



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
Round 1 Budget Meetings

Monday, January 22, 2018

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 Introduction | VERBAL |
| 3. General Manager, Corporate Services / Chief Financial Officer –
2018-2022 Financial Plan Overview and Update
(Voting – All Directors) | Annex A
Pages 1-11 |
| 4. Chief Financial Officer – 2018 BC Assessment Impacts
(Voting – All Directors) | Annex B
pp. 12-16 |
| 5. Senior Manager, Administration and Legislative Services – 2018
Round 1 Budget Proposal [110] General Government -
Administration
(Voting – All Directors) | Annex C
pp. 17-20 |
| 6. Manager, Information Technology and Geographical Information
Systems - 2018 Round 1 Budget Proposal [117] Information
Technology
(Voting – All Directors) | Annex D
pp. 21-22 |
| 7. Chief Administrative Officer - 2018 Round 1 Budget Proposal
[210] Gibsons and District Fire Protection
(Voting – E, F and ToG) | Annex E
pp. 23-26 |
| 8. Chief Administrative Officer - 2018 Round 1 Budget Proposal
[212] Roberts Creek Fire Protection
(Voting – All Directors) | Annex F
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| 9. Chief Administrative Officer - 2018 Round 1 Budget Proposal
[216] Halfmoon Bay Fire Protection
(Voting – All Directors) | Annex G
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| 10. Chief Administrative Officer - 2018 Round 1 Budget Proposal
[218] Egmont Fire Protection
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[220] Emergency Telephone 9-1-1
(Voting – All Directors) | Annex I
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| 12. Manager, Transit and Fleet – 2018 Round 1 Budget Proposal
[310] Transit
(Voting – B, D, E, F, DoS, SIGD and ToG) | Annex J
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| 13. Manager, Solid Waste Services – 2018 Round 1 Budget
Proposal [350-353] Solid Waste
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| 14. Manager, Utility Services and Operations Support Technician -
2018 Round 1 Budget Proposal [365] North Pender Harbour
Water Services
(Voting – A and SIGD) | Annex L
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| 15. Manager, Utility Services and Operations Support Technician -
2018 Round 1 Budget Proposal [366] South Pender Harbour
Water Services
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| 16. Manager, Utility Services and Operations Support Technician -
2018 Round 1 Budget Proposal [370] Regional Water Services
(Voting – A, B, D, E, F and DoS) | Annex N
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| 17. General Manager, Planning and Community Development –
2018 Round 1 Budget Proposal [345] Ports
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| 18. Manager, Planning and Development – 2018 Round 1 Budget
Proposal [540] Hillside Development Project
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| 19. Manager, Facility Services and Parks – 2018 Round 1 Budget
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| <p>20. Manager, Facility Services and Parks – 2018 Round 1 Budget Proposal [615] Recreation
(Voting – B, D, E, F, DoS, SIGD and ToG)</p> | <p>Annex R
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| <p>21. Manager, Facility Services and Parks – 2018 Round 1 Budget Proposal [650] Community Parks
(Voting – A, B, D, E and F)</p> | <p>Annex S
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| <p>22. Manager, Pender Harbour Aquatic and Fitness Centre – 2018 Round 1 Budget Proposal [625] Pender Harbour Aquatic and Fitness Centre
(Voting – All Directors)</p> | <p>Annex T
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COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 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”.

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ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Service Committee – January 22, 2018

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

SUBJECT: 2018 – 2022 FINANCIAL PLAN OVERVIEW AND UPDATE

RECOMMENDATION(S)

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

BACKGROUND

At the November 30, 2017 Special Corporate and Administrative Service Committee (CAS) meeting staff presented preliminary budgetary information on changes which may affect the upcoming 2018-2022 Financial Plan and is attached for reference (Attachment A). Impacts of assessment changes were not included as the information was not available from BC Assessment at that time.

The purpose of this report is to provide an update on the information provided during pre-budget with the inclusion of assessment changes, impact of including mandatory proposals (safety, imminent asset failure and regulatory compliance), update on user rates and parcel taxes, and any other items affecting the 2018-2022 Financial Plan.

DISCUSSION

There are several factors impacting functional area budgets leading into Round 1 Budget which are as follows:

Assessments:

On January 1, 2018 staff received the revised 2018 Assessment Roll from the BC Assessment Authority. A supplementary staff report is included in this agenda to provide the Committee with additional information on the impacts of the assessment changes.

Taxation:

There are a few notable items impacting preliminary taxation for 2018, they are:

- changes in assessments (above);
- full impact of the Transit expansion approved in 2017 (\$310,000);
- rural areas funding for Regional Economic Development from 2017 tax deferment (\$155,580);
- solid waste initiatives yet to be approved and incorporated in the financials.

Also, several “one time” projects were funded through taxation in 2017 which fall off in the 2018 Budget. Projects carried forward from 2017 do not have any financial impact to the 2018 Budget.

Subsequent to pre-budget deliberations, staff received the Sunshine Coast Regional District's (SCRD) revised WorkSafeBC rates for 2018 which will result in an overall reduction of premiums of \$85,000. Some facets of benefit costs will also stay static for 2018, whereas these would typically increase 1% or 2% per year. This also translates into cost savings for the organization.

During pre-budget deliberations, 13 mandatory proposals were requested and included into Round 1 Budget. Of these requests, only three had taxation impacts in the amount of \$39,500 and related to Emergency Telephone 911 [220], Public Transit [310] and Hillside Development Project [540].

Therefore, preliminary overall taxation going into Round 1 of the 2018 budget has increased \$448,506 or 2.46% from 2017 approved budget. A detailed analysis is attached (Attachment B) “**2018 Round 1 Budget-Tax by Area Function**” which is also available online for the public.

Area	Overall Increase/ (Decrease)	Overall Change in Dollars	Change- Residential Property Class
A	3.27%	\$71,960	2.79%
B	5.17%	\$151,026	1.26%
D	2.85%	\$65,324	2.90%
E	4.01%	\$73,087	3.46%
F	-4.55%	(\$141,854)	2.15%
SIGD	-2.71%	(\$8,486)	3.79%
DoS	4.83%	\$162,141	3.72%
ToG	3.46%	\$73,308	3.30%
Total	2.46%	\$448,506	

User Rates:

Amendments to the 2018 water and refuse collection parcel taxes (P/T*) and user rates (U/R**) have now been approved through the various bylaws. Parcel Taxes for Pender Harbour Pool and Community Recreation remain the same as 2017. The 2018 rates and fees are as follows:

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	\$257.84P/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

*P/T-Parcel Tax; **U/R-User Rate

Administrative Support:

At the beginning of Round 1 Administrative Support decreased by 0.75% (\$31,396) over 2017 (Attachment C). Impacts related to the approved Policy changes for Purchasing and Risk Management have not yet been reflected and are anticipated for Round 2 Budget. This change will not have an overall increase in the budget, but may impact some of the individual functions slightly.

Human Resources Plan:

The Human Resources Plan (HR Plan) for 2018 includes 192.05 Full Time Equivalent (FTE) and in 2017, the FTE count was 190.77. The HR Plan summary is attached for reference (Attachment D).

Organizational and Intergovernmental Implications

The SCRD Budget impacts all areas of the region and information is available publically as we as with member municipalities and community stakeholders.

Timeline for next steps or estimated completion date

The first round of the 2018-2022 Financial Plan meetings will conclude January 23 with Round 2 scheduled for March 5 and 6, and final Financial Bylaw adoption scheduled for March 22, 2018.

Communications Strategy

Each year as part of the Budget Process, several public meetings are held as well as public presentations, briefing notes and media releases.

STRATEGIC PLAN AND RELATED POLICIES

All facets of the Financial Planning Process relate to the Boards Strategic Plan and Integrated Five Year Service Plan.

CONCLUSION

The purpose of this report is to provide an update on items affecting the 2018-2022 Financial Plan subsequent to pre-budget deliberations heading into Round 1 Budget. Notable items impacting preliminary taxation for 2018 are: changes in assessments; full impact of the Transit expansion approved in 2017 (\$310,000); rural areas funding for Sunshine Coast Regional Economic Development Organization (SCREDO) from 2017 tax deferment (\$155,580); and base budget changes. Tax savings have been realized from lower WCB and benefits costs as well as Administrative Support costs have decreased over 2017. Therefore, preliminary overall taxation going into Round 1 of the 2018 Budget has increased \$448,506 or 2.46% from 2017 approved budget.

The information provided is preliminary data before any impacts of decisions for the 2018 Budget are included such as Budget Proposals and stakeholder requests. This information will be updated daily and reported to Committee on a “real time” basis.

Attachments:

1. November 30, 2017-Staff Report to CAS- 2018-2022 Financial Plan Overview
2. 2018 Preliminary Budget Taxation by Area and Function
3. 2018 Administrative Support Summary
4. 2018 Human Resources Plan Summary

Reviewed by:			
Manager		CFO/Finance	
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

