to \$155,000 increase in 2017. The total combined increase of \$465,000 is consistent with approved amounts.

The following table summarizes the preliminary overall Ad Valorem Tax increase over the 2017 Approved Budget with all the above related items included.

Area	Base Budget (without Mandatory)	Pre-Budget with Mandatory included	Change in Dollars
A	3.55%	3.62%	\$79,584
B	2.22%	2.29%	\$66,833
D	2.74%	2.80%	\$64,202
E	3.23%	3.29%	\$59,862
F	1.59%	1.66%	\$51,821
SIGD	3.16%	3.27%	\$10,259
DoS	3.23%	3.35%	\$112,615
ToG	2.91%	3.00%	\$65,233
Total	2.72%	2.80%	\$510,409

At the time of this report, 2018 user rates and parcel taxes were in process of approval for Regional Water [370], North Pender Harbour Water [365] and South Pender Harbour Water [366], and Rural Refuse Collection [355]. Community Recreation [615] and Pender Harbour Pool [625] parcel taxes for debt servicing are expected to remain the same.

Type	Actual % Increase	2017 Rate	2018 Proposed Rate	Overall Difference
Regional Water	0.95% P/T 2.87% U/R	\$255.41 P/T \$266.00 U/R	\$257.84 P/T \$273.63 U/R	\$10.06
North Pender	0% P/T 8.5% U/R	320.23 P/T \$235.93 U/R	\$320.23 P/T \$255.98 U/R	\$20.05
South Pender	0% P/T 5.5% U/R	\$324.38 P/T \$372.86 U/R	\$324.38 P/T \$393.66 U/R	\$20.80
Community Recreation	N/A	\$115.85 P/T	\$115.85 P/T	\$0
PH Recreation	N/A	\$25.00 P/T	\$25.00 P/T	\$0
Refuse Collection (Single Family Dwelling)	1%	\$145.45	\$146.90	\$1.45

5 Year Historical Budget Data

Below is an updated five year summary of taxes, full time employee counts and inflation data.

Historical Budget Details	2014	2015	2016	2017	Change 2014-2017	Preliminary 2018
Ad Valorem Taxation	15,834,196	17,367,491	17,599,897	18,199,440	3,058,815	18,709,849
% Change Over Prior Year	8.89%	9.68%	1.34%	3.41%	14.94%	2.80%
FTE Count	185.64	187.89	187.50	190.77	5.13	192.05
% Change Over Prior Year	0.84%	1.21%	0.53%	1.75%	2.77%	0.67%
Inflation*	0.7%	1.0%	1.1%	2.2%	5.0%	2.4%

Timeline for next steps or estimated completion date

R1 Budget meetings are scheduled for January 22 and 23, 2018 with R2 Budget meetings scheduled for March 5 and 6, 2018.

Final adoption of the 2018-2022 Financial Plan is scheduled for March 22, 2018 Regular SCRD Board meeting.

STRATEGIC PLAN AND RELATED POLICIES

The financial planning process is directly linked to the Board's Strategic Goal of Financial Sustainability. The Financial Substantiality Policy supports the implementation of the Board's Strategic Plan.

CONCLUSION

Preliminary budgetary information shows an overall increase of taxation of 2.8% over 2017 which includes mandatory proposals. Factors such as assessments, year-end results or are not included and future proposals may have significant impacts to the actual budget results.

This report summarizes the preliminary status of the 2018-2022 Financial Plan.

Reviewed by:			
Manager		CFO	X-T. Perreault
GM		Legislative	
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – November 30, 2017

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

SUBJECT: 2017 PROJECT CARRY-FORWARD REQUESTS

RECOMMENDATION(S)

THAT the report titled 2017 Project Carry-Forward Requests be received;

AND THAT the recommended carry forward projects be included in the 2018-2022 Financial Plan;

AND THAT any remaining incomplete 2017 projects and associated funding be included in the 2018-2022 Financial Plan;

AND FURTHER THAT staff be authorized to continue and proceed with these projects prior to adoption of the 2018-2022 Financial Plan.

BACKGROUND

As part of the pre-budget process, staff present a summary showing prior year projects that are either incomplete or delayed.

The purpose of this report is to request these projects be included in the next year's Financial Plan as the projects are still in progress and the status has changed by year-end both financially and operationally.

DISCUSSION

As part of the Sunshine Coast Regional District's (SCRD) system improvements, staff are providing a summary of projects which require funding to be carried-forward to the 2018-2022 Financial Plan. This report focuses on the funding, whereas the subsequent reports related to work-plans and proposed initiatives will provide status of the projects and related detail as the Budget Project Status Report (BPSR) would.

Financial Implications

Carry-forward projects do not have a financial or taxation impact for the following year's budget though there may be staff work or other resources still required.

Only remaining unused funding for the projects is carried over as some projects may still expend funds prior to the end of 2017.

Communications Strategy

A final reporting of the 2017 Carry-forwards will be included in the Round 2 Budget meetings for information once the SCRD's year-end process is complete.

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

In preparation for the 2018 Budget Process a summary of carry-forward projects has been compiled.

