



**SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
Round 1 Budget Meetings**

**Tuesday, January 23, 2018
SCRD Boardroom, 1975 Field Road, Sechelt, BC**

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

2. Matt Thomson, Library Board Chair and Heather Evans-Cullen,
Library Director - Gibsons and District Public Library

Regarding: i) 2018 Budget Request
ii) Communications: 2018-2022 Financial Plan with
2017 Budget vs. Actuals and Notes to 2018 Budget
(Received at December 1, 2017 Pre-Budget)

Annex A
Pages 1-10

3. Ann Hopkins, Library Board Chair and Margaret Hodgins, Chief
Librarian - Sechelt Public Library

Regarding: i) 2018 Budget Request with Presentation
ii) Communications: 2018 Budget, Five-Year Funding
Agreement Analysis, 2016 Financial Statements, **2018
Special Project Request Updated and
Correspondence dated January 8, 2018 regarding
Reduction in Library Hours 2018 (New Information)**

Annex B
pp. 11-58

4. Ted Chisholm, Coordinator - Sechelt Community Schools Society

- Regarding:
- i) 2018 Budget Request
 - ii) Communications: Program Updates, **2018 Overall Budget to January 9, 2018, 2018 Program Budget Request including Actuals to January 9, 2018, 2018 Youth Centre Budget Request including Actuals to January 9, 2018**, Special Project Request and Financial Statements dated June 30, 2017 **(New Information)** Annex C
pp. 59-77
 - iii) Staff Report: General Manager, Planning and Community Development – Sechelt Community Schools Society – Rent Consideration Through Joint Use Agreement Annex D
pp. 78-79

5. Francine Clohosey, Manager - Pender Harbour Community School Society

- Regarding:
- i) 2018 Budget Request
 - ii) 2018 Budget Requests for Youth Programs and **Updated 2018 Budget Request for Recreation Program (New Information)** Annex E
pp. 80-84

6. Steve Oka, Program Manager - Sunshine Coast Community Services Society

- Regarding:
- i) 2018 Budget Request and Presentation
 - ii) Communications: Program Update, 2018 Budget Request and 2017 Budget vs. Actuals (*Received at December 1, 2017 Pre-Budget*) Annex F
pp. 85-91

7. Carol Stewart and Linda Williams, Coast Cultural Alliance

- Regarding:
- i) 2018 Budget Request
 - ii) Communications: Correspondence dated November 9, 2017, Summary of Programs and **2018 Budget with Actuals to November 30, 2017 and e-mail update regarding synergies with Sunshine Coast Regional Economic Development Organization (New Information)** Annex G
pp.92-101

8. Paul Kamon, Executive Director - Sunshine Coast Tourism

- Regarding:
- i) 2018 Budget Request and **Presentation**
 - ii) Communications: Correspondence dated November 10, 2017 **(New Information)** Annex H
pp. 102-109

REPORTS

9. General Manager, Corporate Services / Chief Financial Officer - Rural Areas Grant-in-Aid and Economic Development Status Updates (Voting - A, B, D, E and F) Annex I
pp. 110-114
10. Pender Harbour Health Centre
Regarding:
- i) Communications: Correspondence dated November 10, 2017, Current 2017-2018 Budget and Projections, 2018-2019 Proposed Budget, Special Project Request, Historical and Usage Information and Financial Statements for March 31, 2017 and e-mail confirmation regarding Special Project Request **(New Information)** Annex J
pp. 115-137
 - ii) Staff Report: General Manager, Corporate Services / Chief Financial Officer – Pender Harbour Health Clinic Funding Options for Special Capital Project and Allocation Options from Electoral Area B Annex K
pp. 138-140
11. Halfmoon Bay-Chatelech Community School Association
Regarding:
- i) Communications: Correspondences dated November 10, 2017 – Summary of Programs and Services, Summary of Restorative Justice Practices and Halfmoon Bay Tween Night, 2017 Profit and Loss Statement and 2018 Proposed Budget *(Received at December 1, 2017 Pre-Budget)* Annex L
pp. 141-150
 - ii) Staff Report: General Manager, Corporate Services / Chief Financial Officer – Halfmoon Bay-Chatelech Community School Association Funding Options for Special Project Request September 2018 to June 2019 Annex M
pp. 151-152

COMMUNICATIONS

12. Roberts Creek Community Library Annex N
Regarding: **Revised 2018 Budget with 2017 Budget vs. Actuals (New Information)** p. 153
13. Pender Harbour Reading Centre Annex O
Regarding: 2018 Budget **(New Information)** pp. 154-157
14. Sunshine Coast Museums and Archives Annex P
Regarding: Correspondence dated November 10, 2017 and **2018 Budget Request including 2017 Budget vs. Actuals to December 31, 2017 (New Information)** pp. 158-163

15. Skookumchuck Heritage Society / Egmont Heritage Centre
Regarding: **2018 Budget Request including Revised 2017
Actuals (New Information)** Annex Q
p. 164
16. Sechelt Archives
Regarding: 2018 Budget including 2017 Budget vs. Actuals
(Received at December 1, 2017 Pre-Budget) Annex R
p. 165
17. Roberts Creek Community School
Regarding: 2018 Budget Request including 2018 Budget vs.
Actuals and Youth Program Update (Received at December 1,
2017 Pre-Budget) Annex S
pp. 166-168
18. Gibsons and District Chamber of Commerce
Regarding: Correspondence dated November 21, 2017
including 2018 Budget Request (Received at December 1, 2017
Pre-Budget) Annex T
pp. 169-180
19. Pender Harbour and District Chamber of Commerce
Regarding: Correspondence dated November 10, 2017 and
Annual 2018 Budget Planning (Received at December 1, 2017
Pre-Budget) Annex U
pp. 181-186

NEW BUSINESS

IN CAMERA

ADJOURNMENT

470 South Fletcher Road, Box 109
Gibsons, BC V0N 1V0

T: 604.886.2130 / gibsons.bclibraries.coop

November 10, 2017

Tina Perreault, Chief Financial Officer
Sunshine Coast Regional District
1975 Field Road Sechelt, BC V0N 3A1

RE: Gibsons & District Public Library Association 2017 Budget Submission

Dear Tina,

Please find enclosed the Gibsons & District Public Library (GDPL) detailed 2018 budget plus the 2018 – 2021 proposed financial plan and accompanying documents. On behalf of the GDPL Association this submission is presented for your consideration and support.

In 2018 GDPL will be entering year five of a five-year Strategic Plan, and will be developing a new Strategic plan for 2019 to 2023. The three strategic directions identified in the last plan have been to:

- advance the position of the GDPL as The Learning Place in the community,
- enhance training and development for staff, board, and members and
- optimize the existing online and physical library space to maximize its utilization, versatility and flexibility to deliver library services now and into the future.

With the support of our funders, the Library Foundation, a dedicated library board, staff and volunteers, we have achieved most of the goals identified in the plan and we're proud of this success. As we look forward, we will continue to serve our community to the very best of our ability by providing excellence in, and accessibility to the programs, services and resources we offer. With the ongoing support of the Sunshine Coast Regional District, in 2018, we will continue providing the valuable Library services that are so cherished by our community.

In 2018 GDPL will continue to build upon partnerships with local, regional and provincial agencies to enable the Library to offer services in more efficient and economical ways. The Gibsons & District Public Library Board would like to be notified and present at the upcoming budget talks to answer any questions that the Regional Board may have.

If you require further information or if you have any questions please do not hesitate to contact me at 604-886-2130.

We request that all the Budget Notes, Library Service Summary, and Annual Report accompany the Budget figures to the Area Directors for budget information and discussion.

Sincerely,

A handwritten signature in black ink, appearing to read 'Heather Evans-Cullen', with a stylized, flowing script.

Heather Evans-Cullen, Library Director

Enclosure
Notes to the 2018 Budget
Library Statistics
Library Services
2018 Budget
2018 to 2022 5 Year Projected Budget
2016 Annual Report

NOTES TO THE 2018 BUDGET

The GDPL budget submission includes the 2017 budget, the 2017 year-to-date actual expenses up to September 30, 2017, the proposed 2018 budget and budget notes, and the projected yearly budgets from 2019 – 2022.

BUDGET ASSUMPTIONS

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

FIVE YEAR PLAN

In 2018 the Board will be looking to develop a new 5 year strategic plan. Accordingly, at that time we will be able to provide a more detailed 5 year budget.

BUDGET BREAKDOWN 2018

- The 2018 budget reflects an overall increase of a 1.8% increase in total operating expenses.
- For 2018 the library has focused on stabilizing costs in all but three spending areas.
- The largest increases are required in Materials & Databases, Personnel and Equipment. In addition the Library is undertaking union negotiations in 2018; resulting in negotiations fees. These fees occur every four years.

REVENUE:

- British Columbia Provincial Per Capita Operating grant: reinstated to higher population numbers as per 2013.

EXPENSES:

Personnel:

- In 2017 the Library will complete its fourth year of a four year union agreement. Bargaining for a new collective agreement will take place in the Spring of 2018.
- Benefits: increase in Municipal Pension Plan fees.
- Additional staffing hours in Child and Youth Programming, and Tech Support will provide library patrons with improved service.

Materials & Databases:

- These costs have remained stable due in part to the cost sharing efforts with the Sechelt Public Library. These efforts continue, but due to the majority of library materials being published in the United States and the high value of U.S. currency, increased spending in this area is needed to maintain the quality of the collection and databases offered.
- Inter Library loan fee increase represents a continued higher usage of this service by our members.

Equipment:

- Two Public OPAC computers need to be upgraded.

Facility

- Increase Janitorial Service is required to maintain a hygienic environment at the library.
- Gas and Hydro: Future repairs to the heating system may affect 2018 hydro costs. Until this cost savings is realized, the budget is remaining status quo.

LIBRARY STATISTICS

The Gibsons & District Public Library (GDPL) is an excellent example of an efficient, impactful and highly used public library as illustrated through the following statistics.

Membership

- 6,255 active resident cardholders. 44% of the population served are active library members. Provincial average = 39%

Library in person and virtual visits

- Approximately 86,000 annual in-person library visits or 38 in-person visits per hour open.
- Almost 32,000 virtual visits to the library website and catalogue.

Circulation

- Circulated 74 items per open hour for a total of 171,048 items.
- Over 4,500 wifi logins
- GDPL circulation per capita = 14%. Provincial average: 12%

Programming

- 397 programs/workshops offered with 9,269 attendees.
- Proctored 19 exams.
- 20 youth events including teen and tween book clubs and creative mind camps.

LIBRARY SERVICES

The Gibsons and District Public Library Association's strategic directions guide the development of Library services and programs and as such the following list of services and programs will change from time to time reflecting the needs of residents.

1. The Library's primary function as outlined in the British Columbia Library Act is to provide free access to quality information and knowledge.
2. The Library supports and contributes to life-long learning by providing a safe, open space for residents of all ages, cultures and backgrounds.
3. The Library's members have access to materials such as books, magazines, newspapers, research materials, films/documentaries, audiobooks, and professional and personal training services in both physical and electronic or online formats. Access to online and digital library services are available 24 hours per day.
4. The Library aims to provide access to all including those with print disabilities by offering print alternatives (DAISY Files, MP3, Etext, EPub etc.) and instruction on how to use these formats.
5. The Library ensures access to online information by providing free usage of public computers and the Internet.
6. A Gibsons Public Library membership provides access to public libraries services throughout the province.

EXAMPLES OF CURRENT PROGRAMS & WORKSHOPS

Children	Youth	Adult/Seniors	Outreach
<p>Ongoing</p> <ul style="list-style-type: none"> ○ Bouncing Babies (children aged 0 – 2.5) ○ StoryTime (children aged 2.5 – 5) ○ School Visits (library tours, homework help) 	<p>Ongoing</p> <ul style="list-style-type: none"> ○ Book clubs for teens and tweens ○ Movie nights ○ School visits (library tours, research help) 	<p>Ongoing</p> <ul style="list-style-type: none"> ○ Book club ○ Knitting a Community ○ Conversational Japanese / Spanish/French ○ Scrabble ○ Mexican Train ○ Alzheimer's Support Group for caregivers. ○ Author readings ○ Open mic nights ○ Linux user group ○ Free Legal Clinic ○ Repair Café 	<p>Ongoing</p> <ul style="list-style-type: none"> ○ School visits ○ Monthly book delivery to Christianson Village <p>Meetings with community agencies:</p> <ul style="list-style-type: none"> ○ SC Coast Literacy Coalition ○ Women's Health Network ○ School District ○ SC Community Resource Centre ○ SC Community Services Society
<p>Seasonal & Special</p> <ul style="list-style-type: none"> ○ Summer Reading Club ○ Cardboard challenge ○ Storytelling ○ Family Literacy Day ○ Board game day ○ Reading to dogs ○ Theatre Workshops 	<p>Seasonal & Special</p> <ul style="list-style-type: none"> ○ Creative mind camps ○ Stop animation workshops ○ Writing workshops & contests ○ Learn to Knit ○ Tech Workshops on topics such as DJ skills, Using a 3 D printer and digital animation. 	<p>Seasonal & Special</p> <ul style="list-style-type: none"> ○ Writing workshops ○ Tax Clinics ○ Travel slideshows ○ Master Gardner Day ○ Pain management course ○ LGBTQ events for PRIDE week ○ National Aboriginal Day programming in June 	

GIBSONS & DISTRICT PUBLIC LIBRARY 2017	2015 Budget	2016 Budget	2017 Budget	2018 Budget	Chg 17	% Chg. 17
REVENUE						
<u>Description</u>						
Public Support Tax Requisition	\$553,315	\$568,964	\$583,636	\$595,309	\$11,673	2.0%
Grants	\$64,649	\$61,500	\$67,000	\$67,000	\$0	0.0%
Library Revenue	\$24,000	\$20,950	\$20,500	\$21,000	\$500	2.4%
TOTAL REVENUE	\$641,964	\$651,414	\$671,136	\$683,309	\$12,323	1.8%
OPERATING EXPENSES	2015	2016	2017	2018	Chg.	% Chg. 17
Materials & Services	\$90,475	\$88,160	\$91,400	\$94,773	\$3,373	3.6%
Programming	\$10,634	\$10,500	\$10,300	\$12,000	\$1,700	14.2%
Office	\$26,250	\$24,350	\$23,800	\$24,000	\$200	0.8%
Equipment	\$4,000	\$4,100	\$4,400	\$4,400	\$0	0.0%
Facility	\$46,259	\$49,714	\$48,900	\$48,900	\$0	0.0%
Personnel	\$447,946	\$466,490	\$478,736	\$484,536	\$5,800	1.2%
Development	\$3,900	\$3,600	\$3,600	\$4,200	\$600	14.3%
Other Expenses	\$8,000	\$0	\$5,000	\$5,500	\$500	0.9%
CAPITAL ASSET PURCHASES	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
Total Operating	\$642,464	\$651,914	\$671,136	\$683,309	\$12, 173	1.8%