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	

**2018 Round 1 Budget Values
Taxation by Area Function**

Attachment 2

	Area A	Area B	Area D	Area E	Area F	SIGD	DoS	ToG	2018 Taxation	2017 Taxation	\$ Change 17 to 18	% Change 17 to 18
General Government												
110 General Government	171,014	152,925	108,862	84,695	151,850	24,535	315,955	141,794	\$ 1,151,631	\$ 1,168,327	\$ (16,696)	-1.4%
121 Grant in Aid - Area A	40,145	-	-	-	-	-	-	-	\$ 40,145	\$ 69,304	\$ (29,159)	-42.1%
122 Grant in Aid - Area B	-	25,909	-	-	-	-	-	-	\$ 25,909	\$ 25,835	\$ 74	0.3%
123 Grant in Aid - Areas E & F	-	-	-	3,419	6,130	-	-	-	\$ 9,549	\$ 9,423	\$ 126	1.3%
125 Grant in Aid - Community Schools	1,753	1,567	1,116	868	1,556	-	3,238	1,453	\$ 11,552	\$ 12,019	\$ (467)	-3.9%
126 Grant in Aid - Greater Gibsons	-	-	-	9,894	17,739	-	-	-	\$ 27,633	\$ 11,477	\$ 16,156	140.8%
127 Grant in Aid - Area D	-	-	35,204	-	-	-	-	-	\$ 35,204	\$ 32,597	\$ 2,607	8.0%
128 Grant in Aid - Area E	-	-	-	18,661	-	-	-	-	\$ 18,661	\$ 17,534	\$ 1,127	6.4%
129 Grant in Aid - Area F	-	-	-	-	25,039	-	-	-	\$ 25,039	\$ 25,155	\$ (116)	-0.5%
130 UBCM/Elections	36,969	33,059	23,533	18,309	32,826	-	-	-	\$ 144,697	\$ 87,056	\$ 57,641	66.2%
136 Regional Sustainability	4,532	4,052	2,885	2,244	4,024	650	8,373	3,758	\$ 30,518	\$ 55,724	\$ (25,206)	-45.2%
151 Feasibility- Area A	-	-	-	-	-	-	-	-	\$ -	\$ 2,153	\$ (2,153)	-100.0%
Protective Services												
200 Bylaw Enforcement	43,394	38,804	27,623	21,491	38,531	6,226	-	-	\$ 176,070	\$ 158,202	\$ 17,868	11.3%
204 Halfmoon Bay Smoke Control	-	1,000	-	-	-	-	-	-	\$ 1,000	\$ 115	\$ 885	0.0%
206 Robert Creek Smoke Control	-	-	1,000	-	-	-	-	-	\$ 1,000	\$ -	\$ 1,000	0.0%
210 Gibsons & District Fire Protection	-	-	-	285,681	195,659	-	-	478,442	\$ 959,783	\$ 932,767	\$ 27,016	2.9%
212 Roberts Creek Fire Protection	-	-	425,129	-	-	-	-	-	\$ 425,129	\$ 426,556	\$ (1,427)	-0.3%
216 Halfmoon Bay Fire Protection	-	368,860	-	-	-	-	-	-	\$ 368,860	\$ 370,333	\$ (1,473)	-0.4%
218 Egmont & District Fire Protection	107,931	-	-	-	-	-	-	-	\$ 107,931	\$ 109,051	\$ (1,120)	-1.0%
220 911 Emergency Telephone	58,901	52,671	37,495	29,171	52,301	8,451	108,822	48,837	\$ 396,649	\$ 392,005	\$ 4,644	1.2%
222 SCEPT	35,659	31,888	22,700	17,660	31,663	5,116	65,882	29,566	\$ 240,135	\$ 249,539	\$ (9,404)	-3.8%
290 Animal Control	-	15,846	11,280	8,776	11,090	2,542	-	-	\$ 49,534	\$ 67,806	\$ (18,272)	-26.9%
291 Keats Island Dog Control	-	-	-	-	2,536	-	-	-	\$ 2,536	\$ 263	\$ 2,273	864.3%
Transportation Services												
310 Transit	-	401,147	285,563	222,169	398,327	64,360	828,801	371,948	\$ 2,572,314	\$ 2,279,493	\$ 292,821	12.8%
320 Regional Street Lighting	9,078	8,118	5,779	4,496	8,061	-	-	-	\$ 35,532	\$ 32,862	\$ 2,670	8.1%
322 Langdale Street Lighting	-	-	-	-	2,568	-	-	-	\$ 2,568	\$ 2,437	\$ 131	5.4%
324 Granthams Street Lighting	-	-	-	-	2,568	-	-	-	\$ 2,568	\$ 2,438	\$ 130	5.3%
326 Veterans Street Lighting	-	-	-	514	-	-	-	-	\$ 514	\$ 524	\$ (10)	-1.9%
328 Spruce Street Lighting	-	-	258	-	-	-	-	-	\$ 258	\$ 243	\$ 15	6.2%
330 Woodcreek Street Lighting	-	-	-	2,079	-	-	-	-	\$ 2,079	\$ 2,081	\$ (2)	-0.1%
332 Fircrest Street Lighting	-	-	-	514	-	-	-	-	\$ 514	\$ 450	\$ 64	14.2%
334 Hydaway Street Lighting	-	258	-	-	-	-	-	-	\$ 258	\$ 244	\$ 14	5.7%
336 Sunnyside Street Lighting	-	-	-	1,026	-	-	-	-	\$ 1,026	\$ 975	\$ 51	5.2%
340 Burns Road Street Lighting	-	-	-	-	258	-	-	-	\$ 258	\$ 244	\$ 14	5.7%
342 Stewart Road Street Lighting	-	-	-	-	514	-	-	-	\$ 514	\$ 487	\$ 27	5.5%
345 Ports	-	34,745	28,127	19,854	82,727	-	-	-	\$ 165,544	\$ 335,888	\$ (170,344)	-50.7%
346 Langdale Dock	-	-	-	-	33,682	-	-	-	\$ 33,682	\$ 32,809	\$ 873	2.7%
Environmental Services												
350 Solid Waste	227,730	203,642	144,966	112,784	202,210	32,672	420,740	188,819	\$ 1,533,563	\$ 1,468,325	\$ 65,238	4.4%
Health Services												
400 Cemetery	16,472	14,729	10,485	8,158	14,626	2,363	30,432	13,657	\$ 110,923	\$ 108,467	\$ 2,456	2.3%
410 Pender Harbour Health Clinic	129,765	-	-	-	-	-	-	-	\$ 129,765	\$ 131,712	\$ (1,947)	-1.5%
Planning & Development Services												
500 Regional Planning	27,074	24,210	17,235	13,409	24,040	3,884	50,021	22,448	\$ 182,321	\$ 143,585	\$ 38,736	27.0%
504 Rural Planning	221,434	184,634	140,958	109,665	138,558	-	-	-	\$ 795,249	\$ 752,763	\$ 42,486	5.6%
510 Civic Addressing	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	0.0%
515 Heritage Conservation	703	629	447	348	624	-	-	-	\$ 2,751	\$ 1,151	\$ 1,600	139.0%
520 Building Inspection	60,718	54,296	38,651	30,071	53,914	8,711	-	-	\$ 246,361	\$ 222,550	\$ 23,811	10.7%
531 Economic Development - A	71,962	-	-	-	-	-	-	-	\$ 71,962	\$ 34,252	\$ 37,710	110.1%
532 Economic Development - B	-	47,714	-	-	-	-	-	-	\$ 47,714	\$ 20,506	\$ 27,208	132.7%
533 Economic Development - D	-	-	39,593	-	-	-	-	-	\$ 39,593	\$ 6,945	\$ 32,648	470.1%
534 Economic Development - E	-	-	-	39,429	-	-	-	-	\$ 39,429	\$ 14,725	\$ 24,704	167.8%
535 Economic Development - F	-	-	-	-	56,208	-	-	-	\$ 56,208	\$ 16,702	\$ 39,506	236.5%
540 Hillside	4,597	4,111	2,926	2,277	4,082	660	8,493	3,812	\$ 30,958	\$ 4,120	\$ 26,838	651.4%
Recreation & Cultural Services												
615 Community Recreation Facilities	-	765,797	459,300	408,236	642,751	133,850	1,539,302	619,493	\$ 4,568,729	\$ 4,589,425	\$ (20,696)	-0.5%
625 PH Pool	453,821	-	-	-	-	-	-	-	\$ 453,821	\$ 457,411	\$ (3,590)	-0.8%
630 Joint Use - School Facilities	441	394	281	218	391	-	814	365	\$ 2,905	\$ 4,473	\$ (1,568)	-35.1%
640 Gibsons Library	-	-	-	157,435	282,265	-	-	263,572	\$ 703,272	\$ 702,444	\$ 828	0.1%
643 Egmont/Pender Harbour Library Service	31,094	-	-	-	-	-	-	-	\$ 31,094	\$ -	\$ 31,094	N/A
645 Halfmoon Bay Library Service	-	129,574	-	-	-	-	-	-	\$ 129,574	\$ 122,793	\$ 6,781	5.5%
646 Roberts Creek Library Service	-	-	153,137	-	-	-	-	-	\$ 153,137	\$ 149,323	\$ 3,814	2.6%
648 Museum Service	20,171	18,037	12,840	9,990	17,910	2,894	37,266	16,724	\$ 135,832	\$ 136,176	\$ (344)	-0.3%
650 Community Parks	426,539	381,421	271,521	211,244	378,740	-	-	-	\$ 1,669,465	\$ 1,693,438	\$ (23,973)	-1.4%
665 Bike & Walking Paths	-	22,813	13,289	11,810	18,594	-	-	-	\$ 66,507	\$ 118,323	\$ (51,816)	-43.8%
667 Area A Bike & Walking Paths	12,576	-	-	-	-	-	-	-	\$ 12,576	\$ 21,122	\$ (8,546)	-40.5%
670 Recreation Programs	23,622	21,123	15,037	11,699	14,783	3,389	43,642	19,586	\$ 152,880	\$ 153,600	\$ (720)	-0.5%
680 Dakota Ridge	31,875	28,504	20,291	15,786	28,303	4,573	58,891	26,429	\$ 214,653	\$ 210,693	\$ 3,960	1.9%
Total	\$ 2,269,972.47	\$ 3,072,476.64	\$ 2,357,510.21	\$ 1,894,079.17	\$ 2,977,653.02	\$ 304,875.83	\$ 3,520,674.42	\$ 2,250,704.24	\$ 18,647,946	\$ 18,199,440	\$ 448,506	2.46%
Percentage of Total Taxation	12.2%	16.5%	12.6%	10.2%	16.0%	1.6%	18.9%	12.1%				

Overall Change in Taxation - All Property Classes

	Area A	Area B	Area D	Area E	Area F	SIGD	DoS	ToG	Total
2017 Taxation by area	2,198,012	2,921,451	2,292,186	1,820,992	3,119,507	313,362	3,358,533	2,175,396	\$ 18,199,440
\$ Change	71,960	151,026	65,324	73,087	(141,854)	(8,486)	162,141	75,308	\$ 448,506
% Change	3.27%	5.17%	2.85%	4.01%	-4.55%	-2.71%	4.83%	3.46%	2.46%

Average Change in Taxation - Residential Property Class

	Area A**	Area B***	Area D	Area E	Area F***	SIGD	DoS	ToG
Average Residential % Change*	2.79%	1.26%	2.90%	3.46%	2.15%	3.79%	3.72%	3.30%

*based on average SCD residential property class market value increase of 14.82%

**excludes Egmont & District Fire Protection

***mainland only for B & F

**2018 Budget
Support Services Summary**

	2014	2015	2016	2017	2018 R1	Difference 2017 to 2018 R1	%
112 General Government	484,768	486,390	797,743	697,622	671,060	(26,562)	-3.81%
113 Finance	1,060,252	1,174,067	1,155,661	1,368,005	1,388,769	20,764	1.52%
114 Field Rd	409,468	440,096	431,480	526,269	467,827	(58,442)	-11.10%
115 Human Resources	411,017	427,424	417,514	447,190	476,955	29,765	6.66%
117 Information Technology	556,600	613,590	628,017	773,790	821,848	48,058	6.21%
135 Corporate Sustainability	92,136	58,473	59,627	63,364	12,691	(50,673)	-79.97%
506 Property Information Mapping Services	328,400	320,287	323,979	338,386	344,079	5,693	1.68%
Total	3,342,641	3,520,327	3,814,021	4,214,626	4,183,229	(31,397)	-0.74%
Change from Prior Year		177,686	293,694	400,605	(31,397)		
% Change from Prior Year		5.32%	8.34%	10.50%	-0.74%		

2018 HR Staffing Plan - R1

	2017	2018	2019	2020	2021	2022	Net Increase (Reduction) 2017 to 2018
Office of the CAO	2.00	2.00	2.00	2.00	2.00	2.00	-
Human Resource Services	3.20	3.00	3.00	3.00	3.00	3.00	(0.20)
Administration and Legislative Services							
Senior Management	1.00	1.00	1.00	1.00	1.00	1.00	-
Administration	2.80	2.80	2.80	2.80	2.80	2.80	-
Legislative Services	4.80	5.00	4.80	4.80	4.80	4.80	0.20
	8.60	8.80	8.60	8.60	8.60	8.60	0.20
Corporate Services							
Senior Management/Admin Asst.	2.00	2.00	2.00	2.00	2.00	2.00	-
Financial Services	8.20	8.20	8.20	8.20	8.20	8.20	-
Purchasing and Risk Management	3.00	3.00	3.00	3.00	3.00	3.00	-
Financial Analysis	1.00	1.00	1.00	1.00	1.00	1.00	-
Asset Management	1.00	1.00	1.00	1.00	1.00	1.00	-
Information Technology and GIS Services	6.80	7.80	7.80	7.80	7.80	7.80	1.00
	22.00	23.00	23.00	23.00	23.00	23.00	1.00
Infrastructure Services							
Senior Management/Admin Asst.	1.75	2.00	2.00	2.00	2.00	2.00	0.25
Utility Services	29.49	28.82	28.82	28.82	28.82	28.82	(0.67)
Transit and Fleet Services	30.41	33.41	33.41	33.41	33.41	33.41	3.00
Solid Waste Services	10.79	10.79	10.79	10.79	10.79	10.79	-
Sustainability Services	1.90	-	-	-	-	-	(1.90)
Utility Services - Special Projects	1.00	-	-	-	-	-	(1.00)
	75.34	75.02	75.02	75.02	75.02	75.02	(0.32)
Planning & Community Development Services							
Senior Management/Admin Asst.	1.90	1.90	1.90	1.90	1.90	1.90	-
Recreation and Community Partnerships	28.20	28.20	28.20	28.20	28.20	28.20	-
Pender Harbour Recreation	4.09	4.09	4.09	4.09	4.09	4.09	-
Facility Services and Parks	24.04	24.04	24.04	24.04	24.04	24.04	-
Planning and Development Services	8.00	8.90	8.90	8.90	8.90	8.90	0.90
Building Services	6.00	6.00	6.00	6.00	6.00	6.00	-
Emergency Services	1.00	1.00	1.00	1.00	1.00	1.00	-
Fire Services	6.40	6.10	6.00	6.00	6.00	6.00	(0.30)
	79.63	80.23	80.13	80.13	80.13	80.13	0.60
Total	190.77	192.05	191.75	191.75	191.75	191.75	1.28

3.00 Permanent increase for Transit expansion (4.5 FTE pro-rated)
 0.20 2018 temporary FTE for election support
 0.25 Add back temporary one time reduction in 2017 for vacancy
 (1.67) 2017 temporary FTE for Utility Services capital projects
 (0.20) 2017 temporary FTE for Occupational Health & Safety initiatives
 (0.30) 2017 temporary FTE for Fire Department / 911 Assistance
1.28

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

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

SUBJECT: 2018 BC ASSESSMENT IMPACTS

RECOMMENDATION(S)

THAT the report titled 2018 BC Assessment Impacts be received.