Carry-forward projects do not have a financial or taxation impact for the following year's budget though there may be staff work or other resources still required.

Staff recommend that the attached list of 2017 projects and associated funding be included in the 2018-2022 Financial Plan and that staff are authorized to continue with the projects prior to the adoption of the Plan.

Reviewed by:			
Manager		CFO	X-T. Perreault
GM		Legislative	
CAO	X-J-Loveys	Other	

Attached: 2017 Project Carry-Forward Report

2017 Projects - Preliminary Carry Forward Summary

Function No.	Function Name	Project Title	Maximum Carry Forward Value
110/520	General Government/Building Inspection	Transfer Building Permit Microfiche to PDF	\$ 50,000
111	Asset Management	Asset Management Support	37,000
111	Asset Management	Enterprise Asset/Work Order Management System	251,164
114	Field Road Administration Office	Corporate Space & Site Planning	75,000
115	Human Resources	Worksafe BC Certificate of Recognition	8,000
135	Corporate Sustainability Services	Corporate Energy Management Program	60,000
210	Gibsons & District Fire	Gibsons & District Fire - Ladder Truck Replacement	166,099
210/650	Gibsons & District Fire/Community Parks	Frank West / Cliff Mahlman Roof Replacement	150,000
210	Gibsons & District Fire	Gibsons & District Fire SCBA Replacement	239,884
220	Emergency Telephone - 911	Chapman Creek Tower Replacement	180,000
220	Emergency Telephone - 911	Gibsons Tower Replacement	97,500
312	Fleet Maintenance	Rear Overhead Door on Fleet Wash Bay	20,000
345	Ports Services	Gambier Float Replacement	99,594
345	Ports Services	2017 Ports Repairs (Canada 150)	351,708
350	Regional Solid Waste	SWMP 5 Year Effectiveness Review	10,000
352	Sechelt Landfill	Tipping Fee Review	5,000
352	Sechelt Landfill	Purchase of Steel Plates for Daily Cover	70,000
365	North Pender Harbour Water Service	Pool Road Waterline Replacement	1,650
365	North Pender Harbour Water Service	Water Main Replacement	1,603,102
366	South Pender Harbour Water Service	Water Main Replacement	1,583,414
370	Regional Water Service	Chapman Lake Supply Expansion	4,496,491
370	Regional Water Service	Soames Well Chlorination Project	72,280
370	Regional Water Service	Universal Metering Phase 2 - Rural Areas	1,172,483
370	Regional Water Service	Zone 2 Reservoir Repairs	75,000
387	Square Bay Waste Water Plant	Square Bay WWTP Replacement	897,969
389	Canoe Rd Waste Water Plant	Septic Field System Replacement	69,870
390	Merrill Crescent Waste Water Plant	Septic Field System Replacement	59,738
500	Regional Planning	Invasive Plant Management	5,606
504	Rural Planning	Zoning Bylaw 310 re-write	75,000
506	Geographic Information Services	Orthophoto Aquisition	79,710
615	Community Recreation Facilities	GDAF - Hot Tub Replacement	146,238
615	Community Recreation Facilities	Recreation Facilities Capital Renewal Projects	160,000
615	Community Recreation Facilities	Fall Protection & Hazardous Materials Audit	19,150
615	Community Recreation Facilities	SAC - Pool Leak Testing and Repair	160,000
615	Community Recreation Facilities	SAC - Building Envelope Panel Drying	250,000
640	Gibsons & Area Library	HVAC Unit Replacement	125,000
650	Community Parks	Coopers Green Park Hall & Parking Design Plans	109,002
650	Community Parks	Granthams Hall Restoration	376,142
650	Community Parks	Playground Surface Replacement	24,912
650	Community Parks	Katherine Lake Park Accesibility Project	2,041
650	Community Parks	Parks Unit 1 Truck Replacement	80,500
650	Community Parks	Gambier Island Community Information & Amenities	3,058
650	Community Parks	Signage Upgrade Project	15,502
650	Community Parks	Parks Bridge Engineering Assessments & Capital Plans	25,000
650	Community Parks	Hazard Tree Assessment Plan	3,349
650	Community Parks	Parks Bridge Capital Maintenance	19,630
650	Community Parks	Eric Cardinal Hall Hot Water Tank Replacement	4,000
650	Community Parks	Suncoaster Trail Detailed Planning	57,500
665	Bicycle & Walking Paths	Area B - Redrooffs from Highway 101 to Mintie	140,964
665	Bicycle & Walking Paths	Area D - Beach Avenue South of Flume Park	44,521
665	Bicycle & Walking Paths	Area D - Lower Road Planning for Remaining Sections	8,694
665	Bicycle & Walking Paths	Area D - Planning for Roberts Creek Village to Pier	9,847
665	Bicycle & Walking Paths	Area E - Gower Pt. Rd from Secret Beach to Gibsons	89,189
665	Bicycle & Walking Paths	Area E - Highway 101 Maintenance Repairs	32,532
667	Area A Bicycle & Walking Paths	Lily Lake Area Bicycle and Walking Path Project	160,510
			\$ 14,130,543

