



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

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

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

- | | |
|--|----------------------|
| 2. Senior Manager, Administration and Legislative Services – 2018 Meeting Schedule
(Voting – All Directors) | Annex A
pp. 1-14 |
| 3. Senior Manager, Administration and Legislative Services – Board Composition and Voting Strength Resulting from Certified Census
(Voting – All Directors) | Annex B
pp. 15-16 |
| 4. Senior Manager, Administration and Legislative Services – Sakinaw Ridge Sewage Treatment System
(Voting – All Directors) | Annex C
pp. 17-21 |
| 5. Senior Manager, Administration and Legislative Services – Boarding Fees for Impounded Dogs
(Voting – A, B, D, E, F, SIGD) | Annex D
pp. 22-23 |
| 6. Manager, Financial Services – Corporate General Ledger and Budget Variance Report 3 rd Quarter (Year to Date Variance by Service not included 92 pages)
(Voting – All Directors) | Annex E
pp. 24-28 |
| 7. Manager, Solid Waste Services – Regional Solid Waste Variance Report – 3 rd Quarter
(Voting – All Directors) | Annex F
pp. 29-30 |
| 8. General Manager, Planning and Community Development – Recreation Facilities Variance Report – 3 rd Quarter
(Voting – All Directors) | Annex G
pp. 31-32 |

- | | |
|---|----------------------|
| 9. General Manager, Planning and Community Development –
Building Inspection Variance Report – 3 rd Quarter
(Voting – All Directors) | Annex H
pp. 33-34 |
| 10. Manager, Transit and Fleet – Public Transit Variance Report – 3 rd
Quarter
(Voting – All Directors) | Annex I
pp. 35-36 |
| 11. Financial Analyst – Investments and Reserves
(Voting – All Directors) | Annex J
pp. 37-42 |

COMMUNICATIONS

- | | |
|--|------------------|
| 12. Municipal Finance Authority of BC – Honourable Mention for
Community Excellence Award
(Voting – All Directors) | Annex K
p. 43 |
|--|------------------|

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

AUTHOR: Sherry Reid, Deputy Corporate Officer

SUBJECT: 2018 MEETING SCHEDULE

RECOMMENDATION(S)

THAT the report titled 2018 Meeting Schedule be received;

AND THAT the 2018 Meeting Schedule be adopted as presented.

BACKGROUND

The schedule of meetings of the Sunshine Coast Regional District (SCRD) Board, its Standing Committees and the Transportation and Policing Committees is adopted annually by the Board. Changes to the meeting schedule can be made throughout the year as required by Board resolution.

DISCUSSION

The proposed schedule is attached as “Attachment A”. Most months, the schedule of meetings follows the standard timing as noted below.

Board	2 nd and 4 th Thursdays (1:30 p.m.)
Planning & Community Development Committee	2 nd Thursday (9:30 a.m.)
Infrastructure Services Committee	3 rd Thursday (9:30 a.m.)
Corporate & Administrative Services Committee	4 th Thursday (9:30 a.m.)
Policing Committee	Quarterly on the 3 rd Thursday of the month in January, April, July, and October (1:30 p.m.)
Transportation Committee	Quarterly on the 3 rd Thursday of the month in January, April, July, and October (2:45 p.m.)

The suggested exceptions to the above are as follows:

August

- No meetings – summer break

September

- Planning and Community Development Committee and Regular Board moved to September 6th (at 9:30 a.m. and 1:30 p.m. respectively) to accommodate Directors attending the UBCM Convention.

November

- The Inaugural Board meeting is scheduled for November 8th at 1:30 p.m.
- Planning and Community Development Committee and Regular Board moved to November 15th to accommodate the Inaugural Board meeting. Planning and Community Development is scheduled for 9:30 a.m., Infrastructure Services Committee is rescheduled to 1:30 p.m. and the Regular Board meeting will follow Infrastructure Services.

December

- Only one Board meeting scheduled in December.
- Corporate and Administrative Services Committee moved to 1:30 p.m. on December 20th following Infrastructure Services Committee to accommodate the Field Road holiday office closure.
- Office closed on December 25th, 26th and January 1st in recognition of Christmas Day, Boxing Day and New Year's Day. Office closed December 27th, 28th and 31st for the holiday office closure. Office to re-open on Wednesday, January 2nd, 2019.

Please note that Round 1 and 2 Budget meetings for January and March (previously approved) are included on the schedule.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

Staff are seeking approval for the 2018 Meeting Schedule.

Attachment: 2018 Meeting Schedule

Reviewed by:			
Manager		Finance	
GM		Legislative	X-A. Legault
CAO	X – J. Loveys	Other	

Attachment A

January 2018

January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 31	Jan 1, 18 New Year's Day STAT	2	3	4	5	6
7	8	9	10	11 9:30am Planning and Community Development 1:30pm Regular Board	12	13
14	15	16	17	18 9:30am Infrastructure Services 1:30pm Policing 2:45pm Transportation	19	20
21	22 9:30am Special Corporate and Administrative Services (R1 Budget)	23 9:30am Special Corporate and Administrative Services (R1 Budget)	24	25 9:30am Corporate and Administrative Services 1:30pm Regular Board	26	27
28	29	30	31 Local Government Leaders	Feb 1	2	3

February 2018

February 2018							March 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	4	5	6	7	1	2	3
11	12	13	14	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1 Local Government Leadership Academy - Richmond	2	3
4	5	6	7	8 9:30am Planning and Community Development 1:30pm Regular Board	9	10
11	12 Family Day STAT	13	14	15 9:30am Infrastructure Services	16	17
18	19	20	21	22 9:30am Corporate and Administrative Services 1:30pm Regular Board	23	24
25	26	27	28	Mar 1	2	3

March 2018

March 2018							April 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	Mar 1	2	3
4	5 9:30am Special Corporate and Administrative Services (R2 Budget)	6 9:30am Special Corporate and Administrative Services (R2 Budget)	7	8 9:30am Planning and Community Development 1:30pm Regular Board	9	10
11	12	13	14	15 9:30am Infrastructure Services	16	17
18	19	20	21	22 9:30am Corporate and Administrative Services 1:30pm Regular Board	23 Centre for Civic Governance High Ground Forum - Var	24
25	26	27	28	29	30 Good Friday STAT	31

April 2018

April 2018							May 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 1	2 Easter Monday	3	4	5	6	7
8	9	10	11	12 9:30am Planning and Community Development 1:30pm Regular Board	13 AVICC (Association of Vancouver Island and Coastal Cor	14
15 AVICC (Association of Va	16	17	18	19 9:30am Infrastructure Services 1:30pm Policing 2:45pm Transportation	20	21
22	23	24	25	26 9:30am Corporate and Administrative Services 1:30pm Regular Board	27	28
29	30	May 1	2	3	4	5

May 2018

May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	8	9
20	21	15	16	17	18	19	17	18	19	20	21	15	16
27	28	22	23	24	25	26	24	25	26	27	28	22	23

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 29	30	May 1	2	3	4	5
6	7	8	9	10 9:30am Planning and Community Development 1:30pm Regular Board	11	12
13	14	15	16	17 9:30am Infrastructure Services	18	19
20	21 Victoria Day STAT	22	23	24 9:30am Corporate and Administrative Services 1:30pm Regular Board	25	26
27	28	29	30	31 FCM (Federation of Canadi	Jun 1	2