BACKGROUND

The 2018 Assessment Roll was released by the BC Assessment Authority on January 1, 2018.

Assessed values are based on the estimated market value of properties on July 1 and condition on October 31 of the preceding year.

This report details the impacts that changes to the Assessment Roll will have on the tax apportionment for the Sunshine Coast Regional District (SCRD) services between service participants, property class changes, and impacts for an average residential property in each area.

All calculations in this report are based on status quo 2017 taxation levels for the various services.

DISCUSSION

Overall, taxation apportionment varies from service to service depending on which areas participate. Unlike a Municipality, the apportionment between participating areas in a Regional District service changes from year to year as a result of changes in the assessment base due to market (market condition) and non-market factors (growth).

In general, if assessments in an electoral area, property class or individual property increase by more than the respective average, tax apportionment to that area, class or property will also increase. Conversely, if assessments increase by less than the respective average, tax apportionment will decrease.

Overall Change in Assessments

Overall, assessments in the Regional District increased by 16.08% in 2018 (22.61% increase in 2017) as detailed in Table 1 below:

Table 1: Overall Change in Assessed Values		
	Assessed Value	% Change
2017 (Cycle 10)	10,428,203,130	
Increase due to NMC*	202,518,885	1.94%
Increase due to Market	1,474,160,577	14.14%
2018 Total	12,104,882,592	16.08%
*Non-market Change		

Non-market change (NMC) is generally related to growth and results in an overall increase to the tax base. When all other factors remain equal, an increase due to NMC will result in reduced taxation to existing property owners in all areas.

Market change refers to changes in assessment related to market shifts. These values are determined based on actual sales data in a particular area. When all other factors remain equal, if an individual property's market value increases by more than the average, taxation for that property will increase. If the value increases by less than the average, taxation will decrease.

Change in Apportionment by Area

Converted values are used to calculate the change in tax apportionment between areas and property classes. The total converted value for each area is the sum of assessed values multiplied by the tax rate conversion factor for each property class.

As an example, Residential properties have a conversion factor of 0.1 while businesses have a conversion factor of 0.245; therefore, the business tax rate is 2.45 times greater than the residential tax rate. Conversion factors for Regional Districts are prescribed by Provincial regulation.

Table 2 shows a comparison of 2017 and 2018 converted values. In general, areas where the percentage increase is greater than the total % increase will see an increase in overall tax apportionment. Areas where the increase is less than the average will see a decrease in apportionment.

Table 2: Comparison of Converted Values by Area					
Area	2017	2018	\$ Increase	% Increase	Apportionment
Area A	175,918,063	201,850,971	25,932,908	14.7%	↓
Area B	152,497,971	180,499,680	28,001,709	18.4%	↑
Area D	112,877,376	128,491,594	15,614,218	13.8%	↓
Area E	86,911,999	99,966,822	13,054,823	15.0%	↓
Area F	167,341,669	179,231,046	11,889,377	7.1%	↓
TOG	143,443,016	167,361,441	23,918,425	16.7%	↑
DOS	315,423,173	372,926,866	57,503,693	18.2%	↑
SIGD	26,669,491	28,959,333	2,289,842	8.6%	↓
Total	1,181,082,758	1,359,287,753	178,204,995	15.1%	

The actual impact on overall tax apportionment is dependent on service participation. Table 3 shows the actual change in tax apportionment by area as a result of changes in assessments with no overall increase in taxation.

Table 3: Overall Change in Tax Apportionment Due to Assessments				
Area	2017	2018	\$ Change	% Change
Area A	2,198,012	2,202,910	4,898	0.22%
Area B	2,921,451	3,016,880	95,429	3.27%
Area D	2,292,186	2,303,414	11,228	0.49%
Area E	1,820,992	1,841,364	20,372	1.12%
Area F	3,119,508	2,943,203	(176,305)	-5.65%
DoS	3,358,533	3,409,323	50,790	1.51%
ToG	2,175,396	2,186,632	11,236	0.52%
SIGD	313,362	295,714	(17,648)	-5.63%
	18,199,440	18,199,440	0	

Change in Apportionment by Property Class

Table 4 is a summary of the overall change in converted value and apportionment by property class.

Table 4: Comparison of Converted Values by Property Class					
Property Class	2017	2018	\$ Increase	% Increase	Apportionment
Residential	964,988,306	1,126,363,766	161,375,460	16.7%	↑
Utilities	47,746,379	52,313,969	4,567,590	9.6%	↓
Major Industry	31,077,360	30,771,734	(305,626)	-1.0%	↓
Light Industry	23,031,532	23,504,064	472,532	2.1%	↓
Business and Other	107,546,327	118,684,556	11,138,229	10.4%	↓
Managed Forest Land	3,490,350	4,318,320	827,970	23.7%	↑
Rec/Non-Profit	3,142,500	3,248,670	106,170	3.4%	↓
Farm	60,004	83,674	23,670	39.4%	↑
Total	1,181,082,758	1,359,288,753	178,205,995	15.1%	

The residential, business and farm property classes all increased more than the overall average indicating that taxation will shift to these classes from all other property classes.

Table 5 below is an example of the impact that this change in apportionment has on residential taxation. It calculates the year over year change in taxation on equally valued residential and business properties after applying the % increases noted above for each class.

Table 5: Property Class Tax Apportionment Example		
	Residential	Business
Tax Rate Conversion Factor	0.1	0.245
Year 1 Assessed Value	100000	100000
% Increase	16.7%	10.4%
Year 2 Assessed Value	116700	110400
Year 1 Tax Calculation		
Converted Value	10000	24500
Apportionment %	29%	71%
Apportionment of \$1,000 in Taxation	\$289.86	\$710.14
Year 2 Tax Calculation		
Converted Value	11670	27048
Apportionment %	30%	70%
Apportionment of \$1,000 in Taxation	\$301.41	\$698.59
\$ Tax Increase / (Decrease)	\$11.56	(\$11.56)
% Tax Increase / (Decrease)	3.99%	-1.63%

Average Residential Property Impact

Table 6 below summarizes the impact of 2018 assessment changes for the residential property class in each area based on status quo taxation. The impact on individual properties is dependent on service participation and individual property assessment increases in relation to the SCRD average of 14.82%.

Table 6: Average Residential % Change	
Area	Average Residential % Change in Taxation
Area A	-0.24%
Area B	-0.63%
Area D	0.62%
Area E	0.50%
Area F	0.93%
SIGD	0.38%
DOS	0.32%
TOG	0.39%

STRATEGIC PLAN AND RELATED POLICIES

The 2018 Budget has been developed to align with the Board's Strategic Plan and Integrated Five-Year Plan. The information in this report is intended to support the Board's decision making process during 2018 budget deliberations.

CONCLUSION

Overall assessments in the SCRD increased by 16.08% in 2018 as compared to the 2017 assessment roll.

Converted assessed values used to determine tax apportionment between areas increased by 15.1%. Apportionment to Area B, the Town of Gibsons and the District of Sechelt increased due to higher than average increases in assessments. Apportionment to Area A, Area D, Area E, Area F and the Sechelt Indian Government District decreased due to lower than average increases in assessments.

Converted assessed values for the residential, managed forest and farm property classes also increased by more than the average property class increase. The result of this is a shift in taxation to the residential, managed forest and farm classes from all other property classes.

Based on the static taxation, the impact of changes in assessments will result in increased taxation for an average residential property in Area B, Area D, Area E, the Town of Gibsons and the District of Sechelt. Conversely, taxation for an average residential property in Area A, Area F and the Sechelt Indian Government District will decrease.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

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

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR GENERAL GOVERNMENT - ADMINISTRATION

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for General Government - Administration be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[110] – Director Remuneration – Base Operating Budget Increase Name
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$20,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	As a result of the 2016 census results, the Sunshine Coast Regional District (SCRD) Board expanded to include one additional Director for the District of Sechelt. The purpose of this proposal is to increase the base budget related to Director remuneration and the current number of Directors on the SCRD Board.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Ongoing - increase to base budget annually.

2	<i>Function Number – Project Name:</i>	[110] – Replace Director Tablets – Base Operating Budget Increase
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$13,500
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	Replace on 4-year election cycle
	<i>Rationale / Service Impacts:</i>	<p>The SCRD has been delivering agendas electronically to Directors since 2015. A four-year replacement cycle is reasonable given the evolution of technology and the extensive use of the devices. Reliability of the devices is necessary to ensure the Board's business can be conducted efficiently.</p> <p>Electronic agenda delivery has decreased paper consumption and is consistent with the Strategic Plan value of Environmental Leadership.</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Ongoing - Increase to base budget in local government election years.

3	<i>Function Number – Project Name:</i>	[110] – Update Electronic Document Management System to a new version of Content Server 16
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$50,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	<p>Content Server 16 is a major software update that provides enhanced workflow functionality for records management functions. Keeping up to date with new software versions ensures ongoing maintenance support from the supplier of the SCRD's core document and records management software solution.</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	None

B - STRATEGIC PLAN

4	<i>Function Number – Project Name:</i>	*** NEW [110] – Consulting Services – 2019-2022 Strategic Plan Development
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	<p>The Strategic Plan provides the vehicle by which the Board agrees on the vision, mission and values, as well as the medium and short term goals and objectives of the organization.</p> <p>The goal is to have:</p> <ol style="list-style-type: none"> 1) a clear and concise plan which outlines measureable and easily understood targets 2) a clear and concise model for reporting out where measured progress is the main focus, and 3) a short public report card which summarizes goals, objectives and targets in an attractive, plain language format. <p>Given that local government elections will be held in October 2018, the strategic planning process will likely span two budget years.</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$176,439	\$ 77,939	\$ 67,939	\$ 67,939	\$ 67,939
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Microfiche Scan Years 2&3	-\$ 10,000	-\$ 10,000			
Tablet Replacement (BP#2)	-\$ 13,500	\$ -	\$ -	\$ -	\$ -
Content Server 16 (BP#3)	-\$ 50,000				
Consultant - Strategic Plan	-\$ 25,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 77,939	\$ 67,939	\$ 67,939	\$ 67,939	\$ 67,939

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: David Nelson, Manager, Information Technology and GIS

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [117] INFORMATION TECHNOLOGY

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [117] Information Technology be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	117 – Information Technology 5 Year Capital Plan Replacements of Information Technology Equipment
	<i>Location(s) of Work / Proposal:</i>	All
	<i>2018 Funding Required:</i>	\$50,000 increase in Capital base funding from \$150,000 to \$200,000
	<i>Funding Source(s):</i>	Support Services
	<i>Asset Management Plan Implications:</i>	IT Assets were excluded as part of the 2015 Corporate Asset Management Plan and has now been completed. This work will address needed replacements of obsolete and end-of-life IT capital assets.