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Function No.	Project Title	Description	Carry-Forward Amounts	Service Participants	Affected Areas (A-F, Regional, Islands)	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
CORPORATE SERVICES														
110 / 520	Scan / Transfer Building Permit Microfiche to Portable Document Format (PDF) (3 year project)	Developing scope of work; RFP closed Aug 18; proposal review underway; contract awarded; Project kick-off meeting Oct 18.	\$ 50,000.00	Regional	Regional									
110	Director Remuneration - Base Operating Budget Increase	Additional Director from District of Sechelt resulting from census change.	M-BC	Regional	Regional		\$ 20,000.00	1	1-Taxation					
110	Replace Director Tablets - Base Operating Budget Increase	Replace Director tablets on 4-year election cycle.	M-BC	Regional	Regional		\$ 13,500.00	4	4-Reserves					
110	Update Electronic Document Management System to a new version of Content Server 16	Content Server 16 is a major software update that provides enhanced workflow functionality for records mangement functions. Keeping up to date with new software versions ensures ongoing maintenance support from OpenText, the supplier of SCRD core document and records management software solution.	M-BC	Regional	Regional		\$ 50,000.00	4	4-Reserves					
111	Asset Management Support	Funding for additional one-time support to assist with data collection	\$ 37,000.00	Regional	Regional									
111	Enterprise Asset/Work Order Management System	Software implementation complete; utilization of remaining grant funding for trainign and system optimization	\$ 251,164.00	Regional	Regional									
114	Corporate Space and Site Planning	Organizational capacity - planning to continue into Q1 of 2018.	\$ 75,000.00	Regional	Regional									
115	Human Resources	WorksafeBC COR Program (Certificate of Recognition)	\$ 8,000.00	All	All									
117	Increase Capital Replacements of Information Technology Equipment	Increase annual capital funding for IT equipment replacement from \$150,000 to \$200,000 due to the lifecycle of the existing equipment inventory.	M-BC	All	All		\$ 50,000	3	3-Support Services					
131	Ballot Tabulators	Contracted services to provide vote tabulating machines for 2018 local government election.	OTHER	A, B, D, E, F	A-F, Islands, SD46		\$ 25,000.00	4	4-Reserves					
135	Corporate Energy Management Program	Scope of work for energy audits coordinated with Asset Management Plan completed. Work will carryforward.	\$ 60,000.00	All	Regional									

Function No.	Project Title	Description	Carry-Forward Amounts	Service Participants	Affected Areas (A-F, Regional, Islands)	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
506 / 510	Ortho-Photo Acquisition	Provide aerial photography suitable for color orthophoto mapping for SCRD areas. RFP selection awarded with contractor to complete work by Summer 2018 when aerial photography conditions are favourable.	\$ 79,710.00	All	All									
640	Gibsons and District Library - HVAC Unit Replacement	Project plan has been developed and project is in progress.	\$ 125,000.00	E, F and TOG	E, F and TOG									
SUBTOTAL CS			\$ 685,874.00				\$ 158,500.00			-				-
PLANNING AND COMMUNITY DEVELOPMENT														
210 / 650	Frank West Hall / Cliff Mahlman Fire Station Roof Replacement	Roof replacement for Frank West Hall and Cliff Mahlman Fire Station. 50/50 cost share between Gibsons Fire and Community Parks.	\$ 150,000.00	A, B, D, E, F and ToG	E, F and ToG									
210	Ladder truck replacement	Ladder truck replacement project is scheduled for final delivery in Q1, 2018	\$ 166,099.00	E, F and ToG	E, F and ToG									
210	Gibsons & District Fire SCBA Replacement	Replacement of SCBA and filling station compressor	\$ 239,884.00	E, F and ToG	E, F and ToG									
210	Preventative Maintenance Program - Cliff Mahlman Fire Hall	Implementation of a preventative maintenance and minor repairs program at the Cliff Mahlman fire hall.	M-BC	E, F and ToG	E		\$ 7,500.00	1	1-Taxation					
210	Gibsons and District Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Current equipment is outdated resulting in increased repair and replacement costs. Total 50 pagers require replacing	M-BC	E, F and ToG	E, F and ToG		\$ 32,481.20	4	4-Reserves					
210	Gibsons and District VFD - Paint Exterior of the North Road Fire Hall	The exterior of the GDVFD North Road fire hall is in need of a coat of paint.	LCHV	E, F and ToG	ToG		\$ 15,000.00	1	1-Taxation					
210	Gibsons and District Volunteer Fire - Fire Prevention Officer Vehicle	Replace 2002 Ford Ranger used to conduct fire and life safety inspections - would require light and siren package for emergency response	OTHER	E, F and ToG	E, F and ToG		\$ 75,000.00	4	4-Reserves					
210-218	Volunteer Fire Department Document System - Fire Pro 2 Software Package	Records management program specifically for fire departments and includes all components that are required for the proper and legal management of a department. Annual service contract will be approximately \$2,000.	OTHER	A, B, D, E, F and TOG	A, B, D, E, F and TOG		\$ 10,000.00	4	4-Reserves	Annual Service Contract will be approximately \$2,000				