June 2018

June 2018							July 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 27	28	29	30	31	Jun 1 FCM (Federation of Canadian Municipalities) Conference	2
3 FCM (Federation of Canadian Municipalities) Conference	4	5	6	7	8	9
10	11	12	13	14 9:30am Planning and Community Development 1:30pm Regular Board	15	16
17	18	19	20	21 9:30am Infrastructure Services	22	23
24	25	26	27	28 9:30am Corporate and Administrative Services 1:30pm Regular Board	29	30

July 2018

July 2018							August 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 1	2 Canada Day STAT	3	4	5	6	7
8	9	10	11	12 9:30am Planning and Community Development 1:30pm Regular Board	13	14
15	16	17	18	19 9:30am Infrastructure Services 1:30pm Policing 2:45pm Transportation	20	21
22	23	24	25	26 9:30am Corporate and Administrative Services 1:30pm Regular Board	27	28
29	30	31	Aug 1	2	3	4

August 2018

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1	2	3	4
5	6 BC Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Sep 1

September 2018

September 2018							October 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	8	8	9	10	11	12	13
16	17	18	19	20	21	15	14	15	16	17	18	19	20
23	24	25	26	27	28	22	21	22	23	24	25	26	27
30						29	28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 26	27	28	29	30	31	Sep 1
2	3 Labour Day STAT	4	5	6 9:30am Planning and Community Development 1:30pm Regular Board	7	8
9	10 UBCM (Union of BC Municipalities) Conference - Whistler	11	12	13	14	15
16	17	18	19	20 9:30am Infrastructure Services	21	22
23	24	25	26	27 9:30am Corporate and Administrative Services 1:30pm Regular Board	28	29
30	Oct 1	2	3	4	5	6

October 2018

October 2018							November 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 30	Oct 1	2	3	4	5	6
7	8 Thanksgiving Day STAT	9	10	11 9:30am Planning and Community Development 1:30pm Regular Board	12	13
14	15	16	17	18 9:30am Infrastructure Services 1:30pm Policing 2:45pm Transportation	19	20 Local General Election Voting Day
21	22	23	24	25 9:30am Corporate and Administrative Services 1:30pm Regular Board	26	27
28	29	30	31	Nov 1	2	3

November 2018

November 2018							December 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	2	3	4	5	6	7	1
11	12	13	14	8	9	10	9	10	11	12	13	14	8
18	19	20	21	15	16	17	16	17	18	19	20	21	15
25	26	27	28	22	23	24	23	24	25	26	27	28	22
				29	30		30	31					29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 28	29	30	31	Nov 1	2 Board Orientation Workshop (Time TBC)	3
4	5	6	7	8 1:30pm Inaugural Board	9 Board Orientation Workshop (Time TBC)	10
11	12 Remembrance Day STAT	13	14	15 9:30am Planning and Community 1:30pm Infrastructure Services 3:00pm Regular Board to follow ISC	16 Board Orientation Workshop (Time TBC)	17
18	19	20	21	22 9:30am Corporate and Administrative Services 1:30pm Regular Board	23	24
25	26	27	28	29	30	Dec 1

December 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 25	26	27	28	29	30	Dec 1
2	3	4	5	6	7	8
9	10	11	12	13 9:30am Planning and Community Development 1:30pm Regular Board	14	15
16	17	18	19	20 9:30am Infrastructure Services 1:30pm Corporate and Administrative	21	22
23	24	25 Christmas Day STAT	26 Boxing Day	27 Field Road Office Closure	28 Field Road Office Closure	29
30	31 Field Road Office Closure	Jan 1, 19	2	3	4	5

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

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

SUBJECT: BOARD COMPOSITION AND VOTING STRENGTH RESULTING FROM CERTIFIED CENSUS

RECOMMENDATION(S)

THAT the report titled Board Composition and Voting Strength Resulting from Certified Census be received.

BACKGROUND

The number of votes to which each municipality or electoral area is entitled is determined by population, voting unit as established by letters patent, and the *Local Government Act*.

In the Sunshine Coast Regional District (SCRD), for every 2,000 persons, an area is allowed one vote. If a municipality has more than 5 votes a second director is required and the votes must be distributed as evenly as possible between the directors from that municipality.

DISCUSSION

The Minister of Municipal Affairs and Housing has certified the municipal and electoral area populations for the purpose of regional district voting (Attachment A). As a result, the SCRD Board composition will expand to include one additional director for the District of Sechelt and voting strength for Sechelt will increase by one. The change is effective November 1, 2017.

Financial Implications

The financial implications for 2017 are negligible. Potential impacts related to Boardroom furniture and Director remuneration will be reviewed for the 2018 budget process.

STRATEGIC PLAN AND RELATED POLICIES

Value: Transparency

CONCLUSION

The purpose of this report is to confirm the impact of the census on Board representation.

Attachment A – Certified population figures for voting strength and Director representation.

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

Sunshine Coast Regional District

(incorporated January 4, 1967)

Voting Unit: 2,000 population

	2016 Census including subsequent population changes certified by the Minister ¹	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
District:			
Sechelt	10,216	2	6
Indian Government District:			
Sechelt	671	1	1
Town:			
Gibsons	4,605	1	3
Electoral Areas:			
A- Egmont, Pender Harbour	2,624	1	2
B- Halfmoon Bay	2,726	1	2
D- Roberts Creek	3,421	1	2
E- Elphinstone	3,664	1	2
F- West Howe Sound	2,043	1	2
Totals:	29,970	9	20

Populations certified as necessary by the Minister of Municipal Affairs and Housing under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the Community Charter.

Effective November 1, 2017.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2016.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

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

SUBJECT: SAKINAW RIDGE SEWAGE TREATMENT SYSTEM

RECOMMENDATION(S)

THAT the report titled **Sakinaw Ridge Sewage Treatment System** be received;

AND THAT *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* be forwarded to the Board for three readings.

BACKGROUND

Section 3 of the "Sunshine Coast Regional District Subdivision Servicing Bylaw No. 320, 1987" states:

- 3.2 The Regional District shall assume ownership and operation of proposed community sewage systems designed to accommodate more than 22,700 litres/day of effluent from residential and other non-residential developments, except industrial uses on lands zoned industrial under the Regional District's current zoning bylaws.

Implementation of this bylaw is supported by Board Policy 11-5340-1 – Local Community Sewage Systems.

As per the advice of Advisory Services staff at the Ministry of Municipal Affairs and Housing, when the Sunshine Coast Regional District (SCRD) acquires a new wastewater treatment plant, a new/separate service is established.

DISCUSSION

To meet the legislative requirements to establish a new service, a petition was issued in accordance with the provisions of the *Local Government Act* and *Community Charter*. The petition has been certified as sufficient with the following in favor of establishing the service area:

- 67% of total net taxable value of all land and improvements within the proposed service area
- 59% of the total number of parcels within the proposed service area.

The proposed bylaw cited as *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* is attached.

Organizational and Intergovernmental Implications

Utility Services staff have been maintaining this system under an agreement with the developer therefore no significant impacts on workload are anticipated as a result of establishing this service.

Financial Implications

Utilities and Financial Services staff have reviewed the proposed budget which would be incorporated in the 2018-2022 Financial Plan if the service is established. The costs of the service would be recovered through a combination of a user fees and a frontage charges. The 2018 rate is anticipated to be:

User fee - \$575

Frontage Charge - \$410

A refinement of the rate structure will be completed prior to yearend.