	<i>Rational / Service Impacts:</i>	<p>Information Technology is critical to day-to-day operations of all SCRD departments and for providing information to the public and our partner agencies. IT equipment is subject to rapid obsolescence and deterioration. Recent asset assessments shows \$4M in asset replacement costs with equipment lifecycles between 5 to 8 years only.</p> <p>Updates and replacements of IT equipment need to occur to meet evolving technology standards and service delivery imperatives of Staff and the Public.</p>
	<i>Energy Saving Potential (if applicable):</i>	Up-to-date equipment and modern IT delivery techniques offer the best energy saving options.
	<i>Future Funding Implications (if applicable):</i>	The inventory of IT assets (with associated lifecycles) indicate ongoing replacement/refresh needs of \$485K per year. Current IT capital funding envelope is \$150 per year representing a gap of \$335,000. Recommendation is to incrementally close the IT Capital funding gap over 5 years, starting with a \$50,000 increase in 2018.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 56,289	\$ 66,289	\$ 76,289	\$ 86,289	\$ 96,289
Annual Contribution	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Surplus Contribution	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 66,289	\$ 76,289	\$ 86,289	\$ 96,289	\$ 106,289

*Reserves are building to create some financial sustainability and address any critical or emergent item.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Rob Michael, Gibsons and District Fire Department Fire Chief

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [210] GIBSONS AND DISTRICT FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [210] Gibsons and District Fire Protection be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements, as well as ways to reduce the budget.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[210] – Pager replacement (50)
	<i>Location(s) of Work / Proposal:</i>	E, F and Town of Gibsons
	<i>2018 Funding Required:</i>	\$32,481
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain equipment.
	<i>Rational / Service Impacts:</i>	Fire Department member's pagers are in need of replacement. Existing equipment is costly to repair and is breaking down frequently. This is a coordinated project with all Sunshine Coast Regional District (SCRD) Fire Departments.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

2	<i>Function Number – Project Name:</i>	[210] – Preventative Maintenance Program – Cliff Mahlman Fire Hall
	<i>Location(s) of Work / Proposal:</i>	E, F and Town of Gibsons
	<i>2018 Funding Required:</i>	\$7,500
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain facilities.
	<i>Rational / Service Impacts:</i>	After a successful implementation of the SCRD preventative maintenance program at the North Road fire hall, the same program should be implemented at the Cliff Mahlman fire hall to ensure all fire department facilities are properly maintained.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Increase base budget to \$27,100 from current \$19,600.

B- LOW COST, HIGH VALUE

3	<i>Function Number – Project Name:</i>	[210] – Paint Exterior of Fire Hall #1
	<i>Location(s) of Work / Proposal:</i>	E, F and Town of Gibsons
	<i>2018 Funding Required:</i>	\$15,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain facilities.
	<i>Rational / Service Impacts:</i>	The exterior of the GDVFD North Road fire hall is in desperate need of a coat of paint. It is also anticipated that this project will make a significant impact to the image of the fire department throughout the community.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	One time cost.

E OTHER or NOT CURRENTLY CLASSIFIED

4	<i>Function Number – Project Name:</i>	[210] – Replace Fire Prevention Officer Vehicle
	<i>Location(s) of Work / Proposal:</i>	E, F and Town of Gibsons
	<i>2018 Funding Required:</i>	\$75,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain vehicles.
	<i>Rational / Service Impacts:</i>	<p>Current 2002 Ford Ranger is in need of replacement. Maintenance costs are exceeding value of asset. Replacement vehicle will also be utilized as a command center and will need to be equipped with a light and siren package for emergency response</p> <p>This project has been deferred since 2013. The current vehicle has over 100,000 KM on the odometer and is no longer reliable.</p> <p>The fire department will be looking for a newer sport utility vehicle with ample room to transport personnel and/or equipment to emergency scenes and training sessions.</p> <p>The vehicle would be staffed on a 24/7 basis for a rapid response to fire department incidents.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

5	Function Number – Project Name:	[210] – Fire Department Records Management Software
	Location(s) of Work / Proposal:	E, F and Town of Gibsons
	2018 Funding Required:	\$2,500
	Funding Source(s):	Capital Reserves
	Asset Management Plan Implications:	N/A
	Rational / Service Impacts:	The Fire department must properly maintain records of callouts, fire and life safety inspections and training. This is a coordinated project with all SCRD fire departments.
	Energy Saving Potential (if applicable):	N/A
	Future Funding Implications (if applicable):	Annual service contract cost of approx. \$500

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable) (use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve – Cap	\$109,000	\$124,019	-\$ 57,981	-\$ 13,981	-\$213,981
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Reserves	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Replace FPO Vehicle	-\$ 75,000				
Replace Auto Extrication Equipment		-\$ 50,000			
Hall #1 Roof Replacement		-\$150,000			
Automatic Garage Door Openers		-\$ 25,000			
Replace Utility Vehicle			-\$ 50,000		
Replace CAFS Truck				-\$300,000	
Replace Radio Equipment		-\$ 50,000			
Replace Pagers	-\$ 32,481				
Exterior Lighting		-\$ 20,000			
Interior Lighting			-\$ 20,000		
Emergency Generator			-\$ 11,000		
Pave Cliff Malhman Fire Hall Parking lot				-\$ 25,000	
Pave North Road Fire Hall Parking lot					-\$ 65,000
Records Management Software	-\$ 2,500				
Turnout Gear Washing Machine		-\$ 12,000			
Closing Balance in Reserve	\$124,019	-\$ 57,981	-\$ 13,981	-\$213,981	-\$153,981

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [212] ROBERTS CREEK FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [212] Roberts Creek Fire Protection be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiative was presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [212] Roberts Creek Volunteer Fire Department – Roof Replacement for \$150,000 funded from Capital Reserves (Imminent Asset Failure).

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[212] – Pager replacement (30)
	<i>Location(s) of Work / Proposal:</i>	D
	<i>2018 Funding Required:</i>	\$19,489
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain equipment.

	<i>Rational / Service Impacts:</i>	Fire Department member's pagers are in need of replacement. Existing equipment is costly to repair and is breaking down frequently. This is a coordinated project with all Sunshine Coast Regional District (SCRD) Fire Departments.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

E - OTHER or NOT CURRENTLY CLASSIFIED

2	<i>Function Number – Project Name:</i>	[212] – Roberts Creek Volunteer Fire Department Site Design
	<i>Location(s) of Work / Proposal:</i>	D
	<i>2018 Funding Required:</i>	\$5,000
	<i>Funding Source(s):</i>	\$2,500 Taxation \$2,500 Operating Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	Create a detailed site and space design plan to examine efficiencies and options for the facility.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Unknown

3	<i>Function Number – Project Name:</i>	[212] – Fire Department Records Management Software
	<i>Location(s) of Work / Proposal:</i>	D
	<i>2018 Funding Required:</i>	\$2,500
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	The Fire department must properly maintain records of callouts, fire and life safety inspections and training. This is a coordinated project with all SCRd Fire Departments.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Annual service contract cost of approx. \$500

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 277,992	\$ 356,003	\$ 456,003	\$ 556,003	\$ 656,003
Contributions Surplus	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Pagers	-\$ 19,489	\$ -	\$ -	\$ -	\$ -
Records Management System	-\$ 2,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 356,003	\$ 456,003	\$ 556,003	\$ 656,003	\$ 756,003

Five-Year Capital Operating Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 2,604	\$ 104	\$ 104	\$ 104	\$ 104
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Site Plan	-\$ 2,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [216] HALFMOON BAY FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[216] – Pager replacement (35)
	<i>Location(s) of Work / Proposal:</i>	B
	<i>2018 Funding Required:</i>	\$22,737
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain equipment.
	<i>Rational / Service Impacts:</i>	Fire Department member's pagers are in need of replacement. Existing equipment is costly to repair and is breaking down frequently. This is a coordinated project with all Sunshine Coast Regional District (SCRD) Fire Departments.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

C- INTEGRATED FIVE-YEAR PLAN

2	<i>Function Number – Project Name:</i>	[216] – Halfmoon Bay Volunteer Fire Department Capital Reserve Increase
	<i>Location(s) of Work / Proposal:</i>	B
	<i>2018 Funding Required:</i>	\$35,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	Increase annual contribution to capital reserves from \$40,000 to \$75,000 for ongoing maintenance and replacement of existing assets.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

E OTHER or NOT CURRENTLY CLASSIFIED

3	<i>Function Number – Project Name:</i>	[216] – Fire Department Records Management Software
	<i>Location(s) of Work / Proposal:</i>	B
	<i>2018 Funding Required:</i>	\$2,500
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rational / Service Impacts:</i>	The Fire department must properly maintain records of callouts, fire and life safety inspections and training. This is a coordinated project with all SCRD Fire Departments.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Annual service contract cost of approx. \$500

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$212,704	\$262,467	\$337,467	\$412,467	\$487,467
Contributions Surplus	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
BP#1-Pagers	-\$ 22,737				
BP#2-Increase Contribution	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
BP#3-Document Management System	-\$ 2,500				
Closing Balance in Reserve	\$262,467	\$337,467	\$412,467	\$487,467	\$562,467

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [218] EGMONT AND DISTRICT FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [218] Egmont and District Fire Protection be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[218] – Pager replacement (18)
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$11,694
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	This proposal is related to the Asset Management Plan and ensures proper funding is in place to properly maintain equipment.
	<i>Rational / Service Impacts:</i>	Fire Department member's pagers are in need of replacement. Existing equipment is costly to repair and is breaking down frequently. This is a coordinated project with all Sunshine Coast Regional District (SCRD) Fire Departments.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	n/a

E OTHER or NOT CURRENTLY CLASSIFIED

2	Function Number – Project Name:	[218] – Fire Department Records Management Software
	Location(s) of Work / Proposal:	A
	2018 Funding Required:	\$2,500
	Funding Source(s):	Capital Reserves
	Asset Management Plan Implications:	n/a
	Rational / Service Impacts:	The Fire department must properly maintain records of callouts, fire and life safety inspections and training. This is a coordinated project with all SCRD Fire Departments.
	Energy Saving Potential (if applicable):	n/a
	Future Funding Implications (if applicable):	Annual service contract cost of approx. \$500.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$94,566	\$85,372	\$90,372	\$ 95,372	\$100,372
Annual Contribution	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
BP#1-Pagers	-\$11,694	\$ -	\$ -	\$ -	\$ -
BP#2-Document Management System	-\$ 2,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$85,372	\$90,372	\$95,372	\$100,372	\$105,372

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [220] EMERGENCY TELEPHONE 911

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [220] Emergency Telephone 911 be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiative was presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [220] Emergency Telephone 911 – 911 Tower and Spectrum Upgrading for \$25,000 funded from Taxation (Regulatory Compliance).

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 396,000	\$ 228,300	\$ 228,300	\$ 228,300	\$ 228,300
Contributions Surplus	\$ 109,800	\$ -	\$ -	\$ -	\$ -
Gibsons Tower Replacement (C-FWD)	-\$ 97,500	\$ -	\$ -	\$ -	\$ -
Chapman Tower Replacement (C-FWD)	-\$ 180,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 228,300	\$ 228,300	\$ 228,300	\$ 228,300	\$ 228,300

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Gordon Dykstra, Manager, Transit and Fleet

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [310] TRANSIT

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [310] Transit be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiative was presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [310] Transit – Transit Drivers – Uniform Issuance for \$4,500 funded from Taxation and requested as a base budget increase (Regulatory Compliance).

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[310] – Preventive Maintenance (PM) Program - Transit
	<i>Location(s) of Work / Proposal:</i>	All except Area A
	<i>2018 Funding Required:</i>	\$14,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None

	<i>Rationale / Service Impacts:</i>	As part of the Corporate Asset Management Plan, the Fleet facilities, used to support transit operations, were reviewed and a recommendation made for a PM program to be added to Base Budget. The PM program includes labour and materials for series of annual inspections, testing, and cleaning, along with painting and minor internal and external repairs as part of normal preventive maintenance to the facility.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	This is an increase to base budget.

Financial Implications

*No reserves available in Transit

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [350-352] SOLID WASTE

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [350-352] Solid Waste be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Categorized Mandatory

The following proposed initiatives were presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [352] – Sechelt Landfill Generator Replacement for \$12,000 funded from Operating Reserves (Imminent Asset Failure).
- [352] – Sechelt Landfill Environmental Monitoring Plan Update for \$9,500 funded from Operating Reserves (Regulatory Compliance).
- [352] – Sechelt Landfill Geotechnical and Seismic Assessment Update for \$6,200 funded from Operating Reserves (Regulatory Compliance).

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[352] – Sechelt Landfill 4x4 Truck Replacement
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	Up to \$25,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	The truck will be incorporated into the fleet inventory.

	<i>Rational / Service Impacts:</i>	The existing vehicle is a 2004 Ford Ranger 4x4 truck with 192,200 km and was purchased from Sunshine Coast Regional District (SCRD) Utility Services Division in 2015 after it was retired. The truck has exceeded its' effective life and excessive maintenance costs are incurred. Fund from operating reserves. A used vehicle is being considered.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	Annual maintenance required is funded from existing operating budget. Anticipated replacement date will be considered and identified as part of the vehicle purchase process.