Function No.	Project Title	Description	Carry-Forward Amounts	Service Participants	Affected Areas (A-F, Regional, Islands)	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
212	Roberts Creek VFD Roof Replacement	Low-slope SBS roof replacement required as outlined in a roof condition assessment. Budget for the replacement was developed based on preliminary conceptual design, estimated area and quantity measurements as well as unit rate estimates. Final scope to be determined when specifications and drawings are prepared.	CM-IAF	D	D		\$ 150,000.00	4	4-Reserves					
212	Roberts Creek Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Current equipment is outdated resulting in increased repair and replacement costs. Total of 30 pagers require replacing	M-BC	D	D		\$ 19,488.72	4	4-Reserves					
212	Roberts Creek Volunteer Fire Department Site Design	Create a detailed site and space design plan to examine efficiencies and options for the facility.	OTHER	D	D		\$ 5,000.00	4	4-Reserves					
216	Halfmoon Bay VFD Capital Reserve Increase	Increase annual contribution to capital reserves from \$40,000 to \$75,000 for ongoing mainteance and replacement of existing assets.	IFP	B	B		\$ 35,000.00	1	1-Taxation					
216	Halfmoon Bay Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Current equipment is outdated resulting in increased repair and replacement costs. Total of 35 pagers require replacing	M-BC	B	B		\$ 22,736.84	4	4-Reserves					
218	Egmont and District Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Current equipment is outdated resulting in increased repair and replacement costs. Total of 18 pagers require replacing	M-BC	A	A		\$ 11,693.23	4	4-Reserves					
220	Chapman Creek Tower Replacement	All of the radio towers that serve the 911 broadcast system were under designed when initially installed. They have all failed a independent review and are at risk of failing completely. The Chapman Creek and Gibson towers are the most critical and need to be replaced	\$ 180,000.00	All	All									
220	Gibsons Tower Replacement	these two towers are a priority based on their condition. The other towers will be replaced over the next several years.	\$ 97,500.00	All	All									

Function No.	Project Title	Description	Carry-Forward Amounts		Service Participants	Affected Areas (A-F, Regional, Islands)	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
220	911 Tower and Spectrum Upgrading	Applications to Industry Canada for several new radio channels that will give each fire department their own talk back channel to fire dispatch	CM-RC		All	All		\$ 25,000.00	1	1-Taxation					
345	Gambier Float Replacement	Awarded in March 2017. Engineering completed September 2017.	\$ 99,594.00	B, D, E, F including Islands	F Islands										
345	Ports Repairs 2017	Scoping work underway. Engineer/project manager hired; material specifications and project designs to be completed in September, tendering to follow.	\$ 351,708.00	B, D, E, F including Islands	B, D, E, F including Islands										
345	Ports Approach Load Rating and Ports Safety Audit	Establish load ratings for SCRD ports where vehicles can be driven on approach. Review facility safety and audit missing or damaged safety equipment	CM-S		B, D, E, F and Islands	B, D, E, F and Islands		\$ 20,000.00	4	4-Reserves	\$12,500 for Approach and \$7,500 for Audit; Funding from operating reserves.				
345	Ports 5 Year Capital Plan Repairs	Capital repairs to Halkett Bay approach, West Bay float per the 5-year ports capital plan. Engineering complete and a supporting Staff Report will be presented in January 2018.	M-BC		B, D, E, F and Islands	B, D, E, F and Islands		\$ 130,000.00	1	1-Taxation					
345	Ports - Vaucroft Capital Works	Approach, decking and float replacement. Work driven by facility inspections. Engineering complete and a supporting Staff Report will be presented in January 2018.	M-BC		B, D, E, F and Islands	B		\$ 450,000.00	5	5-Other (Debt, Grant, Fees, etc.)	Long term debt				
400	Cemetery Base Budget Adjustment	Cost increases for contracted services and materials. A proposal to amend fees and charges to recover a portion of the increase will be brought forward Q1 2018.	M-BC					\$ 10,000.00	1	1-Taxation	\$5,000 to be funded through user fees. Contracted service and cost of goods sold increase.				
400	Cemetery Business Plan	Complete a business plan for Cemetery service. Seaview Cemetery currently has 5-year supply for burial plots. This review would assess current operations and future opportunities, taking into account demographic trends and changing social preferences	M-BC					\$ 25,000.00	4	4-Reserves					
500	Invasive Plant Management	Staff are working with a consultant and other governmental land-managers to create a regional invasive plant management strategy. Expected completion is February 2018.	\$ 5,606.00	A-F	A-F										
504	Zoning Bylaw 310	Staff are preparing a project brief and background research for scope work for RFP. RFP released and open until June 23rd. Consultant selected. Initial meeting conducted in August.	\$ 75,000.00	A-F	B-F										