Timeline for next steps or estimated completion date

This bylaw requires the approval of the Inspector of Municipalities prior to adoption; therefore it is anticipated that the bylaw could come forward for adoption in December or early January.

STRATEGIC PLAN AND RELATED POLICIES

Establishing this service is consistent with the Strategic Priority to Embed Environmental Leadership.

CONCLUSION

Establishing a service for the Sakinaw Ridge Community Sewage Treatment Service is consistent with the SCRD's Subdivision Servicing Bylaw. A sufficient petition has been received from property owners in the proposed service area and staff recommend forwarding Bylaw 1087 to the Board for three readings.

Attachment 1 – Proposed Establishing Bylaw No. 1087.

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

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 1087

A bylaw to establish a service for the purpose of operation and maintenance of the Sakinaw Ridge Community Sewage Treatment System

WHEREAS the Board of the Sunshine Coast Regional District wishes to establish a service area for the Sakinaw Ridge Community Sewage Treatment System for the purpose of sewage collection, treatment and disposal within a portion of Electoral Area A – Egmont/Pender Harbour;

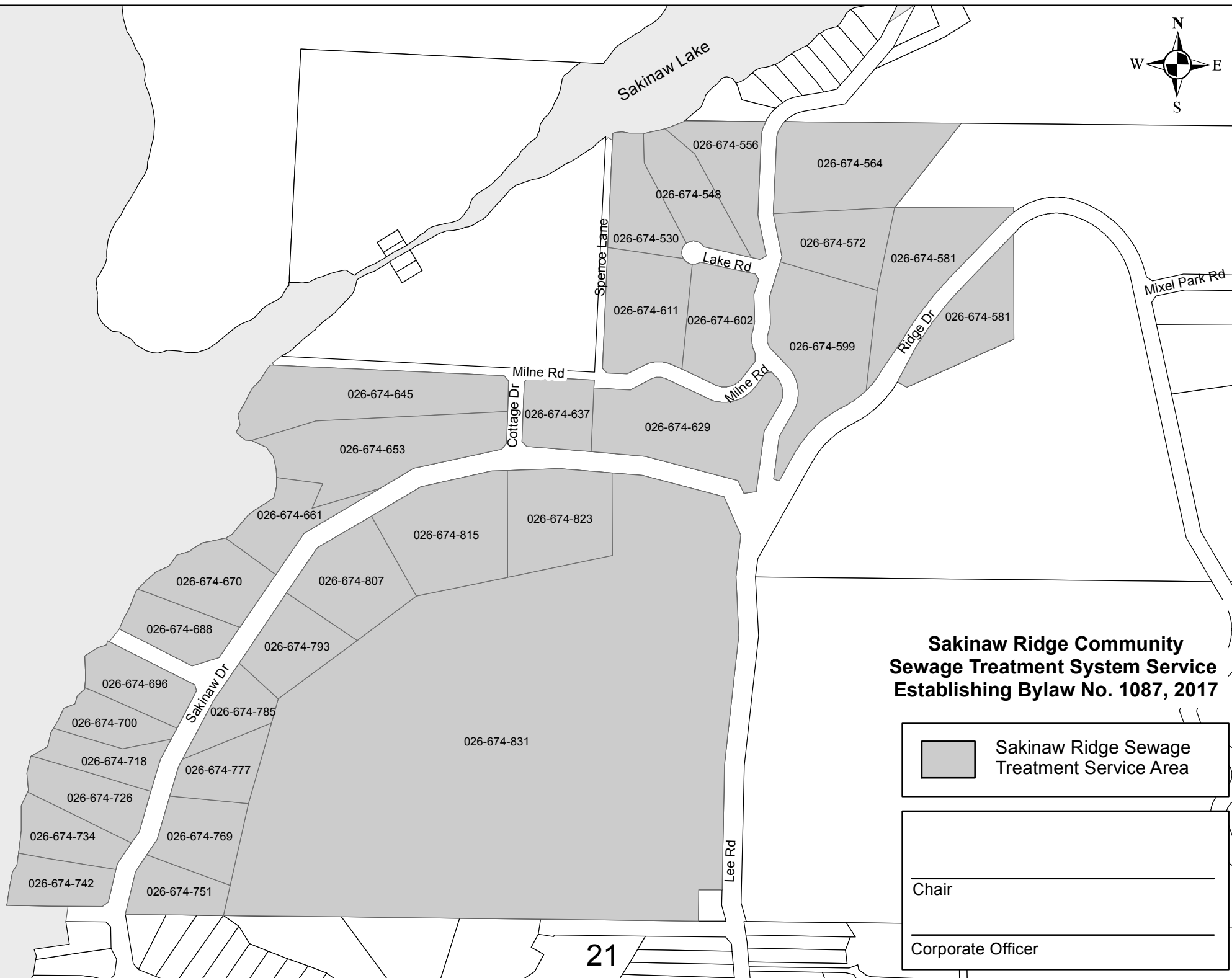
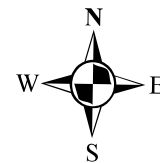
AND WHEREAS the Director for Electoral Area A – Egmont / Pender Harbour has consented to the adoption of this bylaw;

NOW THEREFORE the Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017*.
2. The Regional Board hereby establishes a service to provide sewage treatment services to the Sakinaw Ridge area within a portion of Electoral Area A – Egmont / Pender Harbour.
3. The boundaries of the service area are the boundaries as outlined on Schedule “A” attached to, and forming part of this bylaw.
4. The participant in the service established under Section 2 of this Bylaw is Electoral Area A – Egmont / Pender Harbour.
5. Cost Recovery

As provided for in Section 378 of the *Local Government Act*, the annual cost of providing the service will be recovered by one or more of the following:

- (a) parcel taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*] of the *Local Government Act*;
- (b) fees and other charges imposed under Section 397 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) Revenues received by way of agreement, enterprise, gift, grant or otherwise.



**Sakinaw Ridge Community
Sewage Treatment System Service
Establishing Bylaw No. 1087, 2017**



Sakinaw Ridge Sewage
Treatment Service Area

Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

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

SUBJECT: BOARDING FEES FOR IMPOUNDED DOGS

RECOMMENDATION(S)

THAT the report titled **Boarding Fees for Impounded Dogs** be received;

AND THAT *SCRD Dog Regulation and Impounding Bylaw No. 376* be amended to increase the board fee for impounded dogs to \$30 per day or part thereof.

BACKGROUND

The purpose of this report is to seek an increase to the daily boarding fee for impounded dogs.

Under *SCRD Dog Regulation and Impounding Bylaw No. 376*, a fee of \$20/day is charged as a boarding fee for each day (or part day) that a dog is impounded. The board fee is paid to the service provider to offset the costs related to the care and feeding of impounded dogs.

DISCUSSION

The Sunshine Coast Regional District (SCRD) is currently discussing a contract extension with the impound service provider. The service provider (the SPCA) has requested an increase to the board fee to \$30/day to more accurately reflect the costs of providing care for impounded dogs. As this fee is established by bylaw, Board approval is required.

To support the request for the fee increase, the SPCA noted that there has been a sharp incline in behavioural needs of dogs in care which increases the cost of providing the service. The well-being of dogs impounded by the SCRD is important and the facility follows the guidelines outlined in the Canadian Standards of Care in Animal Shelters.