C INTEGRATED FIVE-YEAR PLAN

2	<i>Function Number – Project Name:</i>	[351-352] – Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$40,000
	<i>Funding Source(s):</i>	Operating Reserves Potential funding of \$15,000 available through an Asset Management Planning Grant.
	<i>Asset Management Plan Implications:</i>	This work is in support of the SCRD's Asset Management Plan.
	<i>Rational / Service Impacts:</i>	Condition assessments have not been completed for either site. The condition assessment will identify if there are any safety hazards or any imminent asset failure concerns. This will inform asset management planning.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	To be determined based on the results of the condition assessment.

D LOW COST, HIGH VALUE

3	<i>Function Number – Project Name:</i>	[350] – 2018 WildSafeBC Program
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$5,500
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	None
	<i>Rational / Service Impacts:</i>	<p>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.</p> <p>In 2017, \$5,500 was funded with an estimated \$4,300 in-kind.</p> <p>Remaining funding for the seasonal Coordinator position is provided by the WildSafeBC Program.</p>
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	\$5,500 annually from Taxation.

E OTHER or NOT CURRENTLY CLASSIFIED

4	<i>Function Number – Project Name:</i>	[351] – Site Improvement at Pender Harbour Transfer Station
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	The bays will be incorporated into the asset inventory and condition assessment proposed for 2018.
	<i>Rational / Service Impacts:</i>	Funds are to pay on-site operator to develop bays for the drop-off bins, resulting in improved traffic flow and other site efficiencies.
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	To be determined based on the results of the condition assessment.

5	<i>Function Number – Project Name:</i>	*** NEW [350] – Islands Clean Up Service Expansion
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$31,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	<p>Service expansion consideration as per Resolution 021/18 January 11, 2018 Board Meeting.</p> <p>021/18 THAT the SCRD move forward with consideration of Islands Clean Up Service Expansion for Nelson Island in 2018 Round 1 Budget;</p> <p>AND FURTHER THAT a report on the comparison of taxation versus costs be included in the 2018 Round 1 Budget proposal.</p> <p>Funds are for existing contractor to service Nelson Island and for the recycling and disposal costs.</p>
	<i>Rational / Service Impacts:</i>	<p>Estimated¹ 2018 Annual Island Contributions to [350] Regional Solid Waste:</p> <p>Gambier² - \$43,000 Hardy – \$6,400 Keats² - \$21,700 Nelson – \$11,400 Thormanby² - \$15,200</p> <p>¹Based on Assessment Link BC ²And surrounding islands</p>
	<i>Energy Saving Potential (if applicable):</i>	Not applicable
	<i>Future Funding Implications (if applicable):</i>	\$31,000 annually from taxation.

Financial Implications

Five-Year Operating Reserve Plan - Landfill					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 98,000	\$ 15,300	\$ 35,300	\$ 40,300	\$ 50,300
Contributions (Projected Surplus)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Categorized Mandatory	-\$ 27,700	\$ -	-\$ 15,000	-\$ 10,000	-\$ 25,000
BP #1	-\$ 25,000	\$ -	\$ -	\$ -	\$ -
BP #2	-\$ 40,000	\$ -	\$ -	\$ -	\$ -
BP #4	-\$ 10,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 15,300	\$ 35,300	\$ 40,300	\$ 50,300	\$ 45,300

Five-Year Operating Reserve Plan - Reg. Solid Waste [Taxation Function]					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$121,465	\$ 121,465	\$121,465	\$121,465	\$121,465
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$121,465	\$ 121,465	\$121,465	\$121,465	\$121,465

Five-Year Operating Reserve Plan - Eco-fees					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$184,355	\$159,355	\$134,355	\$109,355	\$ 84,355
Contributions	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
50% Waste Reduction Coord.	-\$ 40,000	-\$ 40,000	-\$ 40,000	-\$ 40,000	-\$ 40,000
Waste Reduction Initiatives	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000
Closing Balance in Reserve	\$159,355	\$134,355	\$109,355	\$ 84,355	\$ 59,355

The Eco-fee Operating Reserve is funded from the \$5 per tonne fee charged on municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station. The reserve plan above reflects the approved use of approximately \$40,000 towards the Waste Reduction Coordinator's wages in 2018 and \$40,000 in future years per the approved funding formula for this position.

Eight-Year Closure Reserve Plan - Landfill								
	2018	2019	2020	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 800,000	\$1,100,000	\$1,400,000	\$1,700,000	\$2,000,000	\$2,300,000	\$2,600,000	\$2,900,000
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Contribution	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Closing Balance in Reserve	\$1,100,000	\$1,400,000	\$1,700,000	\$2,000,000	\$2,300,000	\$2,600,000	\$2,900,000	\$3,200,000

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Shane Walkey, Manager, Utility Services, Infrastructure Services

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [365] NORTH PENDER HARBOUR WATER

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [365] North Pender Harbour Water be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[365] – Base Operating Budget Increase
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$15,500
	<i>Funding Source(s):</i>	User Fees (Existing)
	<i>Rational / Service Impacts:</i>	<p>Increasing consumable expenses (i.e. fuel) as well as rising costs associated with contracted services and material expenses require that the net operating budget be increased to provide the utility with the resources to maintain the high level of water service provision in the region.</p> <p>The allocation of existing user fee revenue towards net operating expenses be increased by \$15,500 in 2018 in order to meet the current operating and</p>

		<p>maintenance requirements of the water utility.</p> <p>An increase to water usage fees for the North Pender Harbour Water Service Area (NPHWSA) of 8.5% was adopted by the Board on December 14, 2017 which will result in an estimated \$12,750 of additional revenue in 2018. The balance of required funding for the proposed net operating budget increase can be reallocated from annual contributions to reserves (\$66,431 in 2017).</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Net annual increase to the operating budget of \$15,500

B- STRATEGIC PLAN

2	<i>Function Number – Project Name:</i>	365 – Demand Reduction Rebate Program – Rainwater Harvesting Rebate Pilot Program
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$1,500
	<i>Funding Source(s):</i>	User Fees (Existing)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rational / Service Impacts:</i>	<p>Rainwater Harvesting (RWH) systems can complement municipal infrastructure by reducing demand when water is needed most and is least plentiful.</p> <p>The implementation of a streamlined RWH Rebate Pilot Program in 2018 to provide an incentive for property owners to purchase and install RWH systems. A rebate amount of \$500 would be offered to partially reimburse eligible applicants once documentation and proof of installation is confirmed. Staff estimate water savings of approximately 13,500 litres per year per system based on average historical summer precipitation</p>

		<p>and the minimum RWH design sizes (~4,500 litres).</p> <p>This program is consistent with the Sunshine Coast Regional District's (SCRD) Regional Sustainability Plan, 'We Envision' which identifies a water consumption reduction of 33% by 2020. This recommended program also aligns with the SCRD's current Strategic Plan's priority to 'Embed Environmental Leadership'.</p> <p>The RWH Rebate Pilot Program budget of \$1,500 is similar to what is currently allocated to the Toilet Rebate Program (which ends in 2017), therefore no additional funding is required for this program.</p>
	<i>Energy Saving Potential (if applicable):</i>	Nominal reductions in energy costs associated with the treatment and distribution of water.
	<i>Future Funding Implications (if applicable):</i>	\$0

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 51,460	\$ 116,460	\$ 181,460	\$ 246,460	\$ 311,460
Contributions Surplus	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Closing Balance in Reserve	\$ 116,460	\$ 181,460	\$ 246,460	\$ 311,460	\$ 376,460

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$104,191	\$ 104,191	\$ 104,191	\$ 104,191	\$ 104,191
Closing Balance in Reserve	\$104,191	\$ 104,191	\$ 104,191	\$ 104,191	\$ 104,191

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Shane Walkey, Manager, Utility Services, Infrastructure Services

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [366] SOUTH PENDER HARBOUR WATER

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [366] South Pender Harbour Water be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[366] – Base Operating Budget Increase
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$16,000
	<i>Funding Source(s):</i>	User Fees (Existing)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rational / Service Impacts:</i>	Increasing consumable expenses (i.e. Electricity, fuel) as well as rising costs associated with repairs and maintenance require that the net operating budget be increased to provide the utility with the resources to maintain the high level of water service provision in the region. The allocation of existing user fee revenue towards net operating expenses

		<p>be increased by \$16,000 in order to meet the current operating and maintenance requirements of the water utility.</p> <p>An increase to water usage fees for the South Pender Harbour Water Service Area (SPHWSA) of 5.5% was adopted by the Board on December 14, 2017 which will result in an estimated \$22,000 of additional revenue in 2018. It is recommended that the additional user fee revenue generated by this increase be used (in part) to fund this increase to the net operating budget in 2018.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Net annual increase to the operating budget of \$16,000

B- STRATEGIC PLAN

2	<i>Function Number – Project Name:</i>	[366] – Demand Reduction Rebate Program – Rainwater Harvesting Rebate Pilot Program
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$2,000
	<i>Funding Source(s):</i>	User Fees (Existing)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rational / Service Impacts:</i>	<p>Rainwater Harvesting (RWH) systems can complement municipal infrastructure by reducing demand when water is needed most and is least plentiful.</p> <p>The implementation of a streamlined RWH Rebate Pilot Program in 2018 to provide an incentive for property owners to purchase and install RWH systems. A rebate amount of \$500 would be offered to partially reimburse eligible applicants once documentation and proof of installation is confirmed. Staff estimate water savings of approximately 13,500 litres per year per system based on</p>

		<p>average historical summer precipitation and the minimum RWH design sizes (~4,500 litres).</p> <p>This program is consistent with the Sunshine Coast Regional District's (SCRD) Regional Sustainability Plan, 'We Envision' which identifies a water consumption reduction of 33% by 2020. This recommended program also aligns with the SCRD's current Strategic Plan's priority to 'Embed Environmental Leadership'.</p> <p>The RWH Rebate Pilot Program budget of \$2,000 is similar to what is currently allocated to the Toilet Rebate Program (which ends in 2017), therefore no additional funding is required for this program.</p>
	<i>Energy Saving Potential (if applicable):</i>	Nominal reductions in energy costs associated with the treatment and distribution of water.
	<i>Future Funding Implications (if applicable):</i>	\$0

E- OTHER or NOT CURRENTLY CLASSIFIED

3	<i>Function Number – Project Name:</i>	[366] – Vehicle Replacement
	<i>Location(s) of Work / Proposal:</i>	A
	<i>2018 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	MFA 5-Year Equipment Financing Loan
	<i>Asset Management Plan Implications:</i>	Vehicle replacement and funding sources are accounted for in the SPHWSA 10-Year Plan. Vehicle conditions and replacement schedules are reviewed annually by the fleet maintenance supervisor and water utility management.
	<i>Rational / Service Impacts:</i>	It is recommended that the following SPHWSA waterworks vehicle be replaced in 2018:

		<ul style="list-style-type: none"> Unit #450 – 2009 Ford Ranger w/ service body (Mileage: 169,690 kms) <p>This vehicle is 9 years old, has experienced rising maintenance costs. This truck regularly requires high cost maintenance including clutch, differential and regular brake maintenance.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Based on the current daily floating rate of 1.83% offered by MFA, a 5-year loan would result in approximately \$525 per month of combined principal/interest payments for 60-months. Approximately \$1,500 of total interest would be paid over the course of the loan period.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 282,664	\$ 357,664	\$ 432,664	\$ 507,664	\$ 582,664
Contributions Surplus	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Closing Balance in Reserve	\$ 357,664	\$ 432,664	\$ 507,664	\$ 582,664	\$ 657,664

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 623,861	\$ 623,861	\$ 623,861	\$ 623,861	\$ 623,861
Closing Balance in Reserve	\$ 623,861	\$ 623,861	\$ 623,861	\$ 623,861	\$ 623,861

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Shane Walkey, Manager, Utility Services, Infrastructure Services

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [370] REGIONAL WATER SERVICE

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [370] Regional Water Service be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiatives were presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory items:

- [370] Regional Water Service – Langdale Well – Pump Station Upgrade for \$100,000 funded from Capital Reserves (Imminent Asset Failure);
- [370] Regional Water Services – Base Operating Budget Increase – Chapman Lake Expansion Project and Chapman Creek Flow Meter Calibration for \$35,000 funded through User Fees (Regulatory Compliance);
- [370] Regional Water Services – Base Operating Budget Increase – Water Sampling for \$35,100 funded through User Fees (Regulatory Compliance);
- [370] Regional Water Services – Well Protection Planning – Phase 2 for \$50,000 funded from Operating Reserves (Regulatory Compliance).