Function No.	Project Title	Description	Carry-Forward Amounts		Service Participants	Affected Areas (A-F, Regional, Islands)		Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
540	Dike Maintenance (Dakota Creek)	Vegetation management and log debris removal on Provincial Flood Protection dike at Hillside Industrial Park.	CM-RC	Regional	F		\$	10,000.00	1	1-Taxation						
540	Hillside Development Project Business Plan	Complete a business plan to examine the best uses of the remaining property owned by SCRD and most appropriate/enabling zoning for other private lands in the area including potential infrastructure requirements.	LCHV	Regional	Regional		\$	60,000.00	1	1-Taxation	Potential grant opportunity of up to \$30,000 through ICET program - Investment Attraction Tools					
615	Fall Protection Audit and Hazardous Materials Audit for Recreation Facilities	Scoping complete. Fall initiation anticipated.	\$ 19,150.00	B, D, E, F (except F Islands)	ToG, DoS											
615	Community Recreation Facilities Capital Renewal Projects	Projects funded through annual Capital Renewal Funding	\$ 160,000.00	All excluding A, F islands	ToG											
615	Pool Leak Repair at Sechelt Aquatic Centre (SAC)	Pool leak testing and repair	160,000	All excluding A, F islands	DoS											
615	Wall Panel Repair at Sechelt Aquatic Centre (SAC)	Panel Drying and Repair	250,000	All excluding A, F islands	DoS											
615	Hot Tub Replacement, Gibsons and District Aquatic Facility (GDAF)	Construction manager and trades hired. Demolition completed. Communications plan to support new timeline in place.	\$ 146,238.00	B, D, E, F (no islands), DoS, ToG and SIGD	ToG											
615	Recreation Fitness Equipment Replacement	Exercise equipment at Sechelt Aquatic Centre and Gibsons and Area Community Centre dating from facility opening is at end of life. Equipment is suffering more frequent breakdowns and can no longer be serviced. Exercise equipment is not included in the 20-Year Recreation Facilities Capital Budget as it is not a 'critical' asset from the perspective of the building. The equipment is essential to business continuity.	M-BC				\$	251,650.00	4	4-Reserves	Might be 2 year project					
615	Water Efficiency Plan Sunshine Coast Arena (SCA)	Investigate and develop a plan for water to reduce water consumption at ice facilities for ice making. Study to include cooling system efficiency measures, water capture, desktop well study.	IFP	All excluding A, F Islands	DoS		\$	25,000.00	1	1-Taxation						

Function No.	Project Title	Description	Carry-Forward Amounts		Service Participants	Affected Areas (A-F, Regional, Islands)		Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
615	Recommission hot water heat recovery system. Gibsons and Area Community Center (GACC)	Recommission the domestic hot water preheat recovery system. Includes engineering and plumbing changes needed to optimize the system.	IFP	All excluding A, F Islands	ToG		\$	12,000.00	4	4-Reserves						
625	PHAFC Hot Water Tank Replacement	Replacement of hot water tank (installed 2002); beyond life expectancy of 7-10 years. This is the final of 3 tanks due for replacement. Replacement tank will be more energy efficient.	CM-IAF	A	A		\$	9,000.00	4	4-Reserves						
625	PHAFC - Base Operating Budget Adjustment	Increase base operating budget expenses by \$20,000. Costs have increased in the following budget lines: Contracted Services; Travel/Mileage; Telecommunications; Materials and Supplies; Rentals and Leases; Insurance; Advertising; Water; LIFE; Repairs and Maintenance. Existing user fee revenue is sufficient to offset this increase; budgeted user fee revenue will be adjusted to align with actuals.	M-BC	A	A		\$	20,000.00	2	2-User Fees						
625	PHAFC Bathroom Partitions	Bathroom cubicle partitions divididing bathroom stalls and in the family change room are rusting out, causing damage to floor tiles and separation from floor and ceiling braces (cut, pinch and falling hazard). New partitions have 20-25 expected service life.	M-BC	A	A		\$	10,000.00	4	4-Reserves						
625	PHAFC - Replacement of Stereo System	Install new system for fitness room and main pool area spaces. Current systems are showing age and beginning to show signs of disrepair. New system will allow for microphone usage for instructor safety and allow for increased communication between the two areas.	LCHV	A	A		\$	11,000.00	4	4-Reserves						
650	Coopers Green Park - Hall and Parking Design Plans	Approval from MoTI for parking on road right of way received. Application approved by Board of Variance (2016-Sep-30). Consulting with shishálh nation re archaeological review. Engagement activities completed. RFP released May 19. Archaeology permit application confirmed. Task Force applications being collated for Board appointment. Architect hired; Task Force underway.	\$ 109,002.00	All EA's including Islands	B											