The proposed fee compares favourably with the cost of private kennel services. It is also consistent with the rate accepted by the provincial government for boarding in relation to cruelty investigations. Staff are supportive of the fee increase.

Financial Implications

In 2015, the board fee was increased to \$20/day. Between 2008 and 2015, the fee was static at \$18/day.

There are negligible financial implications to the SCRD as the impound fee is collected from the dog owner and retained by the service provider. If the owner is not identified, the SCRD may incur some limited boarding costs.

Timeline for next steps or estimated completion date

If the fee increase is approved, a bylaw amendment would be prepared for the November 9, 2017 Board meeting.

STRATEGIC PLAN AND RELATED POLICIES

Regular reviews of fees is an important component of the Financial Sustainability Policy.

CONCLUSION

As part of contract renewal discussions, the SCRD has received a request to increase the board fee for impounded dogs to \$30/day. A bylaw amendment is required to implement the increase.

Providing quality care to dogs impounded by the SCRD is essential. Staff recommend approval of the proposed increase to the daily boarding fee.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

AUTHOR: Sara Zacharias, Manager, Financial Services

SUBJECT: **CORPORATE GENERAL LEDGER BUDGET VARIANCE REPORT FOR PERIOD ENDING SEPTEMBER 30, 2017**

RECOMMENDATION

THAT the report titled Corporate General Ledger Budget Variance Report For Period Ending September 30, 2017 be received for information.

BACKGROUND

As part of the Sunshine Coast Regional District (SCRD) budget process, quarterly variance reports are provided to the Committee for the second and third quarters, with the fourth quarter provided as part of the year end process. This budget variance report provides a high level overview for the organization, focusing on line items that make up the larger dollar impacts in the Financial Plan.

The Year to Date Variance, by Service report provides the Committee with a Statement of Revenues and Expenses by Service for the period ending September 30, 2017. This report was previously sent to the Committee for reference. Please note the 'Budget YTD (\$)' column represents the budget from January to September 2017. The anticipated percentage for this period is 100%.

With the implementation of our new financial software and as approved part of the 2017 Budget De-Brief, the variance reports now align with the revenue and expense groupings found in the SCRD's Annual Financial Statements. This report includes expenses relating to operations and one-time operating projects. Capital expenditures to date are included under other. Capital projects are currently reported as part of the Budget Project Status Report, which is provided every two months.

Accrual estimates were necessary in some functions as actual information was not available at the time of the report. Actual results could differ from these estimates. Adjustments, if any, will be reflected in the year-end Financial Statements.

DISCUSSION

Function Review

Finance and Budget Managers conduct variance analysis monthly in conjunction with a more detailed process quarterly. If there are material variances within a function or the status of a project, as per the Budget Policy, it is the expectation that the Budget Managers will bring this information to the attention of the Chief Financial Officer (CFO) and the Chief Administrative Officer (CAO). Further action may include a report to the appropriate Committee to request approval of the recommended change/solution.

Per prior Board direction, there are four functions that provide separate quarterly variance reports. These include Building Inspection [520], Transit [310], Regional Solid Waste [350-352] and Community Recreation [615]. The variance reports specific to these functions are included on the agenda.

Staff continue to review internal financial protocols and make system improvements to the financial reporting. Staff will look to the new year to bring forward recommendations on these continuous improvement processes and oversight for the Committee's consideration.

Timing Differences

There are a number of normal variations to revenues and expenses which are affected by timing throughout the year. These include debt payments, grants to organizations, grants from organizations, contract fees, dues, insurance and project costs that occur during specific times of the year or as contracts are awarded. Debt payments occur at specified dates throughout the year, depending on the terms; as a result, the percentage of debt charges realized varies by function. Investment income is recorded at specified dates throughout the year, depending on the terms; as a result, the percentage of investment income realized varies by function.

Overall Revenue and Expenditure Position

Revenues for operations in most functions are within the anticipated range for this time period (as at September 30) and overall are at 92%. Internal recoveries have been estimated conservatively at this time and are expected to change. Revenue from parcel tax and ad valorem requisitions is recognized equally across the 12 months of the year. This approach is taken when feasible to ensure revenue is matched with applicable expenses.

The overall expenses for operations are less than the anticipated range for this time period and overall are at 92% spent. This is consistent with previous years.

Line Item Review

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

The anticipated Wages and Benefits expense percentage should be 97.4% for this period (to September 23); actual expenses incurred overall total 94%.

The anticipated Operating expense percentage should be 100% for this period; actual expenses incurred overall total 92%. This total is impacted by the following:

- Natural gas and hydro costs as invoices received to date may not cover the full nine months of costs.
- Natural gas and hydro costs were higher than expected due to an abnormally cold winter resulting in higher usage.
- Grants are recognized when paid to Community Organizations. This causes variances depending on timing of payments.

Surplus/Deficit Positions

The majority of functions are in a surplus position. The surplus/deficit position on the variance report is located under the 'Variance (\$)' column. Deficits are indicated in brackets (). Additional information regarding deficit positions is as follows:

- [121] Grants in Aid – Area A, [122] Grants in Aid – Area B, [123] Grants in Aid – Area E and F, [125] Grants in Aid – Community Schools, [127] Grants in Aid – Area D deficits, [128] Grants in Aid – Area E are due to timing. More than 75% of the grants were paid in the first three quarters of the year; whereas 75% of the budget is shown and 75% of the revenues for the function are recognized. The deficits will also be offset once the transfer from Operating Reserve is complete.
- [126] Greater Gibsons Community Participation deficit will be offset once the transfer from Operating Reserve is complete.
- [136] Regional Sustainability Services deficit is due to timing and will be offset by yearend.
- [204] Halfmoon Bay Smoke Control deficit will be offset once the transfer from Operating Reserve is complete.
- [206] Roberts Creek Smoke Control deficit will be offset once the transfer from Operating Reserve is complete.
- [210] Gibsons and District Volunteer Fire Department surplus is due to the deployment of an apparatus and volunteer fire fighters to assist with the BC Wildfires. The surplus associated with the deployment will be transferred to capital reserves.
- [216] Halfmoon Bay Volunteer Fire Department surplus is due to the deployment of an apparatus and volunteer fire fighters to assist with the BC Wildfires. The surplus associated with the deployment will be transferred to capital reserves.
- [312] Maintenance Facility deficit is due to internal recoveries being based on estimates from the prior year. The actual results may differ from the estimates.
- [313] Building Maintenance Services deficit is due to timing of wages and work orders being processed. More internal review is being conducted.
- [324] Granthams Street Lighting deficit will be partially offset once the transfer from Operating Reserve is complete. The remaining deficit of (\$146) is due to the rising costs of electricity.
- [332] Fircrest Street Lighting deficit will be offset once the transfer from Operating Reserve is complete.
- [336] Sunnyside Street Lighting deficit will be offset once the transfer from Operating Reserve is complete.