Draft Gibsons and District Public Library 5 year budget plan																	
	2017 Budget	Actuals to Sept, 2017	2018 Budget	Chg.	% Chg/16	2019	2020	2021	2022	2018 notes							
REVENUE																	
Description																	
Public Support Tax Requisition																	
SCRD -	\$583,636	\$485,681	\$595,309	\$11,673	2.0%	\$607,215	\$619,359	\$631,747	\$644,381.61								
SCRD one time grant																	
Total Tax Requisition	\$583,636	\$485,681	\$595,309			\$607,215	\$619,359	\$631,747	\$644,382								
Grants																	
Libraries Branch: operating & resource sharing grants	\$42,000	\$37,197	\$42,000	\$0	0.0%	\$42,000	\$42,000	\$42,000	\$42,000	Per person operating grant was reinstated to higher population numbers as per 2013							
Libraries Branch: one card & equity grants	\$19,000	\$	\$19,000	\$0	0.0%	\$19,000	\$19,000	\$19,000	\$19,000								
Other grants	\$6,000	\$8,777	\$6,000	\$0	0.0%	\$6,000	\$6,000	\$6,000	\$6,000								
Subtotal, Grants	\$67,000	\$45,974	\$67,000	\$0	0.0%	\$67,000	\$67,000	\$67,000	\$67,000								
Library Revenue		\$0		\$0													
Fundraising & Donations	\$6,000	\$4,147	\$6,000	\$0	0.0%	\$6,000	\$6,000	\$6,000	\$6,000								
Fees & charges	\$14,500	\$11,233	\$15,000	\$500	3.3%	\$15,000	\$15,000	\$15,000	\$15,000								
Subtotal, Library Revenue	\$20,500	\$15,380	\$21,000	\$500	2.4%	\$21,000	\$21,000	\$21,000	\$21,000								
Previous Year's Operating Surplus	\$0		\$0	\$0		\$0	\$0	\$0	\$0								
Total Library Generated Revenue	\$87,500	\$61,354	\$88,000	\$500	0.6%	\$88,000	\$88,000	\$88,000	\$88,000								
TOTAL REVENUE	\$671,136	\$547,035	\$683,309	\$12,173	1.8%	\$695,215	\$707,359	\$719,747	\$732,382								
OPERATING EXPENSES	2017	Actuals to Sept 2017	2018	Chg.	% Chg/16	2019	2020	2021	2022								
Materials & Services																	
Materials/databases	\$82,000	\$54,648	\$82,873	\$873	1.1%	\$83,000	\$83,000	\$83,000	\$85,929	We continue to reduce cost through shared purchasing with Sechelt but because the majority of library materials are published in the United States (high US dollar) the savings no longer make up the difference.							
Public Internet	\$1,500	\$500	\$1,500	\$0	0.0%	\$1,500	\$1,575	\$1,575	\$1,650								
Courier to Sechelt	\$1,400	\$990	\$1,400	\$0	0.0%	\$1,500	\$1,500	\$1,500	\$1,600								
Inter-library loans	\$1,000	\$978	\$1,500	\$500	33.3%	\$1,200	\$1,300	\$1,300	\$1,450	increase in the number of InterLibrary loans							
Integrated library system and RFID	\$7,500	\$3,585	\$7,500	\$0	0.0%	\$7,800	\$7,800	\$7,800	\$8,000	3m service agreement costs increase.							
TOTAL	\$93,400	\$60,701	\$94,773	\$1,373	1.4%	\$95,000	\$95,175	\$95,175	\$98,629								
Programming																	
Programming	\$5,000	\$4,178	\$6,500	\$1,500	23.1%	\$6,500	\$6,500	\$6,500	\$6,500	There has been an ongoing increase in participation in library programs, and we want to elaborate and increase our offerings to all members of the community.							
InterLINK	\$4,200	\$3,644	\$4,200	\$0	0.0%	\$4,400	\$4,400	\$4,400	\$4,550	Decrease in the number of loans through this system							
Volunteer & Staff appreciation	\$1,100	\$958	\$1,300	\$200	15.4%	\$1,300	\$1,300	\$1,300	\$1,300	Annual event including board, staff and volunteers resulted in many positive impacts to working relationships and organizational cohesion. Cost increase reflects doing this picnic as a regular annual event in the Spring.							
TOTAL	\$10,300	\$8,780	\$12,000	\$1,700	14.2%	\$12,200	\$12,200	\$12,200	\$12,350								
Office																	
Advertising & Promotion	\$1,700	\$1,310	\$1,800	\$100	5.6%	\$1,800	\$1,800	\$1,800	\$1,900	Advertising costs have increased with newspapers.							
Accounting fees	\$7,500	\$7,139	\$7,500	\$0	0.0%	\$7,800	\$7,800	\$7,800	\$7,900								

Dues & Fees	\$800	\$799	\$800	\$0	0.0%	\$900	\$950	\$950	\$1,000								
Telephone & Internet	\$2,800	\$2,037	\$2,900	\$100	3.4%	\$2,900	\$2,900	\$2,900	\$3,100	Provision of a courtesy phone for patrons for local calls to be implemented in 2018.							
Library processing supplies	\$5,000	\$3,946	\$5,000	\$0	0.0%	\$5,082	\$5,300	\$5,100	\$5,500								
Office supplies & Postage	\$6,000	\$4,484	\$6,000	\$0	0.0%	\$6,200	\$6,400	\$6,400	\$6,400	Increased costs of office supplies and increase number of books being borrowed and loaned from other libraries: cost of postage.							
TOTAL	\$23,800	\$19,715	\$24,000	\$200	0.8%	\$24,682	\$25,150	\$24,950	\$25,800								
Equipment																	
Maintenance	\$4,200	\$726	\$3,200	-\$1,000	-31.3%	\$3,200	\$3,400	\$3,200	\$3,500								
Photocopier	\$1,200	\$576	\$1,200	\$0	0.0%	\$1,200	\$1,200	\$1,200	\$1,300	Upgrading printer/photocopier to provide wireless printing to members. New service is a potential for revenue increases							
TOTAL	\$5,400	\$1,302	\$4,400	-\$1,000	-22.7%	\$4,400	\$4,600	\$4,400	\$4,800								
Facility																	
Hydro & Gas	\$25,000	\$8,588	\$25,000	\$0	0.0%	\$27,000	\$28,000	\$28,000	\$29,000	Majority of Hydro payment comes out after Sept. 30							
Water/Sewer	\$600	\$642	\$600	\$0	0.0%	\$600	\$650	\$650	\$675								
Maintenance & Repair	\$23,000	\$13,582	\$21,000	-\$2,000	-9.5%	\$23,000	\$23,500	\$23,500	\$24,500								
Security	\$900	\$487	\$900	\$0	0.0%	\$900	\$1,000	\$1,100	\$1,100								
Insurance	\$1,400		\$1,400	\$0	0.0%	\$1,500	\$1,500	\$1,500	\$1,650								
TOTAL	\$50,900	\$23,299	\$48,900	-\$2,000	-4.1%	\$53,000	\$54,650	\$54,750	\$56,925								
Personnel																	
Wages & Salaries	\$390,736	\$269,119	\$396,536	\$5,800	1.5%	\$407,033	\$414,156	\$421,404	\$428,778	Bargaining a new collective agreement in 2018 will include the reclassification of some staff to reflect current responsibilities and tasks resulting in cost increases to personnel . This classification process will serve to retain skilled staff members. Acurate projections for the next 5 years will be provided after a new collective agreement is developed.							
EI, CPP & WCB	\$26,000	\$18,278	\$26,000	\$0	0.0%	\$26,260	\$26,523	\$26,787.83	\$27,056								
Benefits & Pension	\$62,000	\$44,881	\$62,000	\$0	0.0%	\$63,240	\$64,504.80	\$65,795	\$67,111	MSP rates have decreased provincially. Staff changes this year may bring new costs to benefits and pension. Maintaining budget at 2017 levels until after the new collective agreement is finalized.							
TOTAL	\$478,736	\$332,278	\$484,536	\$5,800	1.2%	\$496,533	\$505,183	\$513,987	\$522,945								
Development																	
Staff	\$2,600	\$1,026	\$3,000	\$400	13.3%	\$2,900	\$3,000	\$3,000	\$3,100	Increase to board and staff development reflects costs that will be incurred developing a new five year strategic plan fro 2019 to 2023.							
Board	\$1,000	\$750	\$1,200	\$200	16.7%	\$1,000	\$1,000	\$1,000	\$1,000								
TOTAL	\$3,600	\$1,776	\$4,200	\$600	14.3%	\$3,900	\$4,000	\$4,000	\$4,100								
Other Expenses																	
Union Bargaining/AMORTIZATION	\$0		\$5,500	\$5,500	0.9%	\$0	\$0	\$5,000	\$0	Existing agreement ends Dec. 2017							
Other Grant	\$0			\$0													
TOTAL	\$0	\$0	\$5,500	\$500	0.9%	\$0	\$0	\$5,000	\$0								

CAPITAL ASSET PURCHASES	\$5,000	\$2,209	\$5,000	\$0	0.0%	\$5,500	\$5,000	\$3,807	\$5,000							
Total Operating	\$671,136	\$450,060	\$683,309	\$12,173	1.8%	\$695,215	\$705,958	\$718,269	\$730,549							
Less Library Revenue/Grants	\$87,500	\$61,354	\$88,000	\$500	0.6%	\$88,000	\$88,000	\$88,000	\$88,000							
		\$388,706														
CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0							
TOTAL TAX REQUISITION	\$583,636	\$388,706	\$595,309	\$11,673	2.0%	\$607,215	\$617,958	\$630,269	\$642,549							
TOTAL EXPENSE	\$671,136	\$450,060	\$683,309	\$12,173	1.8%	\$695,215	\$705,958	\$718,269	\$730,549							



B



1

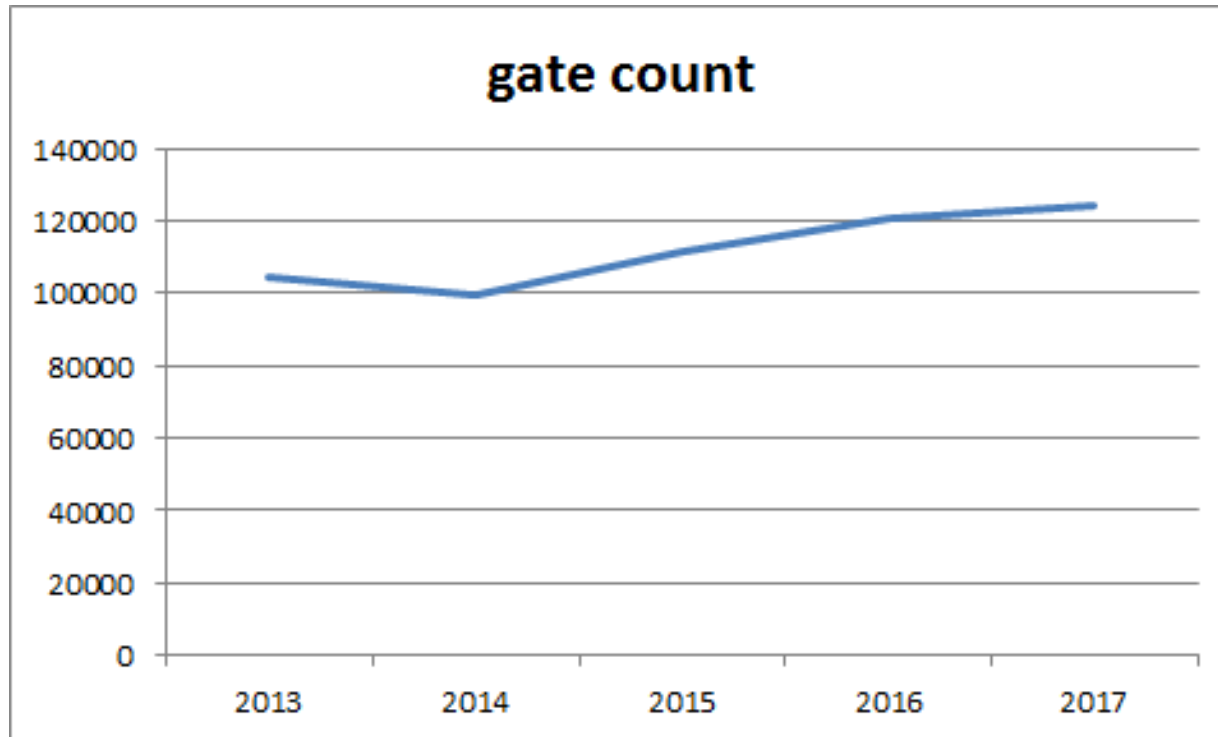


Comparison of Per Capita Local Government Funding of Sunshine Coast Public Libraries

	Powell River	Gibsons	Sechelt
2013	38.20	42.05	28.97
2014	39.25	43.88	28.30
2015	39.91	47.05	29.69
2016	32.41	50.59	31.17
2017	69.56	49.62	32.64
2018	PRPLDir: Expected to increase again	-	34.17