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650	Gambier Island Community Information and Amenities	Trail questionnaire conducted in June 2016. Community meeting to share results is on July 16 2016. Bench has been installed. Picnic table and kiosk to still be installed upon completion of trail network planning process. Trail planning process task force commences 2017-May-27. Task Force nearing completion.	\$ 3,058.00	All excluding Munis	F									
650	Signage Upgrade	Ongoing installation of Phase 1 and 2. 2017 Phase 3 \$20,000 is to be taxed in 2017. Seeking collaboration with First Nations on names/translation.	\$ 15,502.00	All EA including Islands	All EA including Islands									
650	Granthams Hall Restoration	Working with Community to support grants and fundraising initiatives. Architect selected and staff continue to work with community. Drawings of existing structure received. Site survey to be completed. Hazardous material testing complete. Received renovation options. Open house/option selection on September 22, 2016. Design option selected, waiting on grant updates. Design and engineering complete; implementation funding plan in place pending grant application results.	\$ 376,142.00	All EA's including Islands	F									
650	Playground Surface Replacements	Completed in some parks identified for substructure for safety. Planning for project completion underway.	\$ 24,912.00	All EA's including Islands	A, B, D, E									
650	Parks Bridge Engineering Assessments / Capital Plans	Engineer selection process completed. Work to commence late September.	\$ 25,000.00	A, B, D, E, F	A-F including Islands									
650	Hazard Tree Assessment Plan / Phase 1 Assessment	Started draft plan and some progress on internal assessments, scopes of work. Training conducted in hazard tree assessments training for use of chain saws to aid in the implementation.	\$ 3,349.00	A, B, D, E, F	A-F including Islands									
650	Parks Bridge Capital Maintenance	Project brief completed and selection of new area for bridge and trees to use for bridge has been confirmed. Work on hold due to dry forest conditions and fire risk.	\$ 19,630.00	A, B, D, E, F	A-F including Islands									
650	Parks Unit 1 Truck Replacement	Replacement of heavy duty parks truck.	\$ 80,500.00	A, B, D, E, F	A-F including Islands									

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650	Eric Cardinal Hall Hot Water Tank Replacement	Scoping complete. Grant opportunities being reviewed. Still hope to complete but may be a carry forward.	\$ 4,000.00	A, B, D, E, F	F									
650	Katherine Lake Park Accessibility project	Accessibility improvements at Katherine Lake Park	\$ 2,041.00	A, B, D, E, F	A									
650	Suncoaster Trail Detailed Design	Suncoaster trail detailed planning and design - Halfmoon Bay to Langdale Ferry	\$ 57,500.00	All EA's including Islands	B, D, E, F									
650	Regional Parks - Minor Capital Repairs Funding	Annual capital funding to support minor capital repairs for parks facilities such as stairs, railings, shelters, fences. This initiatives addresses key pieces of aging infrastructure and supports quality user experience and risk management. Asset management work continues and will provide detailed plans for parks facilities.	M-BC	A, B, D, E, F	A, B, D, E, F		\$ 20,000.00	4	4-Reserves	Operating Reserves - addressing imminent concerns				
650	In Camera Project	IN CAMERA REPORT	OTHER											
665	Area B Highway 101 to Mintie Road - Planning and Construction	Waiting for permit from MoTI. Applied for 2016 Bike BC grant. ROW denied so rerouting and engineering plan is completed. Legal survey in completed. Legal Survey complete. Carry forward. On hold.	\$ 140,964.00	B, D, E, F	B									
665	Area D - Beach Avenue (south of Flume Park) curb retrofit - Construction	Drainage issues and catch basin required. Plans are being reviewed by MoTI. On hold.	\$ 44,521.00	B, D, E, F	D									
665	Area D- Lower Road - Planning	Concept plans being reviewed by MoTI. Consultation required. On hold.	\$ 8,694.00	B, D, E, F	D									
665	Area D - Roberts Creek Village to Pier - Planning	Concept plans being reviewed by MoTI. On hold.	\$ 9,847.00	B, D, E, F	D									
665	Area E - Highway 101 Maintenance Repairs - East of Poplars Park (Phase I)	MoTI has completed internal engineering survey and is examining their funding and options. Pending response from MoTI. On hold.	\$ 32,532.00	B, D, E, F	E									
665	Area E - Gower to Gibsons - Construction	Survey completed. SROW's required with property owners. On hold.	\$ 89,189.00	B, D, E, F	F									
667	Lily Lake Path (Area A) - Planning and Engineering	Engineering is completed for all sections. Waiting on permit for construction from MoTI. Applied for MOTI Permits. Construction on hold.	\$ 160,510.00	A	A									
	SUBTOTAL PCDC		\$ 3,307,672.00				\$ 1,472,550.00				-			\$ -

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INFRASTRUCTURE SERVICES														
310	Transit Drivers - Uniform Issuance	Driver uniform program - Article 25 [c] of the Collective Agreement compels initial issuance of shirts, pants, jackets, vests, along with annual and bi-annual replacement of same.	CM-RC	All excluding A	All excluding A		\$ 4,500.00	1	1-Taxation					
310	Preventative Maintenance Program - Transit	Implementation of a preventative maintenance and minor repairs program at the Transit buildings.	M-BC	All except A	Regional		\$ 14,000.00	1	1-Taxation					
312	Wash Bay Overhead Door	Installation of wash bay overhead door at Fleet facility	\$ 20,000.00	All	Regional									
350	Solid Waste Management Plan 5-Year Effectiveness Review	Funds are for consultant services to complete a 5-year effectiveness review of the SWMP. MoE mandated.	\$ 10,000.00	Regional	Regional									
350-352	Tipping Fee Review	Review and update incentive based tipping fees	\$ 5,000.00	Regional	Regional									
350	2018 WildSafeBC Program	One-time expense. Funds are for the SCRD to continue to be the host organization for a WildSafeBC Community Coordinator. SCRD has been the host organization from 2006-2008 and 2012-2017. Funded in prior years from taxation.	LCHV	Regional	Regional		\$ 5,500.00	1	1-Taxation					
351-352	Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station	One-time expense. Condition assessments have not been completed for either site. The condition assesement will identify if there are any safety hazards or any imminent asset failure concerns. This will inform asset management planning. Fund from operating reserves.	IFP	Regional	Regional		\$ 40,000.00	4	4-Reserves	Potential funding of \$15,000 available through an Asset Management Planning Grant				
351	Site Improvement at Pender Harbour Transfer Station	One-time expense. Funds are to pay on-site operator to develop bays for the drop-off bins, resulting in improved traffic flow and other site efficiencies.	OTHER	Regional	Regional		\$ 10,000.00	4	4-Reserves	Operating Reserves				
352	Purchase of Steel Plates	Purchase of steel plates for daily landfill cover	\$ 70,000.00	Regional	Regional									