- [346] Langdale Dock deficit will be partially offset once the transfer from Operating Reserve is complete. The remaining deficit of (\$7,954) is due to the BC Ferry Annual Dock Lease Agreement fee for the year being recognized in the first two quarters of the year; whereas 75% of the budget is shown and 75% of the revenues for the function are recognized.
- [370] Regional Water Services deficit will be offset once the project funding transfers have been complete.
- [381] Greaves Rd Waste Water Plant deficit will be partially offset once the transfer from Operating Reserve is complete. The remaining deficit is due to emergency maintenance repairs related to sewer line breaks.
- [387] Square Bay Waste Water Plant, [388] Langdale Waste Water Plant, [389] Canoe Rd Waste Water Plant, [390] Merrill Crescent Waste Water Plant, [391] Curran Rd Waste Water Plant deficits will be partially offset once the project funding transfers have been complete. The remainder of the deficits are due to the coding of wages to capital projects as incurred. The time spent on capital projects differs from the budget; however, the expense reflects the actual time spent on the service. This will be taken into consideration for the 2018 budget year.
- [531] Economic Development Area A, [532] Economic Development Area B, [533] Economic Development Area D, [534] Economic Development Area E, [535] Economic Development Area F deficits will be partially offset once the transfer from Operating Reserves is complete. The remaining deficits are due to the full payment of Economic Development funds occurring in the first two quarters of the year; whereas 75% of the budget is shown and 75% of the revenues for the functions are recognized.
- [630] School Facilities – Joint Use deficit of (\$423) is due to a timing difference.
- [640] Gibsons and Area Library deficit will be offset once the project funding transfers have been complete.
- [645] Halfmoon Bay Library Service deficit of (\$5,717) is due to timing. 100% of the Sechelt Public Library grant was paid in the first three quarters of the year as per the MOU; whereas 75% of the budget is shown and 75% of the revenues for the function are recognized.

STRATEGIC PLAN AND RELATED POLICIES

The variance review process aligns with the Board's Strategic Value of "Transparency".

CONCLUSION

As part of the Sunshine Coast Regional District (SCRD) budget process, quarterly variance reports are provided to the Committee for the second and third quarters, with the fourth quarter provided as part of the year end process.

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

Staff continue to review internal financial protocols and make system improvements to the financial reporting. Staff will look to the new year to bring forward recommendations on these continuous improvement processes and oversight for the Committee's consideration.

Staff recommend that this report be received for information and approved by the Corporate and Administrative Services Committee.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: REGIONAL SOLID WASTE [350-352] VARIANCE REPORTING FOR PERIOD ENDING SEPTEMBER 30, 2017

RECOMMENDATION

THAT the report titled Regional Solid Waste [350-352] Variance Reporting for Period Ending September 30, 2017 be received for information.

BACKGROUND

The Board requested that the Solid Waste Division provide quarterly variance reporting to the Corporate and Administrative Services Committee for Service 350-352 - Regional Solid Waste. The following information is for the nine month period ending September 30, 2017.

DISCUSSION

Year to Date Budget vs Actual

Service 350 - Regional Solid Waste/Recycling

	YTD Budget	YTD Actual	Over / (Under) Budget	
			\$	%
Revenues	796,216	778,021	(18,195)	(2.3%)
Expenditures	796,221	838,226	42,005	5.3%
YTD Operating Surplus/(Deficit)	(5)	(60,205)		

Service 351/352 - Landfills

	YTD Budget	YTD Actual	Over / (Under) Budget	
			\$	%
Revenues	2,274,156	2,485,179	211,023	9.3%
Expenditures	2,274,162	2,391,288	117,126	5.2%
YTD Operating Surplus/(Deficit)	(6)	93,891		

Line Item Variance

- 350 Regional Solid Waste/Recycling: Expenditures higher than budget due to contracted services expenditures occurring in Q3.
- 351/352 Landfill and Transfer Station: tipping fee revenue higher than budget based on annual revenue patterns.
- 351/352 Landfill and Transfer Station: expenditures higher than budget based on increase in tonnage of materials received at both sites.

Projected Year End Surplus/(Deficit)

Service Name and Number	Regional Solid Waste [350]
Projected Year End Surplus/(Deficit)	Balanced Budget
Explanation	Revenues and expenditures are projected to be balanced.

Service Name and Number	Landfill and Transfer Station [351/352]
Projected Year End Surplus/(Deficit)	\$70,000 surplus
Explanation	Higher than budgeted tipping fee revenue mitigate higher contracted services expenditures. Note: There is a projected \$65,000 Green Waste deficit.

Mitigation/Options (if deficit projected)

Report to be brought forward to a future Infrastructure Services Committee regarding projected year end Green Waste deficit with options to mitigate.

STRATEGIC PLAN AND RELATED POLICIES

Managing Solid Waste and Regional Recycling Facilities contributes to the strategic priority of Ensuring Fiscal Sustainability and Embed Environmental Leadership.

The variance review process aligns with the Board's Strategic Value of "Transparency".

CONCLUSION

The report is to provide a third quarter update to the Board as to the current and projected financial position of the Solid Waste service. While Regional Solid Waste is showing a balanced budget and landfill and transfer station a surplus, green waste is trending for a deficit.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

AUTHOR: Karen Preston, Manager, Recreation and Community Partnerships
Ian Hall, General Manager, Planning and Community Development

SUBJECT: RECREATION FACILITIES [615] VARIANCE REPORTING FOR PERIOD ENDING
SEPTEMBER 30, 2017

RECOMMENDATION

THAT the report titled Recreation Facilities [615] Variance Reporting for Period Ending September 30, 2017 be received for information.

BACKGROUND

The Board requested that the Recreation Services Division provide quarterly variance reporting to the Corporate and Administrative Services Committee for Service 615 – Community Recreation Facilities. The following information is for the nine month period ending September 30, 2017.

DISCUSSION

Year to Date Budget vs Actual

Service 615 - Community Recreation Facilities

	YTD Budget	YTD Actual	Over / (Under) Budget	
			\$	%
Revenues	6,225,754	6,004,521	(221,233)	(3.6%)
Expenditures	6,225,752	4,892,706	(1,333,046)	(21.4%)
YTD Surplus/(Deficit)	2	1,111,815		

Projected Year End Surplus/(Deficit)

Service Name & Number	Community Recreation Facilities [615]
Projected Year End Surplus/(Deficit)	<p>Projected surplus at 2017 year-end-\$100,000</p> <p>This is as a result of capital projects not being completed as planned. This will be reported further at the carry-forward/pre-budget discussions. Surplus to be transferred to reserves to fund deferred capital.</p>
Explanation	<p>The actual surplus should be \$206,000 as at September 30, 2017. This is due to timing differences such as the long-term debt payment (principle & interest of almost \$1million) not being withdrawn/accrued until October, revenues being over-stated such as taxation (capital projects funded from taxation) as well as some operational savings for changes at GDAF and SCA.</p> <p>The Recreation Facilities budget is seasonal, with higher expenditures later in the year when major maintenance activities are completed and invoiced.</p>

Mitigation/Options (if deficit projected)

STRATEGIC PLAN AND RELATED POLICIES

Managing Recreation Facilities contributes to the strategic priority of Ensuring Fiscal Sustainability.

The variance review process aligns with the Board's Strategic Value of "Transparency".

CONCLUSION

Staff recommend that this report be received for information and approved by the Corporate and Administrative Services Committee.

Reviewed by:			
Manager	X-K. Preston	CFO/Finance	X-T. Perreault
GM	X-I. Hall	Legislative	
CAO	X-J. Loveys	Other	X-K. Robinson

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: BUILDING INSPECTION [520] VARIANCE REPORTING FOR PERIOD ENDING SEPTEMBER 30, 2017

RECOMMENDATION

THAT the report titled Building Inspection [520] Variance Reporting For Period Ending September 30, 2017 be received for information.