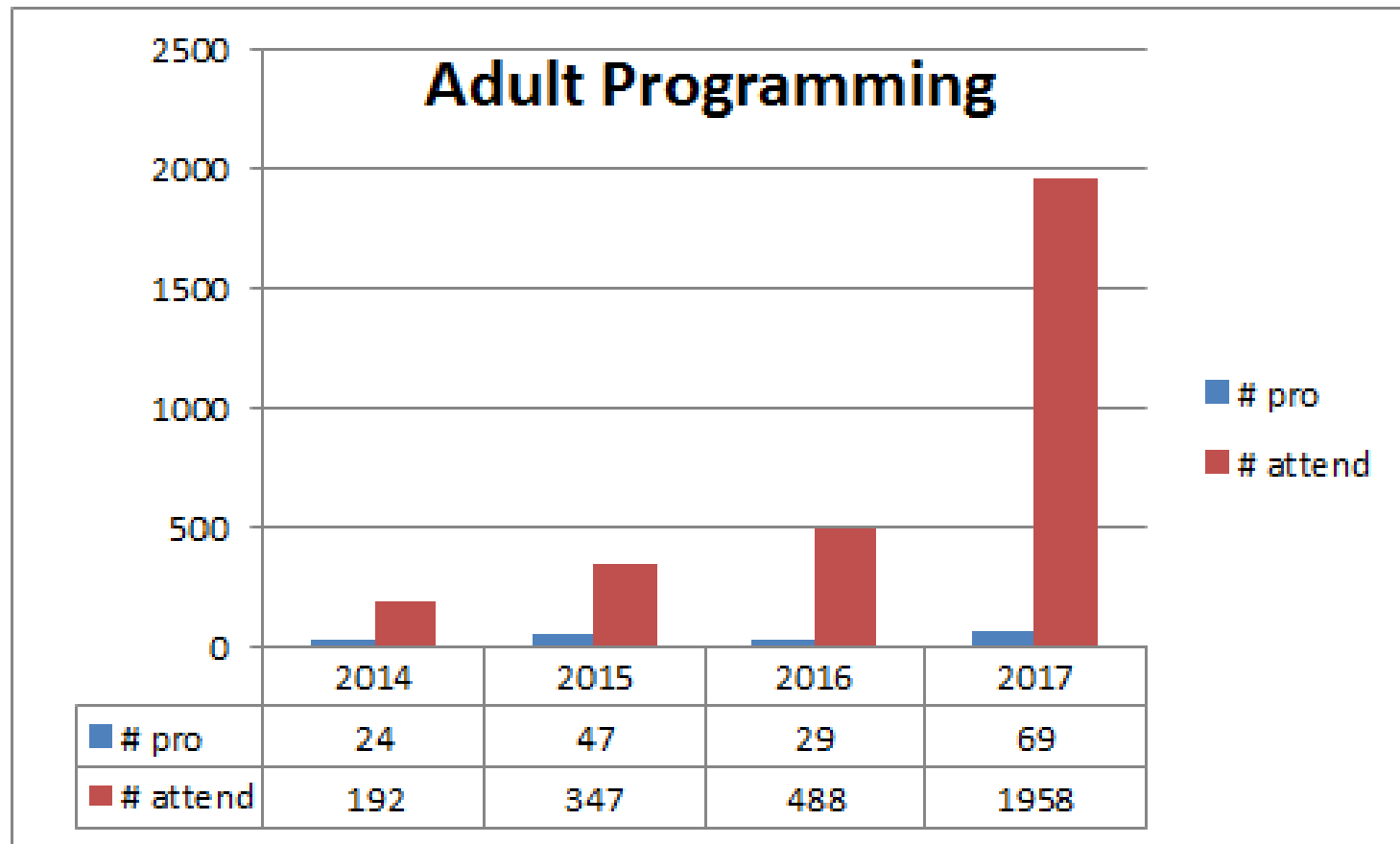
In Person Visits

19.2% increase in 5 years

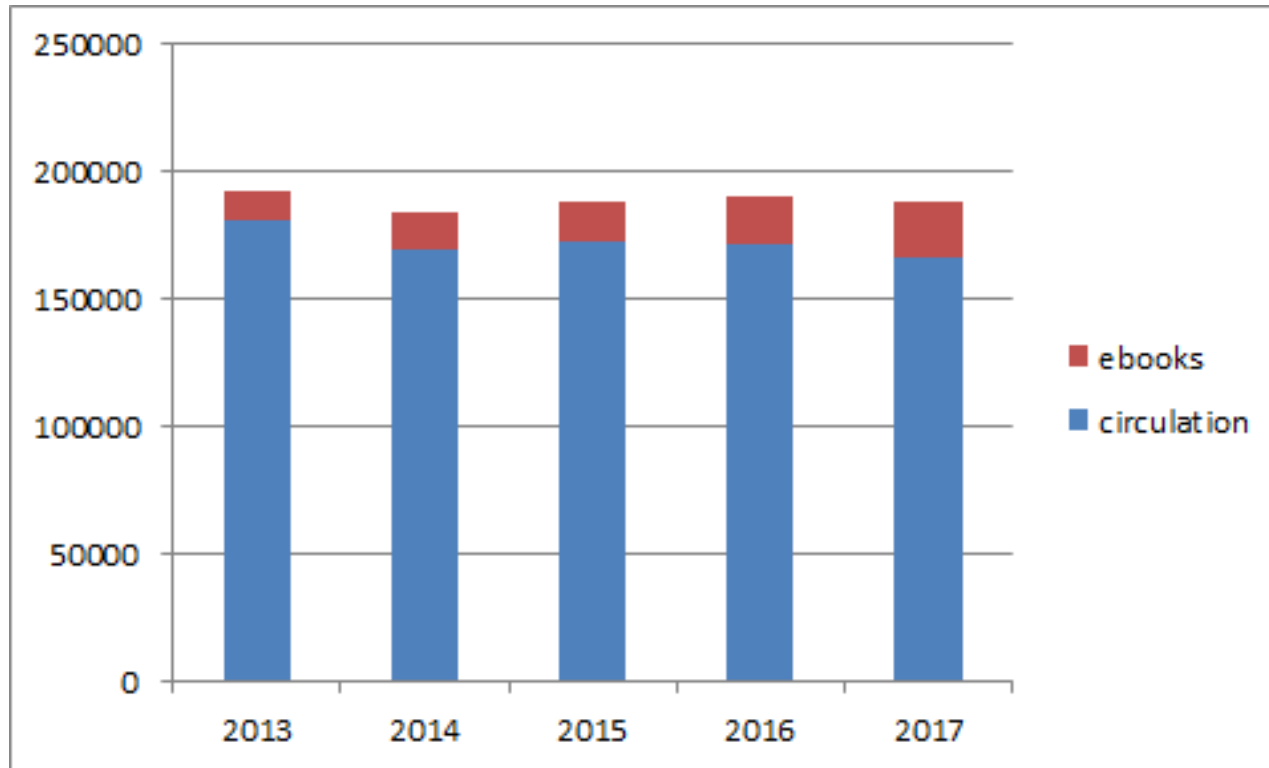


In 2017,
visits were
up 3%
from 2016
- the
physical
library was
visited
124,284
times.

Library Program Attendance



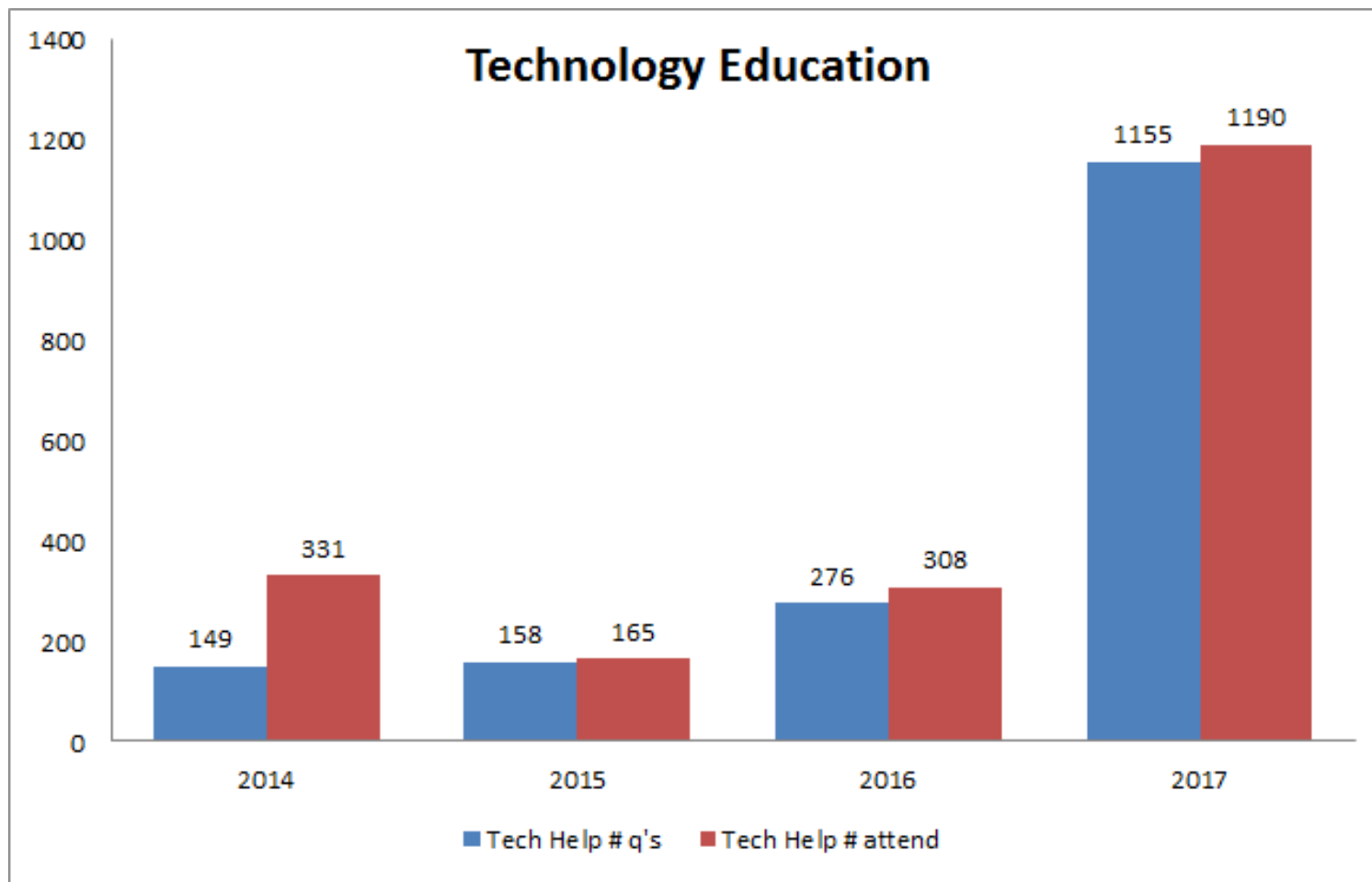
Circulation



In 2017,
166, 824
physical
items were
checked out
of the
Sechelt
Library.

That is
69 items per
hour that the
library was
open.

Technical Education & Assistance 2017



2018 Funding Request -

(details in Funding Analysis report)

Update Collection (includes materials, processing, shipping and labour)	\$20,000
Technology & Community Engagement	\$104,000
<div> <div>4 tablets - loan in Library</div> <div>\$ 2,400.00</div> </div> <div> <div>Security stands for 2 tablets</div> <div>\$ 200.00</div> </div> <div> <div>Software</div> <div>\$ 2,000.00</div> </div> <div> <div>2 tablets - digital magazines, newspapers</div> <div>\$ 1,200.00</div> </div> <div> <div>Laptop and tablet storage and charger</div> <div>\$ 1,200.00</div> </div> <div> <div>2 iPads children with security cases</div> <div>\$ 2,500.00</div> </div> <div> <div>Upgrade <u>ebook</u> collection</div> <div>\$10,000.00</div> </div> <div> <div>Upgrades for 4 existing public computers</div> <div>\$10,000.00</div> </div> <div> <div>Chairs with attached tables and electrical outlets</div> <div>\$12,000.00</div> </div> <div> <div>Multifunction copier (wireless printing/copier/scanning)</div> <div>\$15,000.00</div> </div> <div> <div>.4 FTE digital education assistant (1 year contract)</div> <div>\$15,000.00</div> </div> <div> <div>Increase <u>wifi</u> and internet capacity</div> <div>\$ 3,000.00</div> </div> <div> <div>New website designed for accessibility</div> <div>\$ 5000.00</div> </div> <div> <div><u>Accessibility</u> software for Library catalogue</div> <div>\$ 5000.00</div> </div> <div> <div>.4 <u>interLibrary</u> loan assistant (1 year contract)</div> <div>\$15,000.00</div> </div> <div> <div>Online information databases</div> <div>\$20,000.00</div> </div> <div> <div>Electrical work to install more outlets</div> <div>\$ 6500.00</div> </div>	

2018 Funding Request - Breakdown

Staff technology enhancement & training	\$16,000
Outreach to underserved communities	\$27,700
Public services supervisor position	\$65,000
Funding for increased wages due to re-classification of job descriptions	\$30,000

Relocation of Sechelt Community Archives

The Library is in desperate need of the space:

- growth of programs and program attendance
- increased in visits to library
- growth in community demand for technology



2018 Sechelt Library reduction in hours Starting January 24th, 2018

- reduction of 3 hours per week to 51 hours per week
- MOU agreement states 42 hours per week

Canada 150 Renovation Update



Home » Articles » Librarians leading the way during times of rapid social change

LIBRARIANS LEADING THE WAY DURING TIMES OF RAPID SOCIAL CHANGE

By jfalcon on December 28, 2017



by Steve Zalusky

2017 was a lively year for libraries.

National issues and trends impacted our nation's libraries, and librarians rose to the challenge, promoting media literacy, protecting the freedom to read, advocating for equity, diversity and inclusion and responding to the needs of their patrons.

At the beginning of the year, librarians were quite literally on the front lines, many of them participating in the Women's March on Washington in Atlanta in January.

Throughout the year, they continued to advocate, with more than 500 librarians participating in National Legislative Day on May 1-2 in Washington, D.C. It was a



November 12, 2017

Tina Perreault, Chief Financial Officer
Sunshine Coast Regional District
1975 Field Road Sechelt, BC V0N 3A1

RE: 2018 Sechelt Library and SC Community Archives Budgets

Dear Tina,

Please find attached:

1. 2018 Sechelt Library Budget,
2. 2018 Sechelt Library Special Project Request (based on findings of the Funding Agreement Analysis Report),
3. Report: Five Year Funding Agreement Analysis Between Local Government Funders and the Sechelt Library (revised October 2018),
4. 2016 Financial Statement,
5. 2018 Sechelt Community Archives Budget - completed by myself at the request of District of Sechelt Archivist Ann Watson.

If any other information or documents are required, please let me know.

Thank you for your consideration.

Sincerely,



Margaret Hodgins, Chief Librarian
Sechelt Public Library



	Budget 2016	Budget 2017	YTD 10/31/2017	Budget 2018	Variance Between 2017 and 2018 Budgets	% Variance Between 2017 and 2018 Budgets
REVENUE:						
Local Government Funding						
Agreement as per MOU	\$ 559,338.00	\$ 592,444.00	\$ 592,899.00	\$ 628,472.00	\$ 36,028.00	6%
Sub total Local Government Funding	\$ 559,338.00	\$ 592,444.00	\$ 592,899.00	\$ 628,472.00	\$ 36,028.00	6%
Grants						
Province of BC Operating Grants	\$ 68,209.00	\$ 68,207.00	\$ 73,694.00	\$ 73,694.00	\$ 5,487.00	8%
Federal Summer Employment Grant	\$ 1,764.00	\$ 1,500.00	\$ 3,135.00	\$ 1,764.00	\$ 264.00	18%
Federal Digital Skills Intern Grant	\$ 3,409.00	\$ 3,500.00	\$ 7,141.00	\$ -	\$ -	0%
Other Grants		\$ 2,000.00	\$ 1,818.00	\$ 1,500.00	\$ -500.00	-25%
Sub Total Grants	\$ 73,382.00	\$ 73,207.00	\$ 85,788.00	\$ 76,958.00	\$ 5,251.00	7%
Other Revenue						
Donations	\$ 7,257.00	\$ 5,000.00	\$ 9,656.00	\$ 10,000.00	\$ 5,000.00	100%
Printing/Copies/Fax	\$ 5,775.00	\$ 5,000.00	\$ 5,169.00	\$ 5,000.00	\$ -	0%
Fines & Lost Books	\$ 9,936.00	\$ 9,800.00	\$ 6,693.00	\$ 2,000.00	\$ -7,800.00	-80%
Archives Admin Service Charge	\$ 1,238.00	\$ 1,340.00	\$ 1,350.00	\$ 1,350.00	\$ 10.00	1%
Misc.	\$ 1,141.00	\$ 1,000.00	\$ 607.00	\$ 1,000.00	\$ -	0%
Sub Total Other Revenue	\$ 25,347.00	\$ 22,140.00	\$ 23,475.00	\$ 19,350.00	\$ -2,790.00	-13%
Sub Total Revenue	\$ 658,067.00	\$ 687,791.00	\$ 702,162.00	\$ 724,780.00	\$ 38,489.00	6%
Previous Year (Deficit) / Surplus	-\$ 14,153.00	-\$ 14,153.00	-\$ 14,153.00	\$ -		
TOTAL REVENUE	\$ 643,914.00	\$ 673,638.00	\$ 688,009.00	\$ 724,780.00	\$ 38,489.00	6%
	Budget 2016	Budget 2017	YTD 10/31/2017	Budget 2018	2018 Variance	2018 % Variance
EXPENSES:						
Materials & Services						
Physical & Digital Materials (incl freight)	\$ 90,689.00	\$ 89,700.00	\$ 75,125.00	\$ 90,081.00	\$ 381.00	0%
Public Internet (incl. PHRC)	\$ 2,025.00	\$ 1,000.00	\$ 2,991.00	\$ 3,000.00	\$ 2,000.00	200%
Interlibrary Loan Service (inc. PHRC & GDPL)	\$ 2,835.00	\$ 1,500.00	\$ 2,314.00	\$ 2,500.00	\$ 1,000.00	67%
Copier/Scanner/Fax/Printer/Phone	\$ 6,177.00	\$ 5,000.00	\$ 6,889.00	\$ 7,000.00	\$ 2,000.00	40%
Library and RFID System (sitka)	\$ 4,668.00	\$ 4,500.00	\$ 4,790.00	\$ 5,700.00	\$ 1,200.00	27%
Sub Total Materials & Services	\$ 106,394.00	\$ 101,700.00	\$ 92,109.00	\$ 108,281.00	\$ 6,581.00	6%
Programming						
Programming	\$ 7,321.00	\$ 6,000.00	\$ 8,699.00	\$ 6,000.00	\$ -	0%
Volunteer & Staff Appreciation	\$ 1,308.00	\$ 1,500.00	\$ 197.00	\$ 1,000.00	-\$ 500.00	-33%
Sub Total Programming	\$ 8,629.00	\$ 7,500.00	\$ 8,896.00	\$ 7,000.00	-\$ 500.00	-7%
Facility / Utilities						
Utilities	\$ 12,375.00	\$ 12,700.00	\$ 12,472.00	\$ 14,000.00	\$ 1,300.00	10%
Insurance	\$ 6,389.00	\$ 5,000.00	\$ 4,811.00	\$ 5,000.00	\$ -	0%
Security	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Janitorial	\$ 9,526.00	\$ 10,000.00	\$ 8,144.00	\$ 10,000.00	\$ -	0%
Maintenance & Repair	\$ 1,500.00	\$ 500.00	\$ 662.00	\$ 650.00	\$ 1,000.00	200%
Sub Total Facility/Utilities	\$ 29,790.00	\$ 28,200.00	\$ 26,089.00	\$ 29,650.00	\$ 2,300.00	8%
Personnel						
Wages & Salaries	\$ 382,015.00	\$ 415,216.00	\$ 366,449.00	\$ 446,449.00	\$ 31,233.00	8%
EI, CPP & WCB	\$ 25,375.00	\$ 31,010.00	\$ 24,208.00	\$ 28,000.00	-\$ 3,010.00	-10%
Benefits & Pension	\$ 68,966.00	\$ 72,500.00	\$ 56,668.00	\$ 70,000.00	-\$ 2,500.00	-4%
Sub Total Personnel	\$ 476,356.00	\$ 518,726.00	\$ 447,325.00	\$ 544,449.00	\$ 25,723.00	5%
Office & Supplies						
Accounting & Payroll	\$ 4,050.00	\$ 3,500.00	\$ 3,626.00	\$ 4,000.00	\$ 500.00	14%
Postage, Office & Processing Supplies	\$ 15,361.00	\$ 15,000.00	\$ 17,152.00	\$ 15,000.00	\$ -	0%
Fees & Dues (incl InterLINK)	\$ 3,900.00	\$ 3,900.00	\$ 1,876.00	\$ 3,900.00	\$ -	0%