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352	Sechelt Landfill Generator Replacement	One-time expense. Existing generator has exceeded its' effective life. Generator is used as back-up power to supplement power provided by solar panels. Sechelt Landfill is off-grid and relies on solar power and the generator. Funds are for purchase and installation. Fund from operating reserves.	CM-IAF	Regional	Regional		\$ 12,000.00	4	4-Reserves					
352	Sechelt Landfill Environmental Monitoring Plan Update	One-time expense. Funds are for consultant services to update the Sechelt Landfill Environmental Monitoring Plan. MoE mandated to be completed by April 30, 2018. Fund from operating reserves.	CM-RC	Regional	Regional		\$ 9,500.00	4	4-Reserves					
352	Sechelt Landfill Geotechnical and Seismic Assessment Update	One-time expense. Funds are for consultant services to update the Sechelt Landfill Geotechnical and Seismic Assessment. MoE mandated to be coompleted by April 30, 2018. Fund for operating reserves.	CM-RC	Regional	Regional		\$ 6,200.00	4	4-Reserves					
352	Sechelt Landfill 4 x 4 Truck Replacement	One-time expense. Existing 4x4 Ford Ranger truck has exceeded its' effective life and excessive maintence costs incurred. Fund from operating reserves. A used vehicle is being considered.	M-BC	Regional	Regional		\$ 25,000.00	4	4-Reserves					
365	Pool Road Waterline Replacement	Replacement of 2" PVC waterline on Pool Road.	\$ 1,650.00	A and SIGD	A									
365	North Pender Harbour Water Main Upgrades	Grant funded capital project for the replacement of approximately 2,750 metres of water mains within the North Pender Harbour Water Service Area.	\$ 1,603,102.00	Area A - North Pender Water	A									
365	North Pender Harbour Water - Demand Reduction Rebate Programs	Rebate expenses associated with a demand reduction rebate program. Report to come to December ISC.	SP	A and SIGD	A		\$ 1,500.00	2	2-User Fees	User Fees (existing); re-allocated from existing Toilet Rebate budgeted amount.				
365	North Pender Harbour Water - Base Operating Budget Increase	Additional funding required to maintain current service levels. Increase required to the operating budget to accommodate increases in consumables (fuel), delivery expenses, contracted services, and material expenses.	M-BC	Area A - North Pender Water	A	6	\$ 15,500.00	2	2-User Fees					
366	South Pender Harbour Wate Main Upgrades	Grant funded capital project for the replacement of approximately 2,750 metres of water mains within the South Pender Harbour Water Service Area.	\$ 1,583,414.00	Area A - South Pender Water	A									

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366	South Pender Harbour Water - Base Operating Budget Increase	Additional funding required to maintain current service levels. Increase to the operating budget to accommodate increases in consumables expenses, hydro electricity expenses and fuel.	M-BC	Area A - South Pender Water	A	7	\$	16,000.00	2	2-User Fees						
366	South Pender Harbour Water - Demand Reduction Rebate Programs	Rebate expenses associated with a demand reduction rebate program. Report to come to December ISC.	SP	A	A		\$	2,000.00	2	2-User Fees	User Fees (existing); re-allocated from existing Toilet Rebate budgeted amount.					
366	South Pender Harbour Water (Utility Services) - Vehicle Replacement	Vehicle replacement of Unit #450, a mid-size pickup that is in need of replacement.	OTHER	A	A		\$	30,000.00	5	5-Other (Grant, Fees, etc.)	MFA 5 year Equipment Financing Loan					
370	Soames Well Chlorination Project	Design and construction of a permanent chlorination system for the Soames Point water system.	\$	72,280.00	Regional	F										
370	Chapman Lake Supply Expansion	Engineering design, environmental consultation and construction associated with additional water access at Chapman Lake	\$	4,496,491.00	Regional	D										
370	Universal Water Metering Phase 2 - Rural Areas	Installation of water meters on all service connections within the SCRD Electoral Areas.	\$	1,172,483.00	A, B, D, E, F, F Islands and DOS	All										
370	Zone 2 Reservoir Repairs	Repairs of Zone 2 reservoir chambers.	\$	75,000.00	Regional	All										
370	Langdale Well - Pump Station Upgrade	Replacement of aged primary pump and additional components of the Langdale well pump station that require necessary repairs and upgrades.	CM-IAF	Regional	F		\$	100,000.00	4	4-Reserves						
370	Regional Water - Base Operating Budget Increase - Chapman Lake Expansion Project and Chapman Creek Flow Meter Calibration	Increases to base operating budgets: to accommodate annual monitoring requirements by BC Parks associated with the Chapman Lake Expansion project permit; to accommodate annual calibration of the Chapman Creek flow meter as required by MFLNRO; and for annual expenses associated with the Snow Survey and Weather Monitoring Stations.	CM-RC	Regional	A, B, D, E, F, DOS			35,000	2	2-User Fees						
370	Regional Water - Base Operating Budget Increase - Water Sampling	Increase the base operating budget to accommodate additional annual sampling requirements by the Ministry of Health as follows: Regional Water system regulatory sampling: \$30,100. Well Protection sampling \$5,000.	CM-RC	Regional	A, B, D, E, F, DOS			35,100	2	2-User Fees						