BACKGROUND

The Board requested that the Building Division provide quarterly variance reporting to the Corporate and Administrative Services Committee for Service 520 - Building Inspection. The following information is for the nine month period ending September 30, 2017.

DISCUSSION

Year to Date Budget vs Actual

Service 520 - Building Inspection

	YTD Budget	YTD Actual	Over / (Under) Budget	
			\$	%
Revenues	602,125	680,270	78,145	13.0%
Expenditures	602,131	460,509	(141,622)	(23.5%)
YTD Surplus/(Deficit)	(6)	219,761		

Line Item Variance

N/A

Projected Year End Surplus/(Deficit)

Service Name and Number	Building Inspection [520]
Projected Year End Surplus/(Deficit)	At this time we are expecting to meet or exceed our projected budget for the year.
Explanation	Permit numbers and revenue are consistent and strong. It is anticipated that construction in the Regional District will remain strong for the remainder of 2017. As well, salary expenses have been less than budgeted due to staff vacancies. Two positions have now been filled but recruitment continues for one remaining vacancy.

Mitigation/Options (if deficit projected)

N/A

STRATEGIC PLAN AND RELATED POLICIES

Managing Building Inspection contributes to the strategic priority of Ensuring Fiscal Sustainability.

The variance review process aligns with the Board's Strategic Value of "Transparency".

CONCLUSION

Staff recommend that this report be received for information and approved by the Corporate and Administrative Services Committee.

Reviewed by:			
Manager	X-A. Whittleton	CFO/Finance	X-T. Perreault
GM	X-I. Hall	Legislative	
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate Administrative Services Committee – October 26, 2017

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet

SUBJECT: PUBLIC TRANSIT [310] VARIANCE REPORTING FOR PERIOD ENDING SEPTEMBER 30, 2017

RECOMMENDATION

THAT the report titled Public Transit [310] Variance Reporting For Period Ending September 30, 2017 be received for information.

BACKGROUND

The Board has requested that the Transportation and Fleet Department provide quarterly variance reporting to the Corporate and Administrative Services Committee for Service 310 – Public Transit. The following information is for the nine month period ending September 30, 2017.

DISCUSSION

Year to Date Budget vs Actual

	YTD Budget	YTD Actual	Over / (Under) Budget	
			\$	%
Revenues	3,297,285	2,940,904	(356,381)	(10.8%)
Expenditures	3,297,288	2,792,124	(505,164)	(15.3%)
YTD Surplus/(Deficit)	(3)	148,780		

Line Item Variances

Overall, transit fare revenue continues to approximate 2016 values for this time of year. An increase in cash fare sales remains present, alongside a slight decrease in ticket and monthly pass sales. The result is a net revenue increase of approximately 3%. This would also represent a slight increase in ridership compared to last year at this time, but could correct in December.

Expenditures

While invoicing of transit maintenance costs by Fleet is progressing quickly, work remains slightly behind schedule. Sporadic driver overtime is still occurring, the result of a borderline driver complement in combination with unforeseen absences; further hiring and training efforts

are underway with their additional costs. Expenditures are under budget, but staff continue to anticipate a correction by year end.

Projected Year End Surplus / (Deficit)

Service Name and Number	Public Transit [310]
Projected Year End Surplus/(Deficit)	Project balanced or small surplus at year-end
Explanation	<p>Actual surplus as at September 30, 2017 is \$93,726. This is due to timing differences to revenues and expenditures with BC Transit billing.</p> <p>Available data indicate potential for a slightly positive financial picture at year end. However, incomplete expenditure data, in combination with expansion variables in the fourth quarter would encourage caution regarding this conclusion.</p>

Mitigation Options (if deficit projected)

STRATEGIC PLAN AND RELATED POLICIES

Managing transit fare revenue and preventive fleet maintenance contribute to the strategic priority of Ensuring Fiscal Sustainability. Reasonable transit fares support transit use, and as a consequence support “Sustainable Economic Development”, “Embed Environmental Leadership” and “Facilitate Community Development.”

The variance review process aligns with the Board’s Strategic Value of “Transparency”.

CONCLUSION

The report is to provide a third quarter update to the Board as to the current and projected financial position of the Public Transit service. The next scheduled variance up to the 4th quarter is scheduled for January.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 26, 2017

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: INVESTMENTS AND RESERVES AS AT SEPTEMBER 30, 2017

RECOMMENDATION(S)

THAT the report titled Investments and Reserves as at September 30, 2017 be received for information.

BACKGROUND

This purpose of this report is to provide the Committee with information regarding the status of the Sunshine Coast Regional District's (SCRD's) investments and reserves.

DISCUSSION

As at September 30, 2017 the Regional District had \$15,023,549 of reserve funds invested in term deposits and the Municipal Finance Authority (MFA) bond fund. In addition, the SCRD had \$498,338 of Landfill Closure Reserve funds and \$3,658,798 of Parkland Acquisition, Development Cost Charges (DCC's) and Gas Tax Community Work Funds invested in the MFA bond fund as of the same date.

There is currently \$172,792 in appropriated surplus designated for projects and rate stabilization, of which \$43,895 is allocated to fund 2017 budget items. Appropriated surpluses are short term in nature and are therefore not invested.

Detailed balances of Operating and Capital reserves, Landfill Closure Reserves, Parkland Acquisition, DCC's, and Gas Tax Community Works Fund accounts are shown in Attachments A through C.

The difference between the amounts set aside in reserve and the amount invested is due to the timing of investment transfers and anticipated project funding and cash flow requirements. These differences will be addressed by either a future subscription or redemption to the investment as appropriate.

Tax requisition funds collected in August 2017 are held in term deposits of various terms based on the SCRD's projected cash flow requirements. The amount held as of September 30 was \$14,000,000.

STRATEGIC PLAN AND RELATED POLICIES

Investment decisions are guided by the Corporate Investment Policy which states that funds are to be invested in a socially responsible manner that will provide the highest investment return with the maximum security while meeting the cash flow and the statutory requirements of the *Community Charter* and *Local Government Act*.

CONCLUSION

The SCRD had \$19,180,685 invested in term deposits and the MFA bond fund as at September 30, 2017 for Reserves, Parkland Acquisition, DCC's, Gas Tax Community Works Funds and Landfill Closure Reserves. Additionally, as of September 30, 2017, there was \$14,000,000 of 2017 tax requisition funds invested in term deposits. Differences between amounts set aside in reserves and amounts invested are due to the timing of investment transfers and anticipated short term cash flow requirements. This report is for the Board's information.