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[370] Exposed Water Main Rehabilitation
	<i>Location(s) of Work / Proposal:</i>	B, D, DoS
	<i>2018 Funding Required:</i>	\$112,500
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	<p>The Asset Management BC (AMBC) Roadmap identifies the condition assessment of assets (4.1) and the determination of asset maintenance strategies (4.4) as basic level asset management modules.</p> <p>Preventative maintenance on existing assets will defer future replacement costs, provide better conservation of assets and increase the life expectancy of water utility assets.</p>
	<i>Rational / Service Impacts:</i>	<p>Steel and ductile iron water mains have a rated useful life of 80-100 years under ideal conditions. A condition assessment of exposed sections of Regional Water Service (RWS) water mains was completed in 2015 by OpusDayton Knight that identified numerous sections of pipe that require remediation work to prevent further deterioration, minimize the risk of failure and achieve the rated functional life of the assets. Exposed water mains are located at bridges and creek crossings.</p> <p>Remediation methods will include cleaning and painting of steel water mains, removing vegetation and repairing the protective jackets with industry approved wrap.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	N/A

B STRATEGIC PLAN

2	<i>Function Number – Project Name:</i>	[370] Demand Reduction Rebate Program – Rainwater Harvesting Rebate Pilot Program
	<i>Location(s) of Work / Proposal:</i>	A, B, D, E, F, DoS
	<i>2018 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	User Fees (Existing)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rational / Service Impacts:</i>	<p>Rainwater Harvesting (RWH) systems can complement municipal infrastructure by reducing demand when water is needed most and is least plentiful.</p> <p>The implementation of a streamlined RWH Rebate Pilot Program in 2018 to provide an incentive for property owners to purchase and install RWH systems. A rebate amount of \$500 would be offered to partially reimburse eligible applicants once documentation and proof of installation is confirmed. Staff estimate water savings of approximately 13,500 litres per year per system based on average historical summer precipitation and the minimum RWH design sizes (~4,500 litres).</p> <p>This program is consistent with the SCRD's Regional Sustainability Plan, 'We Envision' which identifies a water consumption reduction of 33% by 2020. This recommended program also aligns with the SCRD's current Strategic Plan's priority to 'Embed Environmental Leadership'.</p> <p>The RWH Rebate Pilot Program budget of \$25,000 is similar to what is currently allocated to the Toilet Rebate Program (which ends in 2017), therefore no additional funding is required for this program.</p>
	<i>Energy Saving Potential (if applicable):</i>	Nominal reductions in energy costs associated with the treatment and distribution of water.
	<i>Future Funding Implications (if applicable):</i>	\$0

C INTEGRATED FIVE-YEAR PLAN

3	<i>Function Number – Project Name:</i>	[370] Regional Water Storage Capacity
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$200,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	If this project proceeds to a construction stage, then the Comprehensive Regional Water Plan (CRWP) will need to be revised to incorporate additional funding scenarios as well as asset maintenance and replacement values associated with any new infrastructure built.
	<i>Rational / Service Impacts:</i>	<p>In the 2013 CRWP it is recommended to construct an engineered storage lake adjacent to the Chapman Creek Water Treatment Plant. The concept consists of a lined constructed raw water storage reservoir with a new intake on Chapman Creek. The engineered lake 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.</p> <p>This project involves the investigation of water storage which would include site identification, preliminary engineering and costing.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	If this initiative proceeds to a construction phase, there would be future financial implications associated with the primary construction of an engineered storage structure and any associated capital infrastructure requirements necessary to connect to existing treatment facilities, intakes, etc.

4	<i>Function Number – Project Name:</i>	[370] Groundwater Investigation – Stage 2 – Test Drilling Program
	<i>Location(s) of Work / Proposal:</i>	E, F, DoS
	<i>2018 Funding Required:</i>	\$325,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	Investigative ground water exploration is included in the Comprehensive Regional Water Plan (CRWP) and funding for this stage is incorporated into the long term financial funding model that is associated with the Plan.
	<i>Rational / Service Impacts:</i>	<p>The SCRD commissioned Waterline Resources Ltd in 2016/17 to perform a desktop-based study (Groundwater Investigation -Stage 1) to identify promising aquifer(s) in the vicinity of the Chapman water system.</p> <p>Waterline’s study was presented to the Board at the October 19, 2017 ISC with the following resolution:</p> <p>300/17 cont.</p> <p>Recommendation No. 1</p> <p>“AND THAT recommendations from the Groundwater Investigation to Supplement Chapman Creek Water Supply Report be brought forward to the 2018 Budget process.”</p> <p>The Groundwater Investigation study identified 12 locations to be examined for potential groundwater production, of which four sites have been recommended by the Consultant that will require test drilling, water quality and yield testing and final assessment.</p> <p>The total estimated costs (Class C estimate) for completing a four well exploration program was estimated by Waterline in their report at a value of \$325,000. This includes drilling and well installation of four <u>test</u> wells, supply and</p>

		installation of pumping equipment, and conducting a 48 hour pumping test in each well, water quality testing, and hydrogeological support during the field work, and delivery of a short technical report summarizing results and recommendations for each location.
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	If this initiative proceeds to Stage 3 – Construction, there would be future financial implications associated with the development and commissioning of one (or more) production wells and related infrastructure.

5	<i>Function Number – Project Name:</i>	[370] Universal Water Meter Installations – Phase 3 – District of Sechelt
	<i>Location(s) of Work / Proposal:</i>	DoS, SIGD
	<i>2018 Funding Required:</i>	\$5,896,550
	<i>Funding Source(s):</i>	Gas Tax Strategic Priorities Fund (SPF) Grant (application decision pending)
	<i>Asset Management Plan Implications:</i>	Water meters have an estimated useful life of 20 years. Once installed, meters will be capitalized and long term asset/financial planning will ensure funding is in place for replacement.
	<i>Rational / Service Impacts:</i>	<p>Universal water metering is the leading priority identified within the CRWPs' intensive demand management program. The CRWP forecasts that universal metering will lower the Average Daily Demand (ADD) for water by 20% and the Maximum Daily Demand (MDD) by 25%. Universal water metering will also contribute to the deferment of over \$7 million in infrastructure upgrades as well as decreasing the scale of capacity improvements needed.</p> <p>This project is a critical component of the SCRD's water demand-side management actions that will help</p>

		<p>mitigate the impact of drought events on available water supply by encouraging conservative water use and reducing net per capita water consumption on the Sunshine Coast. Water meters enable conservation by identifying likely leaks, increasing consumer understanding of water use habits, and through volumetric rate structures. In the last year, over 700 leaks on private properties have been identified and resolved by analyzing water meter data, saving an estimated 2,135,000 litres per day of treated water from being wasted.</p> <p>This project represents the third and final phase of the SCRD's Universal Metering installation program after already completing installations in Pender Harbour and the Electoral Areas on the Sunshine Coast.</p> <p>This project will involve the installation of water meters and backflow prevention devices in approximately 4,800 water services throughout the boundaries of the District of Sechelt and the Sechelt Indian Government District.</p>
	<i>Energy Saving Potential (if applicable):</i>	The implementation of a universal water metering program has been shown to reduced water consumption by approximately 25%.
	<i>Future Funding Implications (if applicable):</i>	n/a

6	<i>Function Number – Project Name:</i>	[370] – Chapman WTP Chlorination System Upgrade
	<i>Location(s) of Work / Proposal:</i>	Regional
	<i>2018 Funding Required:</i>	\$692,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	Replacing the existing chlorination system assets should reduce the costs of chlorination system design and installation when the Chapman WTP is upgraded in the future.

	<i>Rational / Service Impacts:</i>	<p>The existing chlorination system at the Chapman WTP is nearing the end of its useful life and an alternative disinfection system to mitigate safety hazards is required.</p> <p>In September 2017, Opus International Consultants Ltd. were retained to conduct a feasibility study to evaluate safer chlorination options at the Chapman WTP. A report on this subject matter and Opus' study was provided at the December 21, 2017 ISC.</p> <p>The results from the feasibility study recommend a 0.8% On-Site Generation as the most suitable option for replacing the existing chlorine gas disinfection system at the WTP.</p> <p>A Class C cost estimate was included in the study, which provided a total estimated cost of the new system at \$692,000, including engineering and a 20% contingency.</p>
	<i>Energy Saving Potential (if applicable):</i>	<p>Based on the values presented within Opus' study, it is estimated that energy consumption associated with an On-Site-Generation system may increase by \$1,500-\$2,500 annually compared to the existing chlorine gas disinfection process.</p>
	<i>Future Funding Implications (if applicable):</i>	<p>In Opus' feasibility study it was estimated that annual operating costs associated with the recommended On-Site Generation system may be \$9,500/year higher when compared to the existing chlorine gas disinfection system.</p>

E- OTHER or NOT CURRENTLY CLASSIFIED

7	<i>Function Number – Project Name:</i>	370 – Vehicle Replacement
	<i>Location(s) of Work / Proposal:</i>	All
	<i>2018 Funding Required:</i>	\$200,000
	<i>Funding Source(s):</i>	MFA 5-Year Equipment Financing Loan
	<i>Asset Management Plan Implications:</i>	Vehicle conditions and replacement schedules are reviewed annually by the fleet maintenance supervisor and water utility management and accounted for in the CRWP.
	<i>Rational / Service Impacts:</i>	<p>It is recommended that the following RWS waterworks vehicles be replaced in 2018:</p> <ul style="list-style-type: none"> Unit #426 – 2008 Ford F450 Super Duty w/ Service Body (Mileage: 152,331 kms) Unit #434 – 2008 Ford Ranger w/ Service Body (Mileage: 157,297 kms) Unit #447 – 2010 Ford F450 Super Duty w/ Service Body (Mileage: 136,025) <p>The two (2) F450 vehicles are diesel engine trucks that , have ongoing emission issues and high maintenance costs. Both vehicles Diesel Particulate Filters are causing exhaust smoking that cannot be resolved, requires regular intervention and has generated public concern..</p> <p>The 2008 Ford Ranger is 10 years old, has experienced rising maintenance costs. This truck regularly requires high cost maintenance including clutch, front end work and regular brake maintenance.</p>
	<i>Energy Saving Potential (if applicable):</i>	The replacement of older inefficient vehicles with modern vehicles will improve fuel efficiency and reduce overall carbon emissions.