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370	Regional Water - Well Protection Planning - Phase 2	Implementation of recommendations identified in the 2017 Well Protection Plan report (Associated Environmental, 2017). Replace pit, surface seal and reroute storm drainage at Chaster Well.	CM-RC	Regional	E				50,000	4	4-Reserves					
370	Regional Water - Exposed Water Main Rehabilitation	Capital asset remediation work on exposed water main sections.	M-BC	Regional	B, D, DOS			\$	112,500.00	4	4-Reserves					
370	Regional Water - Demand Reduction Rebate Programs	Rebate expenses associated with a demand reduction rebate program. Report to come to December ISC.	SP	Regional	A, B, D, E, F, DOS			\$	25,000.00	2	2-User Fees	User Fees (existing); re-allocated from existing Toilet Rebate budgeted amount.				
370	Chapman WTP Chlorination System Upgrade	Chlorination system upgrade at the Chapman WTP based on recommendations from Opus DaytonKnight's 2017 feasibility study. Report to be presented to December 2017 Infrastructure Services Committee.	IFP	Regional	B, D, E, F, DOS				TBD			Funding Source pending				
370	Regional Water - Groundwater Investigation - Stage 2	Test drilling of sites identified in the Groundwater Investigation Report (Waterline, 2017) to determine potential yield and water quality of recommended well sites.	IFP	Regional	E, F, DOS			\$	325,000.00	4	4-Reserves					
370	Regional Water - Universal Water Meter Installations - Phase 3 - District of Sechelt	SCRD's universal water metering installation program involving the installations of residential and commercial water meters within the District of Sechelt.	IFP	Regional	DOS, SIGD			\$	5,896,550.00	5	5-Other (Grant, Fees, etc.)	GSPF Grant (application decision pending)				
370	Regional Water Storage Capacity	In the 2013 Comprehensive Regional Water Plan (CRWP) it is recommended to construct a storage lake adjacent to the Chapman Creek Water Treatment Plant. The concept consists of a lined constructed raw water storage facility with a new intake on Chapman Creek. This storage facility is identified as a long term project in the CRWP, however due to the establishment of the Water Sustainability Act by the Province of BC, requirements have changed from the 2013 concept related to licensing and land tenure. Staff recommend moving the investigation of water storage forward which would include site identification, preliminary engineering and costing.	IFP	Regional	Regional			\$	200,000.00	1	4-Reserves					

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370	Regional Water (Utility Services)- Vehicle Replacements	Vehicle replacements of Units 426 and 447. Both units are heavy duty trucks with service bodies and have exceeded their economical life. Vehicle replacement of Unit # 434, a mid-size pickup that is in need of replacment.	OTHER	Regional	All		\$ 200,000.00	5	5-Other (Grant, Fees, etc.)	MFA 5 year Equipment Financing Loan				
387	Square Bay WWTP Replacement	Engineering design and construction of a replacement wastewater treatment plant for the Square Bay wastewater service area.	\$ 897,969.00	All EA's including Islands	B									
389	Canoe Road Septic Field System Replacement	Engineering design and construction of a new septic field and collection mains for the Canoe Road wastewater service area.	\$ 69,870.00	Canoe Road Wastewater Treatment Service Area	A									
390	Merrill Crescent Septic Field Replacement	Engineering design and construction of a new septic field for the Merrill Crescent wastewater service area.	\$ 59,738.00	Merrill Crescent Wastewater Treatment Service Area	A									
	SUBTOTAL ISC		\$ 10,136,997.00				\$ 7,170,850.00				-			\$ -
	Net Cost of Budget Proposals		\$ 14,130,543.00				\$ 8,801,900.00				-			\$ -
							TOTALS:							
							\$ 561,500.00	1	1-Taxation					
							\$ 150,100.00	2	2-User Fees					
							\$ 50,000.00	3	3-Support Services					
							\$ 1,463,750.00	4	4-Reserves					
							\$ 6,576,550.00	5	5-Other (Debt, Grant, Fees, etc.)					
							\$ 8,801,900.00	TOTAL OF ALL PROJECTS						