NOTES:

2017 Rec'd payment of 2016 grant in 2017
2018 Federal Digital Intern Grant has been cancelled

2018 equity/accessibility initiative reduction in fines

2018 Materials Buget cannot be increased without increase in staffing
2018 separate public line

2018 Multifunctional copier to be replaced - MOU funders require library to provide services

2017 Programming expenses offset by Sponsorship from the Friends of the Library (Donations) and also includes local ads, \$1300 for CNIB services, mileage to PHRC,

Funds paid to the District of Sechelt for reimbursement of utilities

Funds paid to the District of Sechelt for reimbursement of content insurance + SPLA holds separate insurance policy for liability

Funds paid to the District of Sechelt for reimbursement of Janitorial services
Cleaning supplies, cloths etc.

Collective Agreement expires June 30, 2018.
Staff positions are being reclassified.

In 2017, 70% of the library's expenses are personnel.

2017 \$5300 spent for 10,000 library cards - 2018 Library will stop sending overdue notices by mail

InterLINK fees offset by interlibrary credits

							2017 Offset by \$3400 donation from Friends of the Library for new library bags. PR includes names tags, signage
Public Relations	\$ 2,486.00	\$ 1,000.00	\$ 4,321.00	\$ 1,500.00	\$ 500.00	50%	
Misc	\$ 2,496.00	\$ 1,000.00	\$ 905.00	\$ 1,000.00	\$ -	0%	
Sub Total Office & Supplies	\$ 28,293.00	\$ 24,400.00	\$ 27,880.00	\$ 25,400.00	\$ 1,000.00	4%	
Training / Development							
Staff - Professional Development	\$ 2,000.00	\$ 3,000.00	\$ 3,339.00	\$ 4,000.00	\$ 1,000.00	33%	PD Plan implemented in 2017
Board	\$ 2,000.00	\$ 750.00	\$ 1,738.00	\$ 1,000.00	\$ 1,250.00	167%	
Consultants	\$ 5,000.00	\$ 5,000.00	\$ 3,410.00	\$ 5,000.00	\$ -	0%	Several new Trustees - training by BCLTA (eg. IT, HR, Legal, Union, Design)
Sub Total Training / Development	\$ 9,000.00	\$ 8,750.00	\$ 8,487.00	\$ 10,000.00	\$ 2,250.00	26%	
TOTAL EXPENSES	\$ 658,462.00	\$ 689,276.00	\$ 610,786.00	\$ 724,780.00	\$ 37,354.00	5%	



Five Year Funding Agreement Analysis Between Local Government Funders and the Sechelt Library

Created September 2017
Revised October 2017
Written by Susan Eggerman, Treasurer
Margaret Hodgins, Chief Librarian

Table of Contents

- 1. Introduction**
- 2. Service pressures**
- 3. Five year funding agreement status as of 2016**
- 4. Recommendations to meet funding agreement commitment**
- 5. Allocation of funds**
- 6. Effect on community if funding agreement criteria cannot be met**
- 7. Summary**

1. INTRODUCTION

This report is based on a presentation given to the District of Sechelt Finance, Culture and Economic Development Committee on September 13, 2017.

The statistics used in this report were taken **BC Public Libraries Statistics 2002-2016** produced by the Libraries Branch of the Ministry of Education and available at <https://catalogue.data.gov.bc.ca/dataset/bc-public-libraries-statistics-2002-2016> and contains datasets of all 71 public libraries in British Columbia from 2002 to 2016 inclusive.

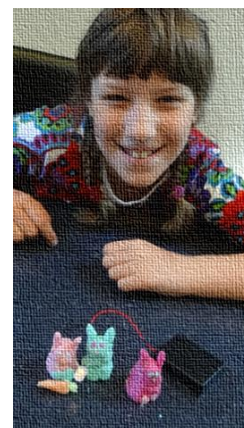
The analysis was undertaken by the Sechelt Library to determine the effectiveness of the agreement for the library and to inform the library before initiating discussion for the next five year agreement. The presentation of the analysis has been reconfigured into this report and is relevant to all local government funders of the Sechelt Library.

2. SERVICE PRESSURES

A 2016 a community survey conducted by the Sechelt Library documented the community's expectations and demands for programs and services.

The community identified a need for the library to provide:

- additional access to and assistance with technology,
- additional Library hours,
- access to more book in several formats,
- programming to adults and children, and
- a renewed commitment to accessibility.



3. Five Year Funding Status

The current funding agreement was signed on January 8, 2014 to cover the period of 2014 through to 2018 by the following parties: Area A Pender Harbour, Area B Halfmoon Bay, the District of Sechelt, the Sechelt Indian Government District and Area D Roberts Creek. Area D splits public library funding between the Sechelt Library and the Gibsons & District Public Library.

The Agreement

An excerpt from the agreement follows:

NOW THEREFORE, in consideration of the mutual promises set out herein, the parties agree as follows:

1.0 Funding Commitment

1.1 The Funders' objective for funding the Library, will be to move toward parity for local government support per capita as shown in the Ministry of Education British Columbia Public Libraries Statistics as updated from time to time.

In the agreement, a distinction was not made regarding parity as it relates to ***all*** public libraries in British Columbia or public libraries in British Columbia that ***serve populations the same size*** as the Sechelt Public Library (13,000 to 21,000).

The contributions that local government funders committed to the Sechelt Library, over the course of the agreement, is shown in Figure1. The bottom row of the chart shows a consistent incremental increase of 5-6% each year.

	Base Amount	2013	2014	2015	2016	2017	2018
Area A	\$ 22,338	\$ 25,103	\$ 23,679	\$ 25,099	\$ 26,605	\$ 28,202	\$ 29,894
Area B	\$ 90,695	\$ 105,664	\$ 96,136	\$ 101,905	\$ 108,019	\$ 114,500	\$ 121,370
Area D	\$ 51,886	\$ 58,439	\$ 54,999	\$ 58,299	\$ 61,797	\$ 65,505	\$ 69,435
SIGD	\$ 8,395	\$ 10,095	\$ 8,899	\$ 9,433	\$ 9,999	\$ 10,599	\$ 11,234
DOS	\$ 296,317	\$ 305,257	\$ 314,096	\$ 332,942	\$ 352,918	\$ 374,093	\$ 396,539
Total	\$ 469,631	\$ 504,558	\$ 497,809	\$ 527,677	\$ 559,338	\$ 592,898	\$ 628,472

Figure 1. Total Local Government Funding for the Sechelt Library over the course of the agreement

Benefit of the Agreement for the Sechelt Library

Year	Population	Funding	Per capita
Base	17,063	\$ 469,631	\$ 27.52
2013	17,417	\$ 504,558	\$ 28.97
2014	17,593	\$ 497,809	\$ 28.30
2015	17,770	\$ 527,678	\$ 29.69
2016	17,947	\$ 559,338	\$ 31.17
2017	18,167	\$ 592,899	\$ 32.64
2018	18,390	\$ 628,472	\$ 34.17
TOTALS	124,347	\$ 3,780,385	\$ 30.40

Figure 2. Total Local Government Funding Per Capita for the Sechelt Library over the course of the agreement

In 2013, Provincial local government per capita average funding for *all 71 British Columbia public libraries* was **\$40.69**. Local government funding for **the Sechelt library** was **\$28.97** - **40% less compared** to *all 71 British Columbia public libraries*.

In 2016, Provincial local government per capita average funding for *all 71 British Columbia public libraries* was **\$55.83**. Local government funding for **the Sechelt library** was **\$31.17** - the funding gap compared to the Sechelt Library is now **79% less** compared to *all* provincial public libraries.

In 2016, comparing local government funding only to provincial public libraries **serving similar sized populations (\$49.64)** as the **Sechelt Library (\$31.17)** the gap is only **59% less** for the Sechelt Library.

BC Libraries Serving Similar Populations as the Sechelt Library								
Total Local Government Funding per Capita	Population Served 2015	2010	2011	2012	2013	2014	2015	2016
Castlegar & District Public Library	13,411	\$ 34.83	\$ 31.47	\$ 32.69	\$ 33.67	\$ 34.48	\$ 37.28	\$ 37.96
Prince Rupert Library	14,245	\$ 43.65	\$ 44.48	\$ 44.20	\$ 52.03	\$ 51.73	\$ 63.19	\$ 65.92
Nelson Municipal Library	16,934	\$ 49.83	\$ 49.90	\$ 49.13	\$ 51.70	\$ 53.94	\$ 56.70	\$ 58.18
Dawson Creek Municipal Public Library	18,310	\$ 19.89	\$ 19.69	\$ 21.25	\$ 21.25	\$ 26.22	\$ 27.98	\$ 28.84
Squamish Public Library	18,673	\$ 44.44	\$ 121.88	\$ 41.37	\$ 36.17	\$ 36.21	\$ 35.26	\$ 35.26
Powell River Public Library	20,049	\$ 66.62	\$ 67.20	\$ 69.70	\$ 78.89	\$ 83.22	\$ 88.16	\$ 86.80
Terrace Public Library	20,496	\$ 31.68	\$ 32.06	\$ 34.11	\$ 35.15	\$ 35.43	\$ 35.20	\$ 34.54
Totals				\$ 292.46	\$ 308.85	\$ 321.24	\$ 343.76	\$ 347.50
Per Capita Average				\$ 41.78	\$ 44.12	\$ 45.89	\$ 49.11	\$ 49.64
Sechelt Public Library	19,244	\$ 29.70	\$ 31.83	\$ 29.64	\$ 30.36	\$ 30.81	\$ 33.61	\$ 34.99

Figure 3. Communities with libraries serving similar sized populations as the Sechelt Library.

The communities used in this analysis for comparison with libraries serving similar sized populations as the Sechelt Library are: Castlegar, Prince Rupert, Nelson, Dawson Creek, Squamish, Powell River and Terrace.

The gap between per capita funding to the Library and the provincial per capita average is **increasing** when compared to ***all provincial public libraries***. (Figures 4 and 5)

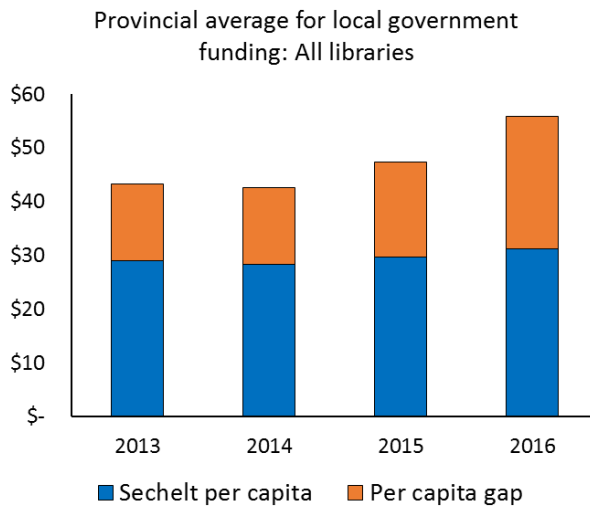


Figure 4

	Sechelt Library Yearly Totals	Provincial Average, Local Gov Funding, All Libraries
Year	Per capita	Per capita
Base	\$ 27.52	\$ 40.69
2013	\$ 28.97	\$ 43.27
2014	\$ 28.30	\$ 42.55
2015	\$ 29.69	\$ 47.33
2016	\$ 31.17	\$ 55.83
2017	\$ 32.64	—
2018	\$ 34.17	—
TOTALS	\$ 30.40	—

Figure 5

The gap between per capita funding to the Library and the provincial per capita average is **also increasing** when compared to ***libraries serving similar populations***. (Figures 5 and 7)

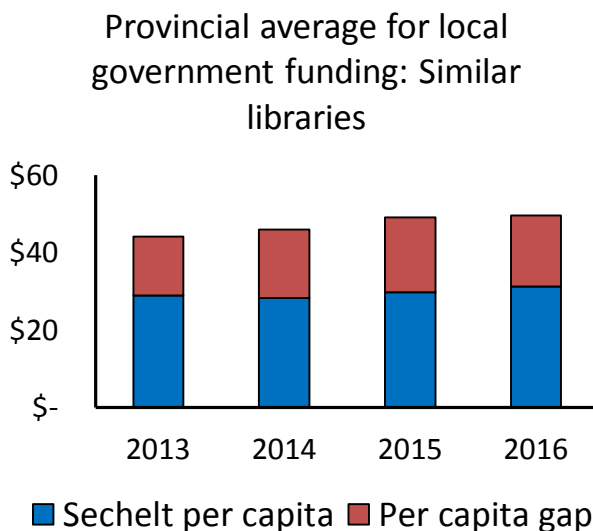


Figure 6

	Sechelt Library Yearly Totals	Provincial Average, Local Gov Funding, Similar Libraries
Year	Per capita	Per capita
Base	\$ 27.52	—
2013	\$ 28.97	\$ 44.12
2014	\$ 28.30	\$ 45.90
2015	\$ 29.69	\$ 49.11
2016	\$ 31.17	\$ 49.64
2017	\$ 32.64	—
2018	\$ 34.17	—
TOTALS	\$ 30.40	—

Figure 7

This local government funding agreement is not closing the funding parity gap for the Sechelt Library.

The Sunshine Coast

Comparison of Per Capita
Local Government Funding
of Sunshine Coast Public Libraries

	Powell River	Gibsons	Sechelt
2013	38.20	42.05	28.97
2014	39.25	43.88	28.30
2015	39.91	47.05	29.69
2016	32.41	50.59	31.17
2017	69.56	49.62	32.64
2018	PRPLDir: Expected to increase again	-	34.17

Figure 8

Using 2016 Census figures, the service area of the Sechelt Library service area is 49.2% larger than the service area of the Gibsons & District Public Library by population.

The Sechelt Library receives **47% less local government** funding per capita and **18.5% less provincial** funding per capita.