<i>Future Funding Implications (if applicable):</i>	Based on the current daily floating rate of 1.83% offered by MFA, a 5-year loan would result in approximately \$3,500 per month of combined principal/interest payments for 60-months. Approximately \$22,000 of total interest would be paid over the course of the loan period.
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Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$4,004,493	\$4,904,493	\$5,804,493	\$6,704,493	\$7,554,493
Contributions Surplus	\$ 900,000	\$ 900,000	\$ 900,000	\$ 850,000	\$ 850,000
Mandatory: Langdale Well-Pump Station Upgrade	-\$ 100,000	\$ -	\$ -	\$ -	\$ -
BP#1-Exposed Water Main	-\$ 112,500	\$ -	\$ -	\$ -	\$ -
BP#4-Groundwater Investigation-Test Drilling	-\$ 325,000	\$ -	\$ -	\$ -	\$ -
BP#6-Chapman WTP Chlorination Upgrade	-\$ 692,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$4,904,493	\$5,804,493	\$6,704,493	\$7,554,493	\$8,404,493

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$1,503,660	\$1,953,660	\$2,203,660	\$2,453,660	\$2,703,660
Contributions Surplus	\$ 500,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Mandatory-Well Protection Plan	-\$ 50,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$1,953,660	\$2,203,660	\$2,453,660	\$2,703,660	\$2,953,660

Five-Year DCC Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$1,206,776	\$1,006,776	\$1,006,776	\$1,006,776	\$1,006,776
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
BP#3-Regional Water	-\$ 200,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$1,006,776	\$1,006,776	\$1,006,776	\$1,006,776	\$1,006,776

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

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

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [345] PORTS

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [345] Ports be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiative was presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [345] Ports – Ports Approach Load Rating and Ports Safety Audit for \$20,000 funded from Operating Reserves (Safety Requirement)

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	Function Number – Project Name:	[345] – Ports 5 Year Capital Plan Repairs
	Location(s) of Work / Proposal:	B, D, E, F
	2018 Funding Required:	\$130,000
	Funding Source(s):	Taxation

	<i>Asset Management Plan Implications:</i>	This work will address work identified in the Ports capital plan based on 5-year rotating major inspections.
	<i>Rationale / Service Impacts:</i>	<p>Ports provide critical transportation infrastructure for island residents, emergency services and marine industries.</p> <p>Ports are liable to degradation from environmental exposure due to harsh marine conditions. As highly-functional infrastructure, the failure of one component (such as a tie rail, stringer, etc.) can render the port nearly unusable. Regular capital works are thus required to maintain serviceable condition.</p> <p>This initiative would complete repairs to the West Bay float and Halkett Bay approach that have been identified through major inspections and engineer review. These repairs will maintain status quo service at these ports and help to ensure reliable performance.</p>
	<i>Energy Saving Potential (if applicable):</i>	None
	<i>Future Funding Implications (if applicable):</i>	Routine preventative maintenance can continue to be delivered through the existing Ports base budget.

2	<i>Function Number – Project Name:</i>	[345] Ports – Vaucroft Capital Works
	<i>Location(s) of Work / Proposal:</i>	B
	<i>2018 Funding Required:</i>	\$450,000
	<i>Funding Source(s):</i>	Short Term Debt
	<i>Asset Management Plan Implications:</i>	This work will address work identified in the Ports capital plan based on 5-year rotating major inspections.

	<i>Rationale / Service Impacts:</i>	<p>Ports provide critical transportation infrastructure for island residents, emergency services and marine industries</p> <p>Ports are susceptible to degradation from environmental exposure due to harsh marine conditions. As highly-functional infrastructure, the failure of one component (such as a tie rail, stringer, etc.) can render the port nearly unusable. Regular capital works are thus required to maintain serviceable condition.</p> <p>This initiative would complete repairs to the Vaucroft approach and replace the Vaucroft float. This work has been identified through a major inspection and engineer review. These repairs will maintain status quo service at the port and help to ensure reliable performance.</p>
	<i>Energy Saving Potential (if applicable):</i>	None.
	<i>Future Funding Implications (if applicable):</i>	<p>Annual Debt Servicing costs will be approximately \$105,000 and begin in 2019, therefore no significant tax impact in 2018. Note that interest is variable and amounts are subject to change. Amounts will be included in the 2018-2022 Financial Plan.</p> <p>Routine preventative maintenance can continue to be delivered through the existing Ports base budget.</p>

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 189,325	\$ 239,325	\$ 289,325	\$ 339,325	\$ 389,325
Contributions Surplus	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Closing Balance in Reserve	\$ 239,325	\$ 289,325	\$ 339,325	\$ 389,325	\$ 439,325

Five-Year Operating Reserve Plan (or longer, if applicable) (use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 65,323	\$ 74,023	\$ 74,023	\$ 74,023	\$ 74,023
Contributions Surplus	\$ 28,700				
Load ratings/safety audit	-\$ 20,000	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 74,023	\$ 74,023	\$ 74,023	\$ 74,023	\$ 74,023

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

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

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [540] HILLSIDE DEVELOPMENT PROJECT

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [540] Hillside Development Project be received;

AND THAT SCRD apply for Island Coastal Economic Trust *Economic Development Readiness Program* grant support for Hillside Investment Attraction Analysis.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiative was presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [540] Hillside Development Project – Dike Maintenance (Dakota Creek) for \$10,000 funded from Taxation (Regulatory Compliance).

2018 R1 Budget Proposals by Category

D - LOW COST, HIGH VALUE

1	<i>Function Number – Project Name:</i>	540– Hillside Development Project – Investment Attraction Analysis
	<i>Location(s) of Work / Proposal:</i>	F
	<i>2018 Funding Required:</i>	\$60,000.00
	<i>Funding Source(s):</i>	Grant funding and other (report to follow)

	<i>Asset Management Plan Implications:</i>	Not applicable
	<i>Rationale / Service Impacts:</i>	<p>SCRD has large portions of land remaining from earlier Hillside Industrial Park subdivision. Industrial investment interest currently exists. However, the two large remaining properties (50 and 63 hectares) are not prepared for sale or development.</p> <p>A review of lands and related uses is recommended to attract investment opportunities at Hillside. An investment attraction analysis with support of a professional land management or economic development consultant can assist in enabling SCR D to make effective and coordinated decisions for land use and property disposition opportunities.</p> <p>There may be funding support opportunities available through Island Coastal Economic Trust (ICET).</p> <p>ICET has a number of opportunities available within the Economic Development Readiness Program. Applicable ICET funding programs include:</p> <ol style="list-style-type: none"> 1. Economic Development Strategy – up to \$30,000 (one time) 2. Investment Attraction Tools - – up to \$30,000 (up to twice a year) <p>http://www.islandcoastaltrust.ca/economic-development-readiness</p>
	<i>Energy Saving Potential (if applicable):</i>	Not applicable.
	<i>Future Funding Implications (if applicable):</i>	Property sales/lease revenue and/or tax base growth from investment attraction.

Background:

In 2003, a Strategic Feasibility Study was prepared by a consultant that provided of a number of recommendations on how to best utilize the land resources in the Hillside Industrial Park. With consultation from Hillside Development Group (HIDEGRO) it was decided that Sunshine Coast Regional District (SCRD) should proceed with creating a mixture of large and small pieces of industrial land to be subdivided and sold for industrial purposes. In recent years many of the smaller pieces of land have sold to private interests.

At this time there are two large pieces remaining in Hillside:

1. District Lot 539, located above Port Mellon Highway is a 63 hectare parcel, and
2. The remainder of District Lot 1482, split between Port Mellon Highway and above the forest service road within the Hillside subdivision is a 50 hectare parcel.

District Lot 539 has RU2 zoning, which is a rural resource use most often applied to large properties without specifically identified uses. There are three OCP land use designations on this section of property: Comprehensive Industrial, Conservation Areas and Demonstration Forest. Consideration of land use zoning and OCP policies must be given if there is plan to increase the industrial use of this district lot.

District Lot 1482 is split one between RU2 and I7. The I7 zone applies to much of Hillside Industrial Park and offers a mix of industrial uses. The RU2 zone on this particular property is located above Port Mellon Highway. Most of the property is within the Comprehensive Industrial land use designation within the OCP and the northwest corner is located within the Conservation areas designation.

Each of these parcels contains land suitable for additional industrial development as well land which could be left for conservation or future use. A review of the development potential can be undertaken to determine next steps in property development and sale possibilities. Service from a professional consultant can assist in determining further land development and economic development opportunities.

Financial Implications

There is no capital or operating reserve associated with this service at this time.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [400] CEMETERY

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [400] Cemetery be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	Cemetery Business Plan
	<i>Location(s) of Work / Proposal:</i>	D, E (regional impact)
	<i>2018 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	Seaview Cemetery currently has 5-year supply for full burial plots remaining. A business review and plan would assess current operations and future opportunities, taking into account demographic trends, changing social preferences (for example continued demand for columbaria; interest in green burials) and sustainable fees and charges.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	None directly related to this initiative. Fiscal sustainability would be a principle of the business plan process.

2	<i>Function Number – Project Name:</i>	Cemetery Base Budget Adjustment
	<i>Location(s) of Work / Proposal:</i>	D, E (regional impact)
	<i>2018 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Taxation (50% - \$5,000) User fees and charges (50% - \$5,000)
	<i>Asset Management Plan Implications:</i>	n/a
	<i>Rationale / Service Impacts:</i>	Cemetery service has seen cost increases for contracted services, equipment rentals, materials and supplies including niches, grave liners and inscriptions. Some of these increases are related to US dollar/exchange. A proposal to amend fees and charges to recover the approximately 50% portion of the initiative associated with services provided to individual users will be brought forward in Q1 2018. Taxation is proposed as the funding source for the approximately 50% of the initiative associated with property maintenance, which has a community benefit.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	This is a base budget (ongoing) request.

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)						
	2018	2019	2020	2021	2022	
Item	Amount	Amount	Amount	Amount	Amount	
Opening Balance in reserve	\$ 168,937	\$ 143,937	\$ 143,937	\$ 143,937	\$ 143,937	
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	
Business Plan Project	-\$ 25,000	\$ -	\$ -	\$ -	\$ -	
Closing Balance in Reserve	\$ 143,937	\$ 143,937	\$ 143,937	\$ 143,937	\$ 143,937	

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [615] COMMUNITY RECREATION

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [615] Community Recreation be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[615] Fitness Equipment Replacement
	<i>Location(s) of Work / Proposal:</i>	DoS, ToG
	<i>2018 Funding Required:</i>	\$251,650
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	<p>All of the fitness equipment at Gibsons and Area Community Centre (GACC) and Sechelt Aquatic Centre (SAC) listed in the Asset Management Plan is identified to be past the end of its service life.</p> <p>A Fitness Equipment Replacement Plan (FERP) has been established and, if approved for implementation, the Asset Management Plan will be updated to</p>

		<p>reflect the current status of the fitness equipment.</p> <p>Estimated useful life for equipment included in this initiative is 5-10 years.</p>
	<i>Rationale / Service Impacts:</i>	<p>Fitness equipment at SAC and GACC includes exercise machines (treadmills, elliptical machines, ergometers, spin bikes, etc.), a variety of weights and 'soft' fitness equipment such as mats and resistance bands.</p> <p>As this equipment is high value and part of the furniture, fixtures and equipment associated with the buildings, it is listed in the Asset Management Plan.</p> <p>Much of this equipment dates from facility opening. The equipment has fulfilled its life expectancy and in many cases can no longer be serviced.</p> <p>Currently-approved Recreation capital funding of \$725,000 is assigned only to assets categorized as "critical" (those being assets central to keeping the building open and safe). In general, furniture, fixtures and equipment – even those essential to delivering recreation services – are identified as "high priority" which is a lower category than critical and thus need to be managed outside of existing/approved capital funding.</p> <p>Reliable and fully-functioning fitness equipment is essential to attracting and retaining users, delivering a quality user experience and successful programming.</p>
	<i>Energy Saving Potential (if applicable):</i>	Energy Star certified equipment will be investigated.
	<i>Future Funding Implications (if applicable):</i>	It is anticipated that replacement of fitness equipment will result in reduced maintenance costs in the short term due to warranty period/fewer repairs required.