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

Attachment A
Investments of Reserves
As at September 30, 2017

Bylaw	Description	Opening Balance	Transfers	YTD Interest	Closing Balance	Budgeted Transfers
General						
504	Administration - Capital	\$ 594.57	\$ -	\$ 4.42	\$ 599	\$ -
495	Administration - Vehicle Acquisition	\$ 40,533.31	-	\$ 302.31	\$ 40,836	-
648	Administration - Operating	\$ 217,585.95	6,000	\$ 1,616.06	\$ 225,202	11,500
648	Finance - Operating	\$ 84,759.69	(53,221)	\$ 358.03	\$ 31,897	(300,168)
496	Office Building Upgrades - Capital	\$ 126,602.57	20,000	\$ 921.71	\$ 147,524	5,000
648	Human Resources - Operating	\$ 188,251.31	(20)	\$ 1,404.08	\$ 189,635	(102,407)
504	Information Services - Capital	\$ 46,289.44	10,000	\$ 333.98	\$ 56,623	10,000
648	Information Services - Operating	\$ 25,275.81	-	\$ 188.51	\$ 25,464	(23,418)
648	Area D Grant in Aid - Operating	\$ 3,073.55	-	\$ 22.92	\$ 3,096	-
648	Elections - Operating	\$ 125,278.89	14,000	\$ 918.60	\$ 140,197	14,000
648	Corporate Sustainability - Operating	\$ 46,158.26	-	\$ 344.25	\$ 46,503	-
648	Regional Sustainability - Operating	\$ 22,782.93	-	\$ 169.93	\$ 22,953	-
	Feasibility Studies - Area B	\$ 25,639.98	-	\$ 191.24	\$ 25,831	-
	Feasibility Studies - Area D	\$ 25,639.98	-	\$ 191.24	\$ 25,831	-
649	Bylaw Enforcement - Vehicle Acquisition	\$ 30,662.98	-	\$ 228.70	\$ 30,892	-
677	Bylaw Enforcement - Operating	\$ 2,525.31	-	\$ 18.83	\$ 2,544	-
	Halfmoon Bay Smoke Control - Operating	\$ 1,526.89	-	\$ 11.37	\$ 1,538	(1,000)
650	Roberts Creek Smoke Control - Operating	\$ 11,489.20	-	\$ 85.69	\$ 11,575	(800)
497	Gibsons and District Fire Protection - Land	\$ 39,911.94	-	\$ 297.65	\$ 40,210	-
489	Gibsons and District Fire Protection - Capital	\$ 713,576.11	(327,330)	\$ 5,384.90	\$ 391,631	(407,310)
678	Gibsons and District Fire Protection - Operating	\$ 18,361.28	(9,700)	\$ 147.88	\$ 8,809	(23,000)
490	Roberts Creek Fire Protection - Capital	\$ 677,992.30	(310,331)	\$ 4,943.94	\$ 372,605	(400,000)
679	Roberts Creek Fire Protection - Operating	\$ 2,604.13	-	\$ 19.41	\$ 2,624	-
491	Halfmoon Bay Fire Protection - Capital	\$ 172,704.34	40,000	\$ 1,243.03	\$ 213,947	35,000
601	Egmont Fire Protection - Capital	\$ 91,012.18	5,000	\$ 673.15	\$ 96,685	5,000
	Egmont Fire Protection - Operating	\$ 2,604.13	-	\$ 19.41	\$ 2,624	-
492	Emergency Telephone 911 - Capital	\$ 377,383.74	25,000	\$ 2,786.46	\$ 405,170	(252,000)
	Emergency Telephone 911 - Operating	\$ 17,996.41	-	\$ 134.22	\$ 18,131	(17,233)
493	Sunshine Coast Emergency Planning - Capital	\$ 31,359.86	3,000	\$ 230.52	\$ 34,590	3,000
	Sunshine Coast Emergency Planning - Operating	\$ 32,456.74	-	\$ 242.08	\$ 32,699	-
651	Animal Control - Vehicle Acquisition	\$ 49,781.00	-	\$ 371.29	\$ 50,152	-
680	Animal Control - Operating	\$ 63,695.44	-	\$ 475.07	\$ 64,171	-
529	Transit - Capital	\$ -	-	\$ -	\$ -	-
652	Transit - Operating	\$ 181.18	-	\$ 1.35	\$ 183	-
563	Fleet Maintenance - Capital	\$ 99,021.85	15,340	\$ 701.10	\$ 115,063	22,757
	Fleet Maintenance - Operating	\$ 65,477.90	(1,400)	\$ 488.08	\$ 64,566	8,035
486	Ports - Capital	\$ 393,296.67	50,000	\$ 2,876.99	\$ 446,174	(3,330)
607	Ports - Operating	\$ 65,323.00	-	\$ 487.20	\$ 65,810	(12,500)
653	Regional Solid Waste - Operating	\$ 146,463.88	(21,884)	\$ 1,072.40	\$ 125,653	(25,000)
670	Zero Waste Initiatives (Eco Fee) - Operating	\$ 182,703.76	50,265	\$ 1,407.95	\$ 234,377	10,444
653	Landfill - Operating	\$ 221,144.72	(66,171)	\$ 1,621.28	\$ 156,595	(61,000)
654	Refuse Collection - Operating	\$ 46,108.03	-	\$ 343.88	\$ 46,452	(8,508)
655	Cemetery - Operating	\$ 150,937.23	18,000	\$ 1,105.45	\$ 170,043	18,000
515	Pender Harbour Health Clinic - Capital	\$ 38,571.00	5,000	\$ 282.05	\$ 43,853	(26,203)
681	Regional Planning - Operating	\$ 52,905.77	-	\$ 394.59	\$ 53,300	(1,000)
656	Rural Planning - Vehicle Acquisition	\$ 17,148.46	-	\$ 127.90	\$ 17,276	-
657	Rural Planning - Operating	\$ 194,906.40	-	\$ 1,453.66	\$ 196,360	-
504	Property Information & Mapping - Capital	\$ 50,428.08	15,000	\$ 359.20	\$ 65,787	10,000
648	Property Information & Mapping - Operating	\$ 20,461.87	-	\$ 152.62	\$ 20,614	(6,000)
	Civic Addressing - Operating	\$ 61,735.80	-	\$ 460.44	\$ 62,196	(5,000)
659	Building Inspection - Vehicles Acquisition	\$ 46,406.32	6,000	\$ 339.36	\$ 52,746	6,000
	Building Inspection - Operating	\$ 276,578.21	(116)	\$ 2,062.59	\$ 278,525	(64,726)
590	Community Recreation Facilities - Capital	\$ 1,079,600.30	(29,331)	\$ 8,059.73	\$ 1,058,330	(56,284)
682	Community Recreation Facilities - Operating	\$ 789,422.74	(19,693)	\$ 5,877.79	\$ 775,607	(209,139)
494	Pender Harbour Pool - Capital	\$ 90,288.39	20,402	\$ 647.49	\$ 111,337	(17,000)
660	Pender Harbour Pool - Operating	\$ 47,545.04	-	\$ 354.60	\$ 47,900	(15,000)
	School Facilities - Joint Use - Operating	\$ 13,378.56	-	\$ 99.78	\$ 13,478	-
609	Gibsons & Area Library - Capital	\$ 3,036.25	50,000	\$ (33.70)	\$ 53,003	(245,000)
	Gibsons & Area Library - Operating	\$ 57.26	-	\$ 0.42	\$ 58	-
533	Community Parks - Capital	\$ 424,038.05	50,000	\$ 3,106.26	\$ 477,144	25,661
662	Community Parks - Operating	\$ 64,534.30	12,688	\$ 449.59	\$ 77,672	(50,885)
683	Bicycle and Walking Paths - Operating	\$ 111,450.70	10,000	\$ 819.97	\$ 122,271	10,000
	Area A - Bicycle and Walking Paths - Operating	\$ 45,085.93	-	\$ 336.27	\$ 45,422	(4,800)
	Regional Recreation Programs - Operating	\$ 13,955.61	-	\$ 104.08	\$ 14,060	-
	Dakota Ridge - Operating	\$ 105,779.01	-	\$ 788.92	\$ 106,568	(25,000)
Total General Reserve Funds		\$ 8,234,082.49	\$ (413,503)	\$ 60,630.17	\$ 7,881,210	\$ (2,169,314)