Local Government Contributions Per Capita to the Sechelt Library

Area A – Pender Harbour / Egmont

Year	Population	Funding	Per capita
2013	2,656	\$ 25,103	\$ 9.45
2014	2,646	\$ 23,679	\$ 8.95
2015	2,635	\$ 25,099	\$ 9.53
2016	2,624	\$ 26,605	\$ 10.14
2017	2,624	\$ 28,202	\$ 10.75
2018	2,624	\$ 29,894	\$ 11.39
TOTALS	15,809	\$ 158,582	\$ 10.03

Figure 9

In 2016, Area A contributed \$10.14 per capita - the provincial per capita average for public libraries serving similar populations is \$49.64 per capita – Area A contributed \$10.14 per capita.

This is a gap of **\$39.50** per capita.

Area B – Halfmoon Bay

Year	Population	Funding	Per capita
2013	2,695	\$ 105,664	\$ 39.20
2014	2,706	\$ 96,136	\$ 35.53
2015	2,716	\$ 101,905	\$ 37.52
2016	2,726	\$ 108,019	\$ 39.63
2017	2,767	\$ 114,500	\$ 41.38
2018	2,808	\$ 121,370	\$ 43.22
TOTALS	16,418	\$ 647,594	\$ 39.44

Figure 10

With a population very close in number to Area A, Area B has provided triple the amount of per capita funding with each increase.

In 2016, Area B contributed \$39.63 per capita - the provincial per capita average for public libraries serving similar populations is \$49.64 per capita

This is a funding gap of **\$10.01** per capita.

The District of Sechelt

Year	Population	Funding	Per capita
2013	9,661	\$ 305,257	\$ 31.60
2014	9,846	\$ 314,096	\$ 31.90
2015	10,031	\$ 332,942	\$ 33.19
2016	10,216	\$ 352,918	\$ 34.55
2017	10,369	\$ 374,093	\$ 36.08
2018	10,525	\$ 396,539	\$ 37.68
TOTALS	60,648	\$ 2,075,845	\$ 34.23

Figure 11

The District of Sechelt provides a building for the library but also benefits from its location.

In 2016, the District of Sechelt contributed \$34.55 per capita – the provincial average is \$49.64

This is a gap of **\$15.09** per capita

The Sechelt Indian Government District

Year	Population	Funding	Per capita
2013	747	\$ 10,095	\$ 13.52
2014	721	\$ 8,899	\$ 12.34
2015	696	\$ 9,433	\$ 13.55
2016	671	\$ 9,999	\$ 14.90
2017	671	\$ 10,599	\$ 15.80
2018	671	\$ 11,234	\$ 16.74
TOTALS	4,177	\$ 60,259	\$ 14.43

In 2016, the SIGD contributed \$14.90 per capita and the provincial average is \$49.64.

This is a gap of **\$37.74** per capita.

Area D, Roberts Creek

Year	Population	Funding	Per capita
2013	1,657	\$ 58,439	\$ 35.26
2014	1,675	\$ 54,999	\$ 32.84
2015	1,692	\$ 58,299	\$ 34.45
2016	1,710	\$ 61,797	\$ 36.14
2017	1,736	\$ 65,505	\$ 37.74
2018	1,762	\$ 69,435	\$ 39.41
TOTALS	10,232	\$368,474	\$ 36.01

Figure 12

Area D contributes half of its library funding to the Sechelt Library and half to the Gibsons & District Public Library. This calculation is based on half the population of Area D.

In 2016, Area D contributed \$36.14 per capita - the provincial per capita average for public libraries serving similar populations is \$49.64 per capita

This is a gap of **\$13.50** per capita.

Overview of all funders:

To reach parity by year end 2018 ***with libraries serving similar size populations***, with 2016 as a parity target, local government funding will need to **increase by 59%**

- **2016 local government funding shows a shortfall of \$18.47 per capita**

$$(\$49.64 - \$31.17 = \$18.47, \$18.47 / \$31.17 = 59\%)$$


For the Sechelt Library to reach local government funding parity with public libraries *serving similar populations*, ***the Library will need to receive 59% more funding or \$331, 408 in 2018.***

$$(\text{59.25\% of } \$559,338 = \$331,408)$$

4. Recommendations to meet funding agreement commitment

The Sechelt Library's Request To All Local Funders for 2018

As per the funding agreement, the chart below reflects the additional increase required based on funders' population (total additional funding required / total 2016 population = amount per person to reach target x population in area ($\$331,408 / 17,947 = \18.4659 e.g. $\$18.4659 \times 2,624 = \$48,455$).



Funder	2016 Population	2017 and 2018 Funds Already Committed	Additional Funding Required to Meet Parity	Additional Increase Over Funds Already Committed
Area A:	2,624	\$ 3,289	\$ 48,455	\$ 45,166
Area B:	2,726	\$ 13,351	\$ 50,338	\$ 36,987
Area D:	1,710	\$ 7,638	\$ 31,577	\$ 23,939
SIGD	671	\$ 1,235	\$ 12,391	\$ 11,156
DoS	10,216	\$ 43,621	\$ 188,648	\$ 145,027
All Funders	17,947	\$ 69,134	\$ 331,408	\$ 262,274

Figure 13

The Library's goal is for each area who is a signatory to the agreement **to honour the agreement and close their identified per capita parity gap** for *libraries serving similar sized populations*.

5. Allocation of Parity Funds

As previously mentioned, four areas of service pressures have been identified: Print Materials, Technology, Outreach and Staffing.

1. Print Materials

Strategic Objective	Rationale	Budget
Library's Mandate: "Our library is a vital part of the community and a welcoming gateway to ideas, knowledge and information for life-long learning and enjoyment."	<ul style="list-style-type: none">• Print materials budget has not increased in 4 years• Over 190,000 items borrowed in 2016 up 6% from 2013• Library collection needs renewal to reflect community needs	\$40,000

The print materials budget has taken a back seat to all other budget areas in the past four years and it cannot meet the demand for items from the community.

2. Technology

Strategic Objective	Rationale	Budget
<ul style="list-style-type: none">• To have a modern and efficient library service system• To provide the public with access to current technology• To assist library patrons become competent in using technology	<p>Community feedback that the Library does not offer enough computers</p> <p>Statistics reveal heavy use of computers</p> <p>Community is becoming increasingly comfortable using technology and wants more online access</p>	\$130,000

The Sechelt Library would channel these funds to Increase number of public computers, upgrade business services - copier/fax/scan/print equipment (e.g. wireless printing), provide free online access to small business database and Canadian grant database, subscribe to online music database (NAXOS) for streaming to replace damaged CD collection, enable wireless and mobile library staff, provide in library online access to digital magazines and newspapers,

createspace for materials and programs for children and adults, upgrade public computer area to include tablets and laptops, Redesign library website for accessibility and ease of use

Stipulated by the terms of the funding agreement - and set out by the funders – Schedule A details of the agreement includes a “Description of Library Services” to be provided by the Sechelt Library over the life of the agreement. These services include:

- Reference desk, reader’s advisory, internet help, government information, government liaison, federal, provincial and local government information dissemination and support for gathering surveys
- Access to public computers and wi-fi with technical and customer service support. Providing training to the public on internet use and downloading digital resource
- Supporting the community through informal learning opportunities, information, recreation, and social action. Offering adult, young adult, and children’s programs... and assisting the public with adapting to a digital environment.

These services are stipulated by the agreement but the library is not receiving sufficient funds to provide them. The Sechelt Library’s goal – as contracted by local government – is to meet the public library needs of the communities we serve on the Sunshine Coast.

3. Outreach Programs

Strategic Objective	Rationale	Budget
To facilitate the creation of community partnerships to assist in the development of new programs.	Contacted by Madeira Park Elementary School and Pender Harbour Community School	(see staffing budget below)

\$40,000 in staffing will be allocated to outreach programs. Some programs that the Library would like to create, in consultation with community and the shishalh nation, include: Library services and technology education at the Pender Harbour Community School (by their request), resource sharing Madeira Park Elementary (at the Principal’s request), explore storyteller in residence program with Shishalh consultation, provide Library services and technology education in Halfmoon Bay through the Community Association.

As stipulated by funders in the funding agreement Schedule A Description of Library Services :

“Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading.”

In “reaching out to under-served populations within the Community...” two populations are identified – First Nations and the Pender Harbour Reading Room.

For the First Nations services:

“...weekly visits by children’s librarian with new library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaison with First Nations education department. Providing space, organization and access to Sechelt Indian Band collections.”

For Pender Harbour Reading Room services:

“...courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing digital resources to create more convenience for patrons and to overcome geographical barriers. “courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing - digital resources - to create more convenience for patrons and to overcome geographical barriers.”

4. Staffing

Rationale	\$	Budget
Technically trained staff	2 FT staff	\$110,000
Increased use of technology requires job reclassification	Reclassification of existing job descriptions (many have not changed in 10 years)	\$30,000

The biggest strain the Sechelt library current faces is staffing. There is pressure from the union representing library workers to reclassify jobs – many of which were under classified when the

first Collective Agreement was signed 8 years ago. 76% of the Sechelt Library's total operating costs are spent on Human Resources.

The library is currently short one supervisor because staffing funds were redirected to where the need was greatest – and a Digital Education Coordinator position has been created and filled. The supervisor's duties have been largely taken over by the already stretched Chief Librarian and staff members.

2 Short Name of Library System	5 Population Served	780 Total Employees, hours worked	155 Salaries and benefits
Nelson Municipal Library	18,310	17,342	\$694,297
Sechelt Public Library	17,257	14,905	\$487,521
Squamish Public Library	19,244	22,086	\$760,308

Figure 14 2016 staff hours worked at public libraries serving similar sized populations.

Usage Increases During Life of Current Agreement 2013 to 2018

The increase in staff workload correlates directly to our use statistics.

Service	2013	2016	% change
Children's program attendance	1750	2706	55 %
Adult program attendance	150	796	431 %
Interlibrary loans	6,761	14,118* confirmed	109 %

Figure 15

* In 2016 Direct Patron Request came online and increased interlibrary loans substantially. (Ministry of Education, Libraries Branch, Public Libraries Statistics 2002-2016)

Service	2013	2016	% change
Hours open	104,250	120,665	16 %
Library visits	104, 250	120,665	16%
Materials circulation	181,437	191,608	6 %
Public Computer Sessions	11,648	13,612	17%

Figure 16

In response to an email to BC Libraries Cooperative asking why we were experiencing uploading delays on our website: “ ...our (website) developer, said that your site is one of the few LibPress sites that has page-level caching on due to ***your library being of the highest traffic sites.***” Marie Palmer October 12, 2016

6. Effect on community if parity cannot be met

Without local government per capita funding parity being met in 2018, or moving forward after the agreement is complete, the Sechelt Library will not be able to meet the needs of the community. The following programs and services may be in jeopardy:

- print materials
- technology
- computers
- outreach - specifically, services to the Pender Harbour Reading Room
- programs

In addition, the Library cannot meet Ministry of Education standards for job classifications.

7. Summary

Considering the growth in use the Sechelt Library has experienced over the past four years, the local funding agreement does not provide enough funding to meet the funds adequately. Pressure on resources and staff indicate that this funding model does not allow the Library sustainably provide the library services that it currently provides. Considering that the local funding per capita rate falls short of accepted funding amounts on the Sunshine Coast and the Province of British Columbia, and that funders signed an agreement to move toward per capita funding parity, the current funding agreement has failed in its goals.

Notes

Analysis Assumptions

Growth Rate Assumptions

- A 1.5% population growth rate was assumed for the District of Sechelt, Halfmoon Bay, and Roberts Creek.
- Area A, Pender Harbour, and SIGD have no growth projected for 2016 to 2018 based on 2016 census data that showed small declines in population.

Funding Assumptions

- The 2014, 2015, and 2016 Sechelt Library Year End Financial Statements show the funds provided to the Library were the same as in the Funding and Service Agreement between the Sechelt Library and Funders.
- The amounts for years 2013 and 2014 were not verified against the Sechelt Library Year End Financial Statements

SECHELT PUBLIC LIBRARY ASSOCIATION
Financial Statements

Year Ended December 31, 2016

(Unaudited)

SECHELT PUBLIC LIBRARY ASSOCIATION

Index to the Financial Statements

Year Ended December 31, 2016

(Unaudited)

Contents

Review Engagement Report

Financial Position as at December 31, 2016

Statement 1

Changes in Fund Balances for the Year Ended December 31, 2016

Statement 2

Operations for the Year Ended December 31, 2016

Statement 3

Cash Flow for the Year Ended December 31, 2016

Statement 4

Notes to the Financial Statements as at December 31, 2016

Bruce M. Richmond

Chartered Professional Accountant

Box 545, Sechelt
British Columbia, V0N 3A0
Telephone: (604) 885-4111
Fax: (604) 885-5587

Review Engagement Report

To the Trustees of Sechelt Public Library Association

I have reviewed the statement of Financial Position of Sechelt Public Library Association as at December 31, 2016, and the statements of Changes in Fund Balances, Operations and Cash Flow for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the association.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

CHARTERED PROFESSIONAL ACCOUNTANT

Sechelt, British Columbia
February 14, 2017

SECHELT PUBLIC LIBRARY ASSOCIATION

Financial Position as at December 31, 2016

(Unaudited)

	Operating Fund	Capital Asset Fund	Replacement Reserve Fund	2016	2015
Current Assets					
Cash	\$ 54,871	\$ -	\$ 107,394	\$ 162,265	\$ 73,343
Accounts and accrued receivables	2,101	-	-	2,101	640
Due from government	7,408		107	7,515	3,136
Prepaid expenses	1,787	-	-	1,787	1,112
	66,167		107,501	173,668	78,231
Tangible Capital Assets (Notes 2 and 3)	-	92,579	-	92,579	69,318
	\$ 66,167	\$ 92,579	\$ 107,501	\$ 266,247	\$ 147,549
Current Liabilities					
Accounts and accrued payables (Note 4)	\$ 29,170	\$ -	\$ -	\$ 29,170	\$ 26,231
Fund Balances - (Statement 2)					
Invested in capital assets	-	92,579	-	92,579	69,318
Unrestricted	36,997	-	-	36,997	52,000
Externally restricted	-	-	-	-	-
Internally restricted	-	-	107,501	107,501	-
	36,997	92,579	107,501	237,077	121,318
	\$ 66,167	\$ 92,579	\$ 107,501	\$ 266,247	\$ 147,549

See accompanying notes to the financial statements

Approved by the Trustees:

SECHELT PUBLIC LIBRARY ASSOCIATION

Changes in Fund Balances for the Year Ended December 31, 2016
(Unaudited)

	Operating Fund	Capital Asset Fund	Replacement Reserve Fund	2016	2015
Fund Balances - Opening	\$ 52,000	\$ 69,318	\$ -	\$ 121,318	\$ 155,093
Excess (Deficiency) of Revenue Over Expenses (Statement 3)	(5,424)	(17,519)	138,702	115,759	(33,775)
Capital Assets Acquired	(9,579)	40,780	(31,201)	-	-
Replacement Reserve	-	-	-	-	-
Fund Balances - Closing (Statement 1)	\$ 36,997	\$ 92,579	\$ 107,501	\$ 237,077	\$ 121,318

See accompanying notes to the financial statements

SECHELT PUBLIC LIBRARY ASSOCIATION

Operations for the Year Ended December 31, 2016

(Unaudited)