C- INTEGRATED FIVE-YEAR PLAN

2	<i>Function Number – Project Name:</i>	[615] Sunshine Coast Arena – Water Efficiency Plan
	<i>Location(s) of Work / Proposal:</i>	DoS
	<i>2018 Funding Required:</i>	\$25,000
	<i>Funding Source(s):</i>	Taxation and, if approved, grant support
	<i>Asset Management Plan Implications:</i>	Water efficiency measures evaluated through this plan would consider specific impacts on asset management (such as future maintenance and replacement costs and cost avoidance opportunities).
	<i>Rationale / Service Impacts:</i>	<p>Sunshine Coast Arena uses water for ice making, cooling the ice plant (once-through water cooling) and drinking/sanitation. Alternatives to using potable water for ice making and plant cooling exist. Possibilities exist for water reuse or more efficient fixtures as well. These alternatives could make more efficient use of a community resource (potable water), reduce consumption of a renewable resource, and contribute to a more resilient recreation facility capable of operating in water-restricted conditions.</p> <p>This initiative would include a study and evaluation of water efficiency measures and potable water alternatives and lead into capital work required to modify plant equipment or facility plumbing. Staff anticipate reporting back on progress and to seek or confirm direction once study is complete and prior to work beginning.</p>
	<i>Energy Saving Potential (if applicable):</i>	<p>Project to lead to reduced water consumption.</p> <p>2016 water consumption for the SCA was 6,235 cubic meters at a cost of \$4,676.</p>

	<i>Future Funding Implications (if applicable):</i>	<p>This initiative includes a study of options, so exact implications cannot be determined at this stage. Possible funding implications include:</p> <ul style="list-style-type: none"> • Water and energy savings • Maintenance and replacement costs for new/different plant equipment • Identification of additional capital requirements to complete efficiency measures (subject to future Board consideration)
3	<i>Function Number – Project Name:</i>	[615] Gibsons and Area Community Center – Recommission Hot Water Heat Recovery System
	<i>Location(s) of Work / Proposal:</i>	ToG
	<i>2018 Funding Required:</i>	\$12,000
	<i>Funding Source(s):</i>	Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rational / Service Impacts:</i>	<p>This project will recommission the domestic hot water preheat recovery system to ensure it operates optimally and as designed.</p> <p>This systems takes “waste” heat rejected by the ice plant and uses it to pre-heat domestic hot water for showers and other uses. This arrangement avoids the use of natural gas to heat water, with significant cost savings and emissions reductions for SCRD.</p> <p>Engineering, plumbing and controls will need reviewed, calibrated, adjusted and tested.</p>
	<i>Energy Saving Potential (if applicable):</i>	Domestic water preheat system will reduce domestic water heating costs by using available heat from the refrigeration plant to preheat the incoming domestic water.

		This project was identified through a facility energy audit and was modelled to have an approximately 6-year simple payback (estimated \$2,000 annual energy savings).
	<i>Future Funding Implications (if applicable):</i>	Expected utility savings/cost avoidance of \$2,000/year.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 555,100	\$ 381,450	\$ 471,450	\$ 561,450	\$ 651,450
Contributions Surplus*	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Fitness Equipment	-\$ 251,650	\$ -	\$ -	\$ -	\$ -
Recommissioning Project	-\$ 12,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 381,450	\$ 471,450	\$ 561,450	\$ 651,450	\$ 741,450

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

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 737,009	\$ 738,859	\$ 740,709	\$ 742,559	\$ 744,409
Contributions Surplus	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 738,859	\$ 740,709	\$ 742,559	\$ 744,409	\$ 746,259

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [650] COMMUNITY PARKS - OPERATIONS

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [650] Community Parks - Operations be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 R1 Budget Proposals by Category

A- MANDATORY / BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[650] – Regional Parks – Minor Capital Repairs Funding Adjustment
	<i>Location(s) of Work / Proposal:</i>	A,B,D,E,F
	<i>2018 Funding Required:</i>	\$20,000
	<i>Funding Source(s):</i>	4-Reserves (operating)
	<i>Asset Management Plan Implications:</i>	Parks system assets are currently being added to Sunshine Coast Regional District (SCRD) asset inventory; this initiative will begin to address unfunded capital maintenance and supports implementation of the Asset Management Plan.
	<i>Rationale / Service Impacts:</i>	SCRD owns and operates a significant number of parks and maintains a large range of trails, provincial Recreation Sites and beach accesses. Included in

		<p>these facilities are community halls, shelters/washrooms, bridges, stairs, retaining walls and railings, gates and fences, sports fields, kiosks and signs, picnic tables, and other built assets.</p> <p>Currently, Parks capital requirements are met through a mix of operating funding or annual budget initiatives. This approach limits the ability to plan for minor capital repairs and is stressed by an aging inventory of assets.</p> <p>An annually-available capital budget will allow maintenance and repairs (status quo service) to critical assets to be planned, contributing to safer, more reliable service to the community and an improved user experience.</p> <p>This initiative is step forward on implementation of the Asset Management Plan.</p> <p>If approved, staff will report to a future Committee on 2018 planned projects and then annually during the budget process.</p>
	<i>Energy Saving Potential (if applicable):</i>	N/A
	<i>Future Funding Implications (if applicable):</i>	Ongoing request.

C- INTEGRATED FIVE-YEAR PLAN

2	<i>Function Number – Project Name:</i>	***NEW [650] Sunshine Coast Regional District Sports Fields Potable Water Use Reduction
	<i>Location(s) of Work / Proposal:</i>	B, D, F
	<i>2018 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	Taxation and, if approved, grant support
	<i>Asset Management Plan Implications:</i>	Water efficiency measures evaluated through this plan would consider specific impacts on asset management (such as future maintenance and replacement costs and cost avoidance opportunities).

	<i>Rationale / Service Impacts:</i>	<p>Sports fields at Connor Park, Cliff Gilker Park and Shirley Macey Park use potable community water for irrigation (Lion's Field uses groundwater). Alternatives to using potable water exist, including use of groundwater or, at Shirley Macey Park, waterpark water capture and reuse. Water use efficiency strategies may also be deployed to reduce water use (potable or nonpotable). These alternatives and measures could make more efficient use of a community resource, reduce consumption of a renewable resource, and contribute to a more resilient park and recreation facility capable of operating in water-restricted conditions.</p> <p>This initiative would include a feasibility study and evaluation of water efficiency measures and potable water alternatives.</p>
	<i>Energy Saving Potential (if applicable):</i>	<p>May lead to reduced water consumption.</p> <p>Annual water use varies based on weather and drought management measures. 2016 water consumption for sports fields was:</p> <p>Shirley Macey: 5,963m³ Connor Park: 4,106m³ Cliff Gilker: 3,609m³</p>
	<i>Future Funding Implications (if applicable):</i>	<p>This initiative includes a study of options, so exact implications cannot be determined at this stage. Possible funding implications resulting from the study include:</p> <ul style="list-style-type: none"> • Water and energy savings • Identification of additional capital requirements to complete efficiency measures (subject to future Board consideration) • Future maintenance costs (e.g. well testing)

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 325,031	\$383,531	\$382,031	\$140,531	\$149,031
Contributions Surplus	\$ 78,500	\$ 78,500	\$ 78,500	\$ 78,500	\$ 78,500
Building Renewal/Replace	\$ -	\$ -	-\$300,000	\$ -	\$ -
Minor Capital Funding	-\$ 20,000	-\$ 20,000	-\$ 20,000	-\$ 20,000	-\$ 20,000
Vehicle replacement	\$ -	-\$ 60,000	\$ -	-\$ 50,000	\$ -
Closing Balance in Reserve	\$ 383,531	\$382,031	\$140,531	\$149,031	\$207,531

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$71,693	\$71,693	\$71,693	\$71,693	\$71,693
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$71,693	\$71,693	\$71,693	\$71,693	\$71,693

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 22, 2018

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

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR [625] PENDER HARBOUR AQUATIC AND FITNESS CENTRE

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received.

BACKGROUND

As part of the Budget Process, staff are to report potential budget adjustments, approved at pre-budget, to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements.

DISCUSSION

2018 Budget Additions Under Categorized Mandatory

The following proposed initiative was presented at the November 30, 2017 Special Corporate and Administrative Services (Pre-Budget) Committee Meeting and approved to be incorporated into the 2018 Budget as a Categorized Mandatory item:

- [625] Pender Harbour Aquatic and Fitness Centre (PHAFC) – Hot Water Tank Replacement for \$9,000 funded from Capital Reserves (Imminent Asset Failure).

2018 R1 Budget Proposals by Category

A- MANDATORY/BUSINESS CONTINUITY

1	<i>Function Number – Project Name:</i>	[625] Base Budget increase of Revenues
	<i>Location(s) of Work / Proposal:</i>	Area A
	<i>2018 Funding Required:</i>	\$20,000
	<i>Funding Source(s):</i>	User Fees
	<i>Asset Management Plan Implications:</i>	Not applicable
	<i>Rationale / Service Impacts:</i>	Base budget would be more accurately reflected with the proposed increase as historical data shows revenue targets

		<p>have consistently been exceeded by approximately \$30,000 over the past 3 years.</p> <p>This adjustment would provide continuity and sustainability with specific operational expenses which have increased over the past few years.</p> <p>Suggested increase of \$20,000 in Account 4400: User Fees and Service Charges</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Improved financial planning.

2	<i>Function Number – Project Name:</i>	[625] – Base Budget Increase of Expenses
	<i>Location(s) of Work / Proposal:</i>	Area A
	<i>2018 Funding Required:</i>	\$20,000
	<i>Funding Source(s):</i>	User fees
	<i>Asset Management Plan Implications:</i>	Replacement and repair to facility assets would be better maintained/managed (increase in budget for repair and maintenance)
	<i>Rationale / Service Impacts:</i>	<p>Increase to base budget to specific accounts will allow for continuity and sustainability for operation of the facility and its programs.</p> <p>Increase of costs in the following accounts has been consistent over the past few years. Overall, an increase in each of the following accounts would best reflect actual costs (*See Table below):</p>
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	None

*Table for Budget Proposal #2

Account #	Account Name	Current Amount	Proposed Increase
5211	Advertising	\$7,200	\$1,200
5222	Travel/ Mileage	\$700	\$3,000
5240	Telecommunications	\$4,200	\$800
5247	Water	\$1,890	\$700
5250	Materials & Supplies	\$8,363	\$2,000
5252	Rentals & Leases	\$0	\$1,100
5253	Permits, Licenses Fees	\$700	\$300
5254	Insurance	\$500	\$1,400
5255	Contracted Services	\$22,020	\$3,500
5258	Repairs & Maintenance	\$16,300	\$5,000
5270	Bank Fees	\$3,200	\$500
5299	LIFE Program	\$3,000	\$500

3	<i>Function Number – Project Name:</i>	[625] - Replacement of bathroom partitions in the Ladies and Men's change rooms and replacement of change room partition in Family change room.
	<i>Location(s) of Work / Proposal:</i>	Area A
	<i>2018 Funding Required:</i>	\$10,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	Timely replacement of the partitions will avoid future damage and increased costs to tile floor maintenance. If initiative is approved, asset management plan will be updated accordingly.
	<i>Rationale / Service Impacts:</i>	Bathroom cubicle partitions dividing the bathroom stalls in both men's and ladies change rooms 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.
	<i>Energy Saving Potential (if applicable):</i>	n/a
	<i>Future Funding Implications (if applicable):</i>	Initiative will prevent damage to floor (cost avoidance).

D – LOW COST/HIGH VALUE

4	<i>Function Number – Project Name:</i>	[625] – Replacement of Stereo System
	<i>Location(s) of Work / Proposal:</i>	Area A
	<i>2018 Funding Required:</i>	\$11,000
	<i>Funding Source(s):</i>	Capital Reserves
	<i>Asset Management Plan Implications:</i>	<p>This initiative will replace an asset that is at end of useful life.</p> <p>If initiative is approved, asset management plan will be updated accordingly.</p>
	<i>Rationale / Service Impacts:</i>	<p>The current systems are showing age and beginning to show signs of disrepair.</p> <p>Sound quality is important for the enjoyment of patrons, instruction of programs.</p> <p>Installation of a new system would include both the fitness room and main pool area spaces. This new system would allow for microphone usage for instructor safety and allow for increased communication between the two areas in cases of emergency. Currently the two systems are separate.</p>
	<i>Energy Saving Potential (if applicable):</i>	Energy Star certified equipment will be investigated.
	<i>Future Funding Implications (if applicable):</i>	None.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 63,237	\$ 48,237	\$ 66,737	\$ 85,237	\$103,737
Contributions Surplus	\$ 23,000	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500
Washroom cubicle partitions	-\$ 10,000				
Stereo replacement	-\$ 11,000				
Hot Water Tank replacement	-\$ 9,000				
Gym equipment	-\$ 8,000	-\$ 8,000	-\$ 8,000	-\$ 8,000	-\$ 8,000
Closing Balance in Reserve	\$ 48,237	\$ 66,737	\$ 85,237	\$103,737	\$122,237

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2018	2019	2020	2021	2022
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 47,545	\$ 47,545	\$ 35,545	\$ 35,545	\$ 35,545
Contributions Surplus		\$ -	\$ -	\$ -	\$ -
Pool Tank Painting		-\$ 12,000			-\$ 12,000
Closing Balance in Reserve	\$ 47,545	\$ 35,545	\$ 35,545	\$ 35,545	\$ 23,545

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