Attachment A
Investments of Reserves
As at September 30, 2017

Bylaw	Description	Opening Balance	Transfers	YTD Interest	Closing Balance	Budgeted Transfers
Water Services						
589	North Pender Harbour - Capital	\$ 369,533.84	\$ 60,792	\$ 2,684.94	\$ 433,011	\$ 19,711
605	North Pender Harbour - Operating	\$ 119,191.21	-	\$ 888.97	120,080	(15,000)
602	South Pender Harbour - Capital	\$ 513,293.21	78,633	\$ 3,733.17	595,659	31,218
663	South Pender Harbour - Operating	\$ 638,860.62	-	\$ 4,764.80	643,625	(52,844)
488	Regional - Capital	\$ 5,374,925.66	1,037,636	\$ 38,812.12	6,451,374	(1,795,738)
498	Regional - Land	\$ 16,894.45	-	\$ 126.00	17,020	-
664	Regional - Operating	\$ 1,610,707.38	(18,456)	\$ 11,977.53	1,604,229	(118,196)
Total Water Services Reserves		\$ 8,643,406	\$ 1,158,605	\$ 62,987.53	\$ 9,864,998	\$ (1,930,849)
Waste Water Plants						
512	Greaves Road - Capital	2,478.38	-	\$ 18.49	2,497	-
608	Greaves Road - Operating	9,411.85	-	\$ 70.18	9,482	181
665	Woodcreek Park - Capital	24,162.61	-	\$ 180.22	24,343	-
666	Woodcreek Park - Operating	138,346.22	-	\$ 1,031.83	139,378	5,434
512	Sunnyside - Capital	16,937.59	-	\$ 126.32	17,064	-
608	Sunnyside - Operating	5,075.72	-	\$ 37.86	5,114	52
512	Jolly Roger - Capital	34,381.91	-	\$ 256.44	34,638	-
608	Jolly Roger - Operating	23,805.59	-	\$ 177.57	23,983	(759)
512	Secret Cove - Capital	9,229.47	-	\$ 68.83	9,298	-
608	Secret Cove - Operating	27,934.55	-	\$ 208.35	28,143	1,187
512	Lee Bay - Capital	226,210.97	-	\$ 1,687.14	227,898	(13,565)
608	Lee Bay - Operating	223,341.16	-	\$ 1,665.74	225,007	9,412
512	Square Bay - Capital	30,789.52	-	\$ 229.62	31,019	-
608	Square Bay - Operating	91,823.72	-	\$ 684.85	92,509	526
608	Langdale - Operating	67,222.16	(16,688)	\$ 462.96	50,997	(20,973)
512	Canoe Road - Capital	3,027.76	-	\$ 22.60	3,050	-
608	Canoe Rd - Operating	3,654.81	-	\$ 27.26	3,682	1,248
608	Merrill Crescent - Operating	7,631.62	-	\$ 56.91	7,689	1,453
512	Curran Road - Capital	18,575.94	-	\$ 138.55	18,714	-
608	Curran Road- Operating	52,166.50	-	\$ 389.08	52,556	8,951
512	Roberts Creek Co-Housing - Capital	2,383.91	-	\$ 17.78	2,402	-
608	Roberts Creek Co-Housing - Operating	15,097.76	-	\$ 112.60	15,210	1,700
667	Lily Lake Village - Operating	28,726.85	-	\$ 214.23	28,941	(812)
668	Painted Boat - Capital	1,675.54	-	\$ 12.50	1,688	-
669	Painted Boat - Operating	30,586.35	-	\$ 228.13	30,814	1,966
Total Waste Water Plants Reserves		\$ 1,094,678	\$ (16,688)	\$ 8,126.04	\$ 1,086,116	\$ (3,999)
Total Reserve Funds		17,972,167	728,414	\$ 131,743.74	18,832,325	(4,104,162)
					Investments	\$ 15,023,549
					Over/ (Under) Subscribed	\$ (3,808,776)

Attachment B
Investments of Landfill Closure Reserve
As at September 30, 2017

Account	Opening Balances	YTD Interest	Transfers To (From)	Closing Balance
Pender Harbour Landfill Closure Liability	433,297		-	433,297
Pender Harbour (Unfunded)	<u>(434,555)</u>	(2)	-	<u>(434,557)</u>
Net Funded Liability	<u>(1,258)</u>			<u>(1,260)</u>
Sechelt Landfill Closure Liability	4,812,408		-	4,812,408
Sechelt Landfill (Unfunded)	<u>(4,302,405)</u>	(131)	300,000	<u>(4,002,536)</u>
Net Funded Liability	<u>510,003</u>			<u>809,872</u>
				-
Total Landfill Closure Reserve	<u>508,745</u>	<u>(133)</u>	<u>300,000</u>	<u>808,612</u>
Investments				498,338
Over (Under) Subscribed *				(310,274)

* note: over(under) subscriptions are due to timing difference in transferring into or out of the investment account.

Attachment C
Investments of Gas Tax, Parkland Acquisition and Development Costs Charges
As at September 30, 2017

Description	Opening Balance	Transfers	YTD Interest	Closing Balance
Gas Tax Community Works Fund				
Area A	\$ 837,095.92	\$ 59,384.65	\$ 2,139.67	\$ 898,620.24
Area B	412,724.78	61,693.04	965.63	475,383.45
Area D	511,166.75	77,421.83	1,193.16	589,781.74
Area E	755,317.06	82,921.24	1,849.79	840,088.09
Area F	593,152.94	42,763.36	1,520.09	637,436.39
Parkland Acquisition	431,466.57	-	1,187.21	432,653.78
Development Cost Charges				
North Pender Harbour Water Service	32,993.37	2,000.00	90.77	35,084.14
South Pender Harbour Water Service	148,873.26	-	409.64	149,282.90
Regional Water Service	1,064,964.19	124,823.38	2,444.64	1,192,232.21
Totals	\$ 4,787,754.84	\$ 451,007.50	\$ 11,800.60	\$ 5,250,562.94

Investments \$ 3,658,798
Over/ (Under) Subscribed \$ (1,591,765)



October 12, 2017

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

VIA EMAIL

Attention: Tina Perreault, General Manager of Corporate Services/CFO

Dear Ms. Perrault;

The MFA would like to congratulate the team at the Sunshine Coast Regional District on receiving an Honorable Mention for the inaugural UBCM Community Excellence Award for "Best Practices, Excellence in Financial Stewardship".

The MFA created and sponsors this award to recognize that strong financial stewardship is the cornerstone of success for every local government. As an organization, we provide direct financial and educational support to, and advocate for excellence in all facets of financial stewardship.

The demonstrable financial strength of BC's communities has a direct relationship to the MFA's ability to present a strong fiscal report to our ratings agencies, and therefore provide the best possible rates on our long- and short-term lending to our Members. We commend you on your comprehensive efforts at continuous improvement, and hope you will continue to innovate and demonstrate excellence in financial stewardship to BC's local governments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Renata N. Hale', written over a horizontal line.

Renata N. Hale
Manager of Strategic Initiatives

Cc Janette Loveys, CAO Sunshine Coast Regional District
Cc Sara Zacharias, Manager of Financial Services Sunshine Coast Regional District
Cc Gary Nohr, Chair Sunshine Coast Regional District
Cc Peter Urbanc, CAO MFA
Cc Malcolm Brodie, Chair MFA