	Operating Fund	Capital Asset Fund	Replacement Reserve Fund	2016	2015
Revenues					
Government funding (Note 5)	\$ 635,853	\$ -	\$ -	\$ 635,853	\$ 600,988
Library revenues	17,649	-	-	17,649	19,963
Donations & grants (Note 6)	9,358	-	138,263	147,621	1,732
Interest Income	246	-	439	685	449
	663,106	-	138,702	801,808	623,132
Expenses					
Wages - staff	391,047	-	-	391,047	369,849
Benefits - staff	96,474	-	-	96,474	93,392
Books	46,262	-	-	46,262	50,129
Other library materials	45,378	-	-	45,378	37,545
Amortization of capital assets	-	17,519	-	17,519	19,622
Product delivery costs	13,373	-	-	13,373	12,038
Utilities	12,375	-	-	12,375	12,454
Office & sundry	11,953	-	-	11,953	9,638
Repairs & maintenance	11,859	-	-	11,859	11,369
Programming & promotion	9,806	-	-	9,806	8,490
Computer services	6,655	-	-	6,655	7,458
Insurance	6,420	-	-	6,420	3,925
Staff & board expenses	4,548	-	-	4,548	4,885
Consultation services	4,497	-	-	4,497	-
Accounting and contract negotiations	4,050	-	-	4,050	10,512
Telephone & internet	3,306	-	-	3,306	5,601
Recruitment costs	527	-	-	527	-
	668,530	17,519	-	686,049	656,907
Excess (Deficiency) of Revenues Over Expenses (Statement 2)	\$ (5,424)	\$ (17,519)	\$ 138,702	\$ 115,759	\$ (33,775)

See accompanying notes to the financial statements

SECHELT PUBLIC LIBRARY ASSOCIATION

Cash Flow for the Year Ended December 31, 2016
(Unaudited)

	2016	2015
Cash Flow from Operating Activities		
Excess (deficiency) of revenues over expenses (Statement 3)	\$ 115,759	\$ (33,775)
Items not affecting cash:		
Amortization of capital assets	17,519	19,622
Changes in non-cash working capital:		
Accounts and accrued receivables	(1,461)	546
Due from government	(4,379)	(205)
Prepaid expenses	(675)	(16)
Accounts and accrued payables	2,939	13,410
Net Cash Provided By (Used In) Operating Activities	129,702	(418)
Cash Flow from Investing Activities		
Purchase of tangible capital assets	(40,780)	(5,845)
Net Increase (Decrease) in Cash	88,922	(6,263)
Cash at the Beginning of the Year	73,343	79,606
Cash at the End of the Year	\$ 162,265	\$ 73,343
Cash and Cash Equivalents consists of		
Cash	\$ 162,265	\$ 73,343

SECHELT PUBLIC LIBRARY ASSOCIATION

Notes to the Financial Statements as at December 31, 2016
(Unaudited)

1. Purpose of the Organization

The Sechelt Public Library Association was incorporated under the Library Act of British Columbia on April 14, 1981. The Association operates a public library located in the District of Sechelt. The Association is exempt from income taxes under the Canadian Income Tax Act and is a registered charity under that Act.

2. Summary of Significant Accounting Policies

Basis of Presentation

The financial statements of the Association have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Use Of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. Significant areas of estimation include allowance for doubtful accounts, estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The Operating Fund reports operating grants, revenue and expenses related to the Association's library operations.

The Capital Asset Fund reports the ownership and equity related to the Association's capital assets.

The Replacement Reserve Fund reports the assets, liabilities, revenues and expenses related to capital asset replacement activities, and other reserved funds.

Tangible Capital Assets

Capital assets are recorded at cost. Amortization is provided over the assets' useful lives as follows:

Fixtures and equipment - 10 years straight line - no residual value.

Leasehold improvements - 10 years straight line - no residual value.

Computer equipment and software - 30% diminishing balance - no residual value.

No amortization has been booked on the leasehold improvements in the current year as these costs are for the design of the improvements and no tangible assets have been purchased.

Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed.

Cont'd...

SECHELT PUBLIC LIBRARY ASSOCIATION

Notes to the Financial Statements as at December 31, 2016
(Unaudited)

3. Tangible Capital Assets

	2016		2015	
	Cost	Accum. Amort.	Net Book Value	Net Book Value
Computer equipment and software	\$ 292,083	\$ 271,200	\$ 20,883	\$ 23,128
Fixtures and equipment	173,109	132,614	40,495	46,190
Leasehold improvements	31,201	-	31,201	-
	<u>\$ 496,393</u>	<u>\$ 403,814</u>	<u>\$ 92,579</u>	<u>\$ 69,318</u>

4. Accounts and Accrued Payables

Details are as follows:

	2016	2015
Trade payables	\$ 21,163	\$ 17,321
Accrued holiday pay	8,007	8,910
	<u>\$ 29,170</u>	<u>\$ 26,231</u>

5. Government Funding

Details are as follows:

	2016	2015
Local Governments - District of Sechelt	\$ 352,918	\$ 332,942
- Sunshine Coast Regional District	196,421	185,763
- Sechelt Indian Government	9,999	9,433
Provincial Government	68,207	68,209
Federal Government	8,308	4,641
	<u>\$ 635,853</u>	<u>\$ 600,988</u>

6. Donations & grants

During the current fiscal year, the Sechelt Public Library Foundation was dissolved and all funds collected by the foundation (\$131,427) during its existence were donated to the library.

7. Financial Instruments

The Association's financial instruments consist of cash, accounts receivable, accounts payable and accruals. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments.

TO: Tina Perreault, Chief Financial Officer

AUTHOR: Margaret Hodgins, Chief Librarian, Sechelt Library

SUBJECT: **REVISED 2018 BUDGET PROPOSAL FOR SECHELT LIBRARY – SPECIAL PROJECT REQUEST –**

ORGANIZED BY PRIORITY BASED ON ABILITY TO PERFORM WITHOUT FUTURE FINANCIAL IMPLICATIONS

REQUEST

THAT the report titled 2018 Budget Proposal for Sechelt Library – Special Project Request be received and funding considered. Supporting documentation: *Five Year Funding Agreement Analysis Between Local Government Funders and the Sechelt Library, October 2017 (attached)*

2018 Budget Proposal for Special Project - Total \$262,274 (see 2017 Funding Analysis Report)

<i>Priority 1</i>	<i>Community Collection Update</i>	<i>2018 Funding Required</i>	<i>\$20,000</i>
<i>Rationale</i>	<p>The materials budget has not increased in five years despite increases in shipping costs and decreases in the Canadian dollar.</p> <p>A major weeding project – a standard Library practice – has removed dirty, damaged and outdated material from the collection but no funds have been made available to replace those items. The Adult and Children’s non-fiction areas have been most affected.</p> <p>Developing new collections have also put a strain on the existing collection – these popular new collections include a First Nations Collection and Graphic Novel Collection.</p> <p>The borrowing of physical materials has increased along with membership, digital resource usage and physical visits to the Library.</p>		
<i>Service Impact</i>	<p>These funds will enhance existing Library infrastructure and improve services. The community will continue to use the Library as a place for recreation, information and gathering.</p> <p>Prior investment in the Library will not be lost.</p>		
<i>Savings Potential</i>	<p>In 2016, over 14,000 interLibrary loans were handled by the Library (borrowed and lent). There may be savings if the items can be provided by our Library instead of having to be ordered in from another BC Library.</p>		
<i>Future Financial Implications</i>	<p>No ongoing financial implications. Ideally, funding would allow for collection renewal on a regular basis.</p>		

Priority 2	Technology & Community Engagement Project	2018 Funding Required	\$104,000 priority projects only \$50,400
<div> <div>4 tablets - loan in Library</div> <div>\$ 2,400.00</div> </div> <div> <div>Security stands for 2 tablets</div> <div>\$ 200.00</div> </div> <div> <div>Software</div> <div>\$ 2,000.00</div> </div> <div> <div>2 tablets - digital magazines, newspapers</div> <div>\$ 1,200.00</div> </div> <div> <div>Laptop and tablet storage and charger</div> <div>\$ 1,200.00</div> </div> <div> <div>2 iPads children with security cases</div> <div>\$ 2,500.00</div> </div> <div> <div>Upgrade ebook collection</div> <div>\$10,000.00</div> </div> <div> <div>Upgrades for 4 existing public computers</div> <div>\$10,000.00</div> </div> <div> <div>Chairs with attached tables and electrical outlets</div> <div>\$12,000.00</div> </div> <div> <div>Multifunction copier (wireless printing/copier/scanning)</div> <div>\$15,000.00</div> </div> <div> <div>.4 FTE digital education assistant (1 year contract)</div> <div>\$15,000.00</div> </div> <div> <div>Increase wifi and internet capacity</div> <div>\$ 3,000.00</div> </div> <div> <div>New website designed for accessibility</div> <div>\$ 5000.00</div> </div> <div> <div>Accessibility software for Library catalogue</div> <div>\$ 5000.00</div> </div> <div> <div>.4 interLibrary loan assistant (1 year contract)</div> <div>\$15,000.00</div> </div> <div> <div>Online information databases</div> <div>\$20,000.00</div> </div> <div> <div>Electrical work to install more outlets</div> <div>\$ 6500.00</div> </div>			
Rational	<ul style="list-style-type: none"> • The current funding MOU with local governments stipulates that the Library is to provide a full range of copy/print/fax/scan services. In order to stay cost effective, this equipment needs to be updated every four years. In 2017 there has been a substantial increase in use of these services as local copy shops are no longer offering self-serve printing and copying services. • The demand for public computers has continued to increase. The computer area in the Library has access and privacy problems. Children use the computers beside adults. Several small businesses use the Library for wifi or computer access, and also for printing and faxing services. • In 8 months this year (Jan – Oct), Library staff provided 548 hours of service to answer 1061 technology based questions on the phone, in person and in scheduled appointments with the Technology Education Coordinator. No other agency or organization provides this impact on digital literacy on the Sunshine Coast. 		
Service Impact	<ul style="list-style-type: none"> • By providing technology education in the Library, the demands for staff time, software and hardware are increasing. The result is a digital literate community 		

	which enhances quality of life, supports small business and provides an increasingly recognized right for Canadian citizens for digital access.		
Future Financial Implications	Ongoing - If the provision of technology resources and support is mandated by the MOU, funding must be provided to keep up with the technology used by the community. This requires funding to acquire new technology as it arises and also the technological infrastructure to support these changes and a commitment to ongoing technology funding.		
Priority 3	<i>Staff Technology Enhancement Project</i>	<i>2018 Funding Required:</i>	<i>\$16,000.00</i>
	2 scanners and tag pad (cataloguing)	\$6,000.00	
	4 laptops	\$4,000.00	
	4 iPads	\$4,000.00	
	Professional development	\$2,000.00	
Rational	<p>In order to provide technology education to the community, Library staff require technology upgrading and education.</p> <p>Moving to an accessible service model, staff require mobile technology when working with the community</p> <p>As the result of a crowded workroom, staff require flexible yet customizable workstations for both front and back of Library duties.</p>		
Service Impact	Current and affordable community assistance for technology issues provided in an organization with an established and successful infrastructure		
	<i>Sechelt Public Library Outreach to Underserved Communities Project</i>	<i>2018 Funding Required:</i>	<i>\$27,700</i>
Rational	<p>With the current operating funding commitments by local government, specifically the lack of funding from Area A, the Library cannot provide the services as mandated.</p> <p>As stipulated by funders in the funding agreement Schedule A Description of Library Services :</p> <p>“Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading.”</p>		

	<p>In “reaching out to under-served populations within the Community...” two populations are identified – First Nations and the Pender Harbour Reading Room.</p> <p>For the First Nations services:</p> <p>“...weekly visits by Children’s Librarian with new Library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaise with First Nations education department. Providing space, organization and access to Sechelt Indian Band collections.”</p> <p>For Pender Harbour Reading Room services:</p> <p>“...courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing digital resources to create more convenience for patrons and to overcome geographical barriers. ”</p>		
Service Impact	<p>Staffing, mileage and some technology and/or materials will be allocated to outreach programs. Some programs that the Library would like to develop, in consultation with community and the shishalh Nation, include: Library services and technology education at the Pender Harbour Community School (by their request), resource sharing Madeira Park Elementary (at the Principal’s request), explore storyteller in residence program with shishalh consultation, provide Library services and technology education in Halfmoon Bay through the Community Association.</p>		
Future Financial Implications	<p>Ongoing - If outreach programs are to be included in future MOU’s, appropriate designated funding must be provided.</p>		
Staffing - New Full-time Position Assistant Chief Librarian Position		2018 Funding Required:	\$65,000
Rational	<p>A supervisory position is empty due to attrition and the reallocation of funds to a much needed Digital Education Coordinator.</p> <p>Already at capacity, Library staff took on many of the supervisor’s duties.</p> <p>In moving toward a sustainable staffing model, the Library will benefit from the long-term vision and planning of staff and see less turnover at the top position.</p>		

<i>Service Impacts</i>	With the Chief Librarian able to work on the sustainability of the Library in the community, significant progress may be made in community and provincial partnerships, seeking and acquiring grants for special projects and keeping the Library moving forward and relevant to the community.		
<i>Savings Potential</i>	Restructuring of Library staffing model is in progress. Successful grant writing may move special project funding requests from local funders to granting agencies.		
<i>Financial Future Implications</i>	Ongoing - This position will require future funding.		
<i>Staffing – Re-classification of Positions</i>		<i>2018 Funding Required:</i>	<i>\$30,000</i>
<i>Rationale</i>	Professionalism of Library services has not been addressed and staff are working on decades old job descriptions.		
<i>Service Impact</i>	Increased morale and fairness to workers.		
<i>Financial Future Implications</i>	The reclassification of job descriptions will need to be addressed now or in the near future. The Library’s current Collective Agreement ends July 2018.		

January 8, 2018

Chair Milne of the SCRD and Directors
Mayor Milne of the District of Sechelt and Councilors
Chief H. Warren Paul and Councilors

RE: Reduction in Sechelt Library Hours for 2018

The Sechelt Library announces that the library will be reducing hours open to the public by 3 hours per week - opening Wednesdays at 1:00 p.m. instead of 10:00 a.m. The change in hours begins on Wednesday January 24, 2018.

The Library Board and Staff regret this step, however, the reduced hours of 51 hours per week still exceed the 42 hours per week specified in the Memorandum of Understanding. The MOU was negotiated with the District of Sechelt, SCRD and SIGD in 2013.

The reduction in hours open to the public will not mean a reduction in staff hours. Staff will be at the library catching up on work that they are struggling to complete during open hours. Also, regular staff meetings will be scheduled during this time so that all staff may attend them - a practice we have been unable to do until now.


In-person visits are increasing by approximately 10,000 people each year. With the increased traffic, a new interlibrary loan service, and the popularity of new programs, staff struggle to keep up with the workload. Only a small amount of the work needed to run the library is seen by the public. In 2017, the staff responded to over 40,000 questions, processed over 8,000 interlibrary loans, and provided many quality programs for both children and adults that were enjoyed by over 3000 participants.

In 2017, the Sechelt Library created a report *"Five Year Funding Agreement Analysis Between Local Government Funders and the Sechelt Library"* that compares local government funding for the library compared to other public libraries on the Sunshine Coast and across British Columbia. The report has been distributed to the District of Sechelt, the Sunshine Coast Regional District, the Sechelt Indian Government District and the provincial Libraries Branch of the Ministry of Education – it is available on the library's website: <https://sechelt.bc.libraries.coop/>

Sincerely,



Margaret Hodgins, Chief Librarian
Sechelt Public Library



Ann Hopkins, Chair
Sechelt Public Library Association



Sechelt Community Schools

“Sechelt Community Schools Society (Sechelt Community Schools or SCS) strives to form partnerships between schools, community agencies, and individual members to create universally accessible recreational, educational, and nutrition based activities and programs to support vulnerable children, youth families, and our community as a whole.”

Revenue Streams

During the 2016 /2017-year SCS received funding through 3 main revenue streams to provide programs and services in our schools and community: community programs, grants and donations.

Community Programs

- ❖ Includes Parent user fees from the 2 licensed after school care programs.

Grants

Federal

- ❖ Service Canada allowed us to operate the Sechelt Coastal Kids Summer Fun Daycamp program for children aged 6 to 12, funding the minimum wage portion for 2 youth program staff.
- ❖ Canada 150, in partnership with the Sunshine Coast Community Foundation, awarded grant funds to purchase a mechanical ridge ventilation system for the DBES greenhouse project

Provincial

- ❖ Ministry of Education CommunityLINK funding, through SD46, provided our core funding for the SCS Coordinator, and the majority of our in-school programs.
- ❖ Ministry of Children and Family Development provided operating grant and subsidies for low income families to support the 2 licensed after school care programs
- ❖ Ministry of Finance (Gaming Policy and Enforcement Branch) awarded funding to support the Sechelt Youth Centre, Coastal Kids Day camp, Breakfast for Kids Program, and KES Breakfast Program. These monies will be spent in the next fiscal year.

Regional

- ❖ The Sunshine Coast Regional District provided core funding, and a grant in aid for two staff, and materials and supplies to operate the Tween and Youth community drop in programs at the Sechelt Youth Centre
- ❖ The Sechelt Indian Government District provided a grant in aid to support the Kinnikinnick Breakfast Program

Local / Community

- ❖ A Sunshine Coast Community Foundation (SCCF) grant will support the DBES Growing Green Project, monies to be spent in the next fiscal year.
- ❖ The Sunshine Coast Community Services Society (SCCSS) provided funding for workers to support children with special needs in our licensed afterschool care programs and summer camp.
- ❖ The Sunshine Coast Community Foundation administers the Sunshine Coast Hungry Children Endowment Fund on our behalf, providing annual dividends to the Breakfast for Kids Program.
- ❖ Sunshine Coast Credit Union provided a small grant for Youth Centre special events
- ❖ District of Sechelt awarded funding through the Community Investment Program to support the Greenhouse project at DBES.

Other

- ❖ Breakfast for Learning, the President's Choice Children's Charity, and Ricky's Bar and Grill provided support to the Kinnikinnick Breakfast Program. Jean's Organics donated regularly to the Sechelt Youth Centre cooking and food program.

Donations

- ❖ Donations from public and private donors were an essential and important source of funding for the Breakfast for Kids program. Public donors included the Sechelt Indian Government District, Gibsons Lions Club, and the Sechelt Legion Branch #140.
- ❖ Thank you to Claytons, IGA, and Supervalu for their discounts to support the Kinnikinnick Breakfast Program and Sunshine Coast Breakfast for Kids Program, and Clayton's additionally for their support to the Sechelt Youth Centre.

We give our thanks to all of those who have provided us with the financial means to provide programs and services in our schools and community.

SCS Regional Programs and Activities

Sunshine Coast Breakfast for Kids Program (B4K)

Sechelt Community Schools continues to coordinate the Sunshine Coast Breakfast for Kids program, which services all 9 elementary schools, and 3 alternative school programs.

CommunityLINK funding pays for the coordination time for this program so that all funds donated to the program can go directly to 'food on the platter' in the schools. Coordination includes fundraising, reporting, paying accounts at local grocery stores, and providing volunteers with information and resources as they become available. Volunteers at each school shop for and prepare the food daily to put out on platters, and connect to local businesses and resources in their community to increase the efficacy of their school program.

29 volunteers, including grade 7 leadership students at one school, participated to prepare and provide food platters to the estimated 450 students who benefited weekly.

Coastal Kids Summer Fun Daycamp

SCS and Gibsons & Area Community School again partnered to provide summer program in both Sechelt and Gibsons. The Sechelt program operated out of the Sechelt Learning Centre gym with its ideal location close to playgrounds, beaches, parks, the library and Sechelt Aquatic Centre. The program ran for 9 weeks, 5 days (statutory holidays excepted) a week from 8:30am to 4:30pm, and provided 24 spaces per day at a cost of \$24.00 per space.

Special field trips to Vancouver were offered twice each month at a slightly higher cost, and local trips to Cliff Gilker, Roberts Creek, Flume, and Mission Point Beaches also took place.

We were fortunate to receive funding from Sunshine Coast Community Services Supported Child Development program to hire an additional support worker to work with identified children, which allowed us to provide smaller ratios and better care.

The program operated at 103% capacity with 853 of 832 spaces used. This was based on an attempt to cap our numbers at 20 (despite being licensed for 24) to create better ratios, however to accommodate community need, we ended up expanding to our full licensed capacity.

Due to registration difficulties in the previous year, we chose to try a new online registration portal, however this system did not work well for us either, causing some frustration for both parents and staff.

Elementary School Programs and Activities

KIDZ CLUB Licensed After School Care

After school care is considered by many to be an essential service, as the unsupervised time between school-end and parents work-end is extremely vulnerable for children. We continued to run our two programs at the Sechelt Learning Centre (servicing HMBCS, WSES, KES, DBES, and Ecole du Pacifique) and Cedar Grove Elementary.

A fee of \$15.00 Regular Daily, \$20.00 Early Dismissal, and \$30.00 Pro D was charged, with full or partial Ministry low income subsidies available for families who qualified.

KIDZ CLUB Enrollment

Site	children registered	K	Gr. 1 Plus	Average Daily Attendance	Highest/Lowest Attendance	Children on subsidy	Special needs support
SLC	62	19	43	20	24/11	8	2
Cedar Grove	32	8	24	12	19/6	4	3

Community Services continued to contract us to hire Supported Childcare Workers for 4 children with special needs, however funding was cut significantly from previous years. We maintained a pool of 8 childcare workers either on payroll or contract as casuals, to support the 2 site supervisors and ensure proper ratios were met.

Staffing was a significant challenge at both sites during various times of the year. High enrollment in Sechelt allowed for consistent hours for staff, however Cedar Grove enrollment often dropped below the level required to provide consistent hours, making it difficult to keep part time / casual staff.

SCS worked with M. Magas and Associates, and the Skills Link Youth Employment Training program, to provide a 10-week work experience for a young woman, who then became a part time and casual worker in the program. We will continue to seek similar opportunities in the future.

WSES

Welcome Club

The WSES morning program operated Monday to Friday, welcoming early arriving children into the multipurpose room where they were provided with food, a space to finish homework, and

quiet supervised play until playground supervision began at the school. Average daily attendance for the year was 17 students, with the highest single day attendance of 28 students.

Positive Play Mentors

Through the spring, both grade 6/7 classes experienced 7 weeks of 'cooperative games training' once a week during PE Class. Students were given a chance to play different types of games, and then examine the elements that made them fun, challenging, safe, and engaging, or conversely not fun, unsafe, and boring. Students then had opportunities to plan and facilitate activities for their peers, with feedback provided afterward. Teachers reported positive results, and a desire to continue into the fall, with older students providing games mentoring to primary students at recess and lunch.

KES

Breakfast Program

The sit-down program operated 3 days a week with parent and community volunteers, most of whom returned from the prior year, making start up much quicker and easier this year. Snack platters were provided on the two mornings that the breakfast buffet was unavailable. The daily attendance average was 17 children, with the largest sitting being 38 students.

Lunch time Activities

The SCS Coordinator provided support to lunch time and afterschool basketball practices for intermediate students, to help ensure that students would have the opportunity to play.

Family Games Nights

Four family games nights took place throughout the year, involving cooperative games, team challenges, and music. All 4 evenings were successful, with between 18 to 60 preschoolers to grandparents attending. High school student volunteers came out to support the evenings.

Grade 7 Group Work

Trust and team building exercises were used to develop communication and listening skills, and provide opportunities to discuss transitioning to high school.

Bike Club and Dirt Shredder Event

Extra support was provided to the bike club this year, as the longstanding teacher sponsor transferred to another school, and the new teacher coming in was unfamiliar with the program. SCS also took on the coordination of volunteer race marshals for the Annual Dirt Shredder Event.

DBES

Leadership Events

Support was provided to the grade 6 and 7 students to help plan dances, pancake breakfasts, and other school events.

DBES Bike Club

SCS provided support to get a bike club started at DBES, working with teachers, parent, and community volunteers.

DBES Growing Green Project

SCS worked with parents and teachers to host a community visioning, and gather input regarding landscaping, artistic features, and play design at the school to enhance the school as a community asset. Students underwent a similar process and the information was put together as a draft visioning plan. The SCS coordinator visited the West Condominium and spoke with some residents about possibilities for participation. The grant provided by the Sunshine Coast Community Foundation will be carried forward into the fall to ensure that plants will be well established prior to summer dry conditions arriving. See the attached draft vision.

DBES Growing Green Project – Greenhouse Phase

After a year of fundraising and grant writing, SCS, parent volunteers and teachers obtained the building permit, and were awarded grants from the District of Sechelt Community Investment Program, Community Forest Legacy Fund, Sunshine Coast Community Foundation and Canada 150 to erect a 1600 ft² (148 m²) donated greenhouse. When completed, the greenhouse will be wired into both the grid and a solar panel array, and will be a space for community to engage with students to learn, explore, and grow together. Work is ongoing, with a project deadline of December 18, 2017. In total, the project will cost close to \$70,000, with \$30,000 of in kind services and materials donated by the community. Donors and contributors will be recognized at the grand opening.

All 3 Schools

KinderSpark!

SCS uses CommunityLINK dollars to fund the instructors for this highly valued 12-week SD46 school readiness program. Programs were offered at all 3 of our schools.

Volunteer Readers

The SCS coordinator continued to be the point of contact for volunteer readers at our 3 schools. New volunteers attracted by the Volunteer Centre posting were provided with Criminal Record Checks, then oriented to the school and introduced to teachers. Once the volunteers were connected to a classroom, they communicated directly with the teacher to arrange their schedule. Eight volunteers in total participated at the 3 schools.

Transitions Activities

Supported grade 7 students from WSES and KES on a walking trip to where students could eat lunch in the cafeteria, and be given informal lunch time tours of the hallways. Support was also provided to students and staff during the Chatelech Transition Day in June.

Community Programs and Initiatives

Sechelt Youth Centre Tween Program

The SCRCD funds the Monday and Thursday afternoon drop in program which included cooking and baking, art, cooperative games, pool, air hockey, foosball and gaming/ computer time, in a safe, inclusive, environment supervised by two youth workers. Regular games of capture the flag or manhunt took place on school grounds or at the Rockwood.

Tweens in Grades 5 to 8 from KES, WSES, Ecole du Pacifique, HMB, and DBES attended the program from the last two weeks of August through to June, including one week at Christmas and Spring Break.

This program provides a transition for preteens who have outgrown licensed after school care, want to develop more independence and autonomy, but still require supervision, and a healthy outlet for their energy.

SYC Youth Programming

Youth programming was aimed at creating a more casual drop in atmosphere, with cooking included as an essential element each day. Youth generally were looking for a space to relax, talk, eat, surf the web, make art, and play pool, although gym time and games like dodgeball were popular.

Youth days were scheduled for Wednesdays and Fridays each week, 3pm to 6pm.

Special Events for the year included a family Thanksgiving Dance at the Sechelt Band Hall, birdhouse building, essential oils workshop, Friday night Coast Maker sessions, a girls' 'spa' night, and a year end family traditional salmon barbecue. Tweens and youth also used Gaming funds to purchase jewellery making tools and findings, and produced earrings and rings to sell at Roberts Creek Earth Day, and the Farmer's Market in Sechelt.

Attendance

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
Tweens	0	2	137	161	79	189	157	185	150	157	148	195	1560
Youth	0	1	23	34	18	46	53	23	57	28	51	63	397

Volunteers: 7

Number of hours volunteered: 250

Volunteers came in to SYC this year to facilitate sports in the gym, painted backdrops for and facilitated youth improv theatre performances, facilitated Friday night Maker sessions, and chaperoned family dances and helped prepare food and fire for the year end barbecue.

Youth Leadership Development Program

We continued our partnership with YMCA Camp Elphinstone to provide space at the Sechelt Youth Centre for their leadership development program. YLD provides Sunshine Coast youth with an opportunity to learn personal and group leadership skills, volunteer in the community, and grow their community awareness and connections.

SCRD Pre-Teen Dance

One SYC staff, the SCS coordinator, and SYC youth volunteers assisted in promotion and chaperoning of a SCR D Recreation Pre-teen dance, contributing to overall safety and more affordable ticket prices.

Community and Schools Support

High Five Principles of Healthy Childhood Development (PHCD) Training

Trained and Certified 18 Education Assistants in a 7.5-hour PHCD training, which was very well received.

Friends of Rotary

SCS has joined the Rotary Club as a 'Friend of Rotary', to share resources and information, specifically around food, the Breakfast for Kids program, and the Greenhouse project at DBES. This is a slow process, with both sides working on building the relationship.

The SCS Coordinator provided varying levels of support and time to the following community and school committees and initiatives:

- ❖ Sunshine Coast Youth Action and Awareness Committee
- ❖ Roots of Empathy Steering Committee
- ❖ Youth Outreach Steering Committee – now transitioning to an Advisory Committee

- ❖ District Community School Committee – Community School Coordinators, Principals, and the Superintendent are meeting to discuss programs, funding, ways and means to improve supports to vulnerable children and youth.
- ❖ DBES Growing Green Committee – development of community vision, outdoor learning, garden, and play spaces at DBES.
- ❖ Circles Training Steering Committee – participated in the HMBCS Circles Training Project with Sue Lamb and Dr. Evelyn Zellerer, to support the implementation of circles and restitution culture at DBES, and KES in the future.

Looking Ahead to 2017/18

As we move forward into 2017/18, our focus will be on:

- ❖ Volunteer recruitment and development to support the school Reading Programs, KES Breakfast Club, and the Sechelt Youth Centre programs
- ❖ Development of a strong group of casual staff
- ❖ Completing the Greenhouse and Growing Green projects at Davis Bay
- ❖ Meeting with other organizations to ensure adequate programming is available to Sechelt area families during Spring and Summer school breaks.
- ❖ Youth volunteer and mentorship opportunities created to develop strong program leaders.

Thanks go out to our board members Patty Shields, Maggi Bailey Carson, Allyson Fawcus, Petra Haas, Aspen Wing and Darren Inkster, and to our Principals Ursula Hardwicke (DBES), Jeff Marshall (KES) and Kate Kerr (WSES) for their commitment, participation and leadership.

Thank you to our dedicated, hardworking, and caring staff and volunteers who gave so much to create a stronger social fabric and safety net in our schools and community.

Thank you also to SD46 for our core LINK funding, and their willingness to sponsor grant applications on our behalf, which allows us to leverage additional resources for our children and youth, and to the SCRD for continuing to fund and partner with us.

BUDGET 2017-18 Current Actual**Sechelt Community Schools Society**

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

	Projected	Actual (to Nov 9)	Actual (to Jan 9)	Variance
Revenues				
Federal Grants	8739	8739	8739	100%
Provincial Grants	99665	32472	49813	50%
Municipal Grants				
SCRD	40000	40000	40000	100%
SIGD	2000	2000	2000	100%
DoS	1800	1800	1800	100%
Community Gaming Grant	13000	13000	13000	100%
Community Grants	5432	5432	5432	100%
Other Gaming Income				
Donations income	22365	22,365	22365	100%
Community Program fees	125000	44796	68129	55%
Total Income	318,001	170,604	211278	66%
Expenses				
Wages and Benefits	211571	72864	101484	48%
SCRD Wages and MERCS SYC	36117	11856	19806	55%
Travel	800	500	500	63%
Professional Development	2500	0	81	3%
Volunteer/staff appreciation	575		147	26%
Program materials	47,450	11,224	15646	33%
SCRD Program Materials	3,820	736	2640	69%
Office Supplies	1200	21	309	26%
Professional fees	3500	2,047	2587	74%
Facility Expense	6560	3,769	4896	75%
Insurance	2916			0%
Advertising	600	199	525	88%
Total Expenses	317,609	103,216		0%
Surplus (Deficit)	392.00			

\$10,000 GRANT IN AID BUDGET 2017-18

Sechelt Community Schools Society

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

	Projected	Actual (to Nov 9)	Actual (to Jan 9)	Variance
Revenues				
Sunshine Coast Regional District	10000	10000	10000	100%
Total Income	10000	10000	10000	100%
Expenses				
Wages and MERCS	7639	2533	3896	51%
Program Materials	2361	736	806	34%
Total Expenses	10000	3,269	4702	47%
Surplus (Deficit)				
	0.00			

Description:

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

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

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

There is no expected change to this funding going forward.

\$30,000 SECHELT YOUTH CENTRE BUDGET 2017-18

Sechelt Community Schools Society

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

	Projected	Actual (to Nov 9)	Actual (to Jan 9)	Variance
Revenues				
<i>Sunshine Coast Regional District</i>	30000	30000	30000	100%
Other				
Direct Access Gaming	5000	5000	5000	100%
Sechelt Community Schools	5060	1741	3381	67%
Total Income	<u>40060</u>	<u>36,741</u>	<u>38381</u>	96%
Expenses				
<i>Wages and MERCS</i>	25478	8023	13910	55%
<i>Wages and MERCS supervision and payroll</i>	3000	1300	2000	67%
<i>Program Materials</i>	722	0	0	0%
Program Materials - Direct Access	3500	403	1834	52%
Insurance	800	668	800	100%
Facility Costs				
Rent - SCS	5060	1,741	3396	67%
Rent - Direct Access	1500	1,500	1500	100%
Total Expenses	<u>40060</u>	<u>13,635</u>	<u>23440</u>	59%
Surplus (Deficit)	0	23106	14941	

Description:

Wages include:

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

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

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

Program Materials - budgeted minimum amount for food, program supplies

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

Facility Costs: SCS borne costs to support the program.

\$5000 SECHELT YOUTH CENTRE BUDGET Increase Request 2018 - 2022

Sechelt Community Schools Society

Business Case for Increase:

Since 2012, SCS has dedicated \$50,796 of accumulated surplus/reserve funds to rent payments for the Sechelt Youth Centre facility.

2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	TOTAL
14820	14628	8888	2348	5056	5056	50796

Surpluses are generated through profits made from our licensed after school and summer care programs, built up over many years. Despite generating a surplus in our afterschool care programs, overall SCS ran a deficit in 2016-17, half of which was rent for the Sechelt Youth Centre. To ensure that SYC programming maintains service levels without risk of eating into reserves, we ask that funding be increased to cover the rent. SCS has worked to offset this cost already, by working with SD46 to significantly reduce rent, and procuring Direct Access Gaming grant.

Justification for Increase:

1. Sustainability of program. Most of the funding that SCS receives is restricted for specific projects.

Surpluses are generated through profits made from our licensed after school and summer care programs, built up over many years. Despite generating a surplus in our afterschool care programs, overall SCS ran a deficit in 2016-17, half of which was rent for the Sechelt Youth Centre. To ensure that SYC programming maintains service levels without risk of eating into reserves, we ask that funding be increased to cover the rent. SCS has worked to offset this cost already, by working with SD46 to significantly reduce rent, and procuring Direct Access Gaming grant.

2. Service Equity. Gibsons 'Our Space' Youth Centre benefits from being housed within SCR D facilities, and without rent costs, uses their funding solely for program delivery. We ask that the Regional District provide the increase to cover facility costs, ensuring sustainability and equity.

Sechelt Community Schools Society

**Financial Statements
(Unaudited - see Notice to Reader)**

June 30, 2017

Sechelt Community Schools Society

Financial Statements (Unaudited - see Notice to Reader)

June 30, 2017

Notice to Reader	3
Statement of Operations and Net Assets	4
Statement of Financial Position	5
Notes to the Financial Statements	6

Notice to Reader

On the basis of information provided by management, we have compiled the statement of financial position of **Sechelt Community Schools Society**, as at June 30, 2017 and the statement of operations and net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

TCG LLP

Sechelt, BC
October 5, 2017

Chartered Professional Accountants

Sechelt Community Schools Society**Statement of Operations and Net Assets**
(Unaudited - See Notice to Reader)

For the year ended June 30,	2017	2016
Revenue		
Community programs	\$ 104,151	\$ 80,118
Grants	166,900	157,882
Donations	18,936	8,802
Interest	335	361
	290,322	247,163
Expenses		
Advertising and promotion	626	289
Elementary programs	2,269	2,512
Insurance	2,916	2,865
Legal and accounting	4,113	3,916
Professional development	584	820
Program contracting expenses	9,269	16,798
Program costs	49,515	26,357
Rent	6,407	6,679
Salaries and benefits	218,665	170,648
Telephone and communications	3,054	1,935
Travel	1,026	300
WCB	1,646	1,298
	300,090	234,417
Excess (deficiency) of revenues over expenses	(9,768)	12,746
Net assets		
Balance, opening	40,263	27,517
Balance, closing	\$ 30,495	\$ 40,263

Sechelt Community Schools Society

Statement of Financial Position (Unaudited - See Notice to Reader)

June 30,	2017	2016
----------	------	------

Assets

Current

Cash	\$ 60,673	\$ 55,308
Accounts receivable	10,118	749
GST rebate receivable	913	366
Prepaid expenses	1,450	1,450

\$ 73,154	\$ 57,873
-----------	-----------

Liabilities

Current

Accounts payable and accrued liabilities	\$ 1,732	\$ 1,616
Deferred contributions	28,224	15,994
Deferred revenue	12,703	-

42,659	17,610
--------	--------

Net assets

Unrestricted	30,495	40,263
--------------	--------	--------

\$ 73,154	\$ 57,873
-----------	-----------

Approved by the Directors:

 Director

 Director

Sechelt Community Schools Society

Notes to the Financial Statements (Unaudited - See Notice to Reader)

June 30, 2017

1. Basis of Presentation

These financial statements have been prepared for internal and income tax reporting purposes only. As these statements have not been prepared for general purposes, readers may require further information.

2. Operations

The Sechelt Community Schools Society is a not-for-profit organization whose primary purpose is to create partnerships to enhance social, recreational, leisure, and educational opportunities within the community.

The Society is incorporated under the Canada Corporations Act as a not-for-profit organization.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 23, 2018

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

SUBJECT: **SECHELT COMMUNITY SCHOOLS SOCIETY - RENT CONSIDERATION THROUGH JOINT USE AGREEMENT**

RECOMMENDATION(S)

THAT the report titled Sechelt Community Schools Society - Rent Consideration Through Joint Use Agreement be received.

BACKGROUND

At the December 1, 2017 Special Corporate and Administrative Services Committee Pre-Budget meeting, the Board received funding requests from Community Partners and Stakeholders for the upcoming 2018 Budget. The following resolution was approved at the December 14, 2017 SCRD Board Meeting, excerpt below:

349/17 **Recommendation No. 12** *Sechelt Community Schools Society*

THAT the budget submission from the Sechelt Community Schools Society be received and moved to 2018 Round 1 Budget;

AND THAT the request for rent increase be considered within the context of the Joint Use Agreement and options be brought back to 2018 Round 1 Budget.

DISCUSSION

Currently, the Sechelt Community Schools Society receives \$30,000 toward the operation of the Sechelt Youth Centre. The Sechelt Youth Centre is planned, organized and delivered by the Sechelt Community Schools Society.

Master Joint Use Agreement

The Master Joint Use Agreement is between two parties; School District 46 (SD46) and SCRD. The terms of the agreement are limited to the two signatories. Section 9 of the Agreement deals with fees and states that “the Regional District... may use the School District's School Facilities... free of charge for Regional District activities [.]” Section 13 (staffing) states that costs for additional labour required as a result of activities undertaken through the Agreement (e.g. afterhours custodial) incurred by the host party will be recovered from the visiting party.

The Agreement includes liability management requirements such as exchange of insurance that relate exclusively to the two parties.

As the Youth Centre is not an activity of the SCRD it is not eligible for inclusion in the Joint Use Agreement (which would enable use of SD46 space at no cost other than incremental costs).

The Gibsons Youth Centre (Our Space) program delivered at GACC is delivered through a different model; it is an SCRD-run program delivered through a contractor (YMCA, currently).

Based on the current model used to deliver the Sechelt Youth Centre, there are no impacts on or interface with the Joint Use [630] budget.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

This staff report provides contextual information related to the rent increase requested by Sechelt Community Schools Society as it related to the Joint Use Agreement. Based on the current model used to deliver the Sechelt Youth Centre, there are no impacts on or interface with the Joint Use [630] budget.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Dec 1, 2017

AUTHOR: Francine Clohosey, PHCSS manager

SUBJECT: **2018 R1 BUDGET PROPOSAL FOR PENDER HARBOUR COMMUNITY SCHOOL SOCIETY – SPECIAL PROJECT REQUEST: PENDER HARBOUR YOUTH PROGRAM**

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for Pender Harbour Community School Society – Special Project Request be received.

DISCUSSION

2018 R1 Budget Proposal for Special Project

1	Function Number – Project Name:	Function # 670 Pender Harbour Youth Restitution & Youth Drop-in Activities Program
	2018 Funding Required:	\$10,000
	Rational / Service Impacts:	<p>Coordinate the Youth Restitution Program in conjunction with SC RCMP and BC Youth Justice Service Restitution Program to provide supervision and guidance, direct support, education and referrals to youth and community members involved.</p> <p>Assistance in completion of Community Service hours is key to dispute resolution. Examples of youth involvement coordination include:</p> <ul style="list-style-type: none"> • Trash pick up & graffiti removal • Gardening and yard work for seniors • Habitat for Humanity projects • Connecting youth with adult and peer mentors • Attending workshops/meetings (e.g., Mind Up, VCMH sessions) <p>Provide a variety of drop-in activities to offer an outlet for youth to gather in a safe and supportive environment, such as:</p> <ul style="list-style-type: none"> • Sport nights 2-3 times a week throughout the school year • Summer outdoor sports for families and youth • Movie & pizza nights and summer activities in Egmont • Supervision at school dances and organizing potluck dinners

		<p>· Support other community initiatives (e.g., Community Club Youth Group, Pender Harbour McCreary youth group, and others)</p> <p>In 2018, the anticipated number of youth supported will be between 13-18 with approx. 375 hours of overall support provided.</p>
	Savings Potential:	<p>Potential reduction in crime, and an increased in sense of belonging.</p> <p>Utilizing the BC Provincial Restorative Justice service delivery template (also used by the RCMP and SD46) aids in consistency & effectiveness.</p> <p>Utilizing community facilities (such as the Harbour Learning Centre, schools, Lions Park, Egmont Community Hall, Madeira Park Community Hall, and our local recreation sites were the youth naturally congregate) ensures facilities are used fully.</p> <p>Working closely with other people and agencies (school principals, teachers, local business owners, probation officers, community organizations) ensures expertise is accessed efficiently.</p> <p>This past year, we formed a new “Youth Advocates Collective” – a gathering of the individuals and organizations who wish to improve the lives of youth in our community.</p>

Pender Youth Program

INCOME & EXPENSE STATEMENT ~ January 1 to October 31, 2017

	<i>Restitution</i>	<i>Drop-in</i>	Total
Income: SCRD grant	7,000.00	3,000.00	10,000.00
Expenses			
Coordinator contract	5,000.00	2,050.00	7,050.00
Program materials/supplies	92.22	191.32	283.54
Travel/mileage	600.00	78.00	678.00
Total expenses	5,692.22	2,319.32	8,011.54
<i>Remaining budget for 2017</i>			1,988.46

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Dec 1, 2017
(Updated Jan 7, 2018 with updated financials to reflect Jan-Dec 2017)

AUTHOR: Francine Clohosey, PHCSS manager

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR PENDER HARBOUR COMMUNITY SCHOOL SOCIETY – SPECIAL
PROJECT REQUEST: COMMUNITY RECREATION PROGRAM / AREA A

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for Pender Harbour Community School Society – Special Project Request be received.

DISCUSSION

2018 R1 Budget Proposal for Special Project

1	Function Number – Project Name:	Function # 670 <i>Community Recreation Program delivery for Pender Harbour / Area A</i>
	2018 Funding Required:	\$40,000
	Rational / Service Impacts:	<p><i>Provide a full range of recreational, educational and social programs for all residents of Pender Harbour/Area A. Plan, research, develop and implement programs and activities, responding to community recreational, social and lifelong learning needs and interests. Offer a wide variety of programs for various ages and interest groups.</i></p> <p><i>Estimate 500 participants taking part in 5,000 hours of activities such as:</i> <i>Cooking Classes ~ Computer Cafés ~ Conservation & Outdoor Recreation Certification ~ Canadian Firearms Safety ~ Dog Obedience & Agility Training ~ Pickleball & other sports nights ~ Food Skills for Families & Seniors ~ Planning for the Future ~ Intergenerational Storytelling ~ Sarah Wray Hall activities ~ Babysitter Course ~ Fishing Club ~ Kinder Soccer ~ Art Classes ~ Kids Camps</i></p> <p><i>Ongoing quarterly reports demonstrate deliverables.</i></p>

<i>Savings Potential:</i>	<i>Working in partnership with a variety of community organizations (such as PH Aquatic & Fitness Centre, Seniors Initiative, Health Centre, Schools, PH Living Heritage, SCRD Rec Dept., etc.) ensures efficient use of resources and allows us to address gaps in services and activities for the whole community.</i>
---------------------------	--

Pender Harbour Community School Society
SCRD Community Recreation Program Area A
Income & Expenses | January to December 2017
(with 2016 comparative)

INCOME:	2017	2016
SCRD Recreation Grant	40,000.00	40,000.00
Program revenues	14,032.00	14,881.60
Total Income	54,032.00	54,881.60
EXPENSES:		
Personnel costs		
REC Coordination	23,008.87	27,170.92
REC Facilitation	18,471.50	14,013.00
Accounting/financial	1,641.25	2,065.00
Total personnel costs	43,121.62	43,248.92
Program & Admin costs		
Program Materials & Supplies	1,285.24	1,509.56
Program Venue Rentals	2,430.75	2,518.30
Advertising / promotion	3,313.71	3,909.40
Insurance	1,700.00	1,420.00
Membership & ProD	343.74	399.59
Office supplies & postage	367.19	1,243.89
Telephone & internet	520.00	400.88
Technical & maintenance	285.00	225.00
Travel / mileage	409.76	370.01
WCB expense	379.78	306.25
Total program & admin costs	11,035.17	12,302.88
Total Expenses	54,156.79	55,551.80
Net P/L 2017	-124.70	-670.20

PHCSS ORGANIZATIONAL Financials Jan-Dec 2017 with Budget for 2018

INCOME	2017 YTD	2018 Budget
CommunityLink Grant	35,253.00	39,200.00
Direct Access Gaming Grant	20,000.00	20,000.00
Early Years Outreach	2,000.00	2,000.00
SCRD Community Recreation Grant	40,000.00	40,000.00
SCRD Youth Program Grant	10,000.00	10,000.00
SCRD Grant in Aid	400.00	0.00
Program Revenues	15,767.00	15,000.00
Fundraising	8,955.15	4,000.00
Venue rental	650.00	600.00
Other income	7,217.85	5,000.00
Total revenue	140,243.00	135,800.00
EXPENSES		
People costs		
Contractors/programmers	35,926.00	38,000.00
Instructors/facilitators	19,207.50	16,500.00
Wage expenses	49,099.51	48,000.00
Accounting/financial	2,246.25	2,500.00
Total people costs	106,479.26	105,000.00
Program & admin costs		
Advertising & Promotion	4,419.41	5,800.00
Insurance	2,845.00	2,845.00
Internet Expense	907.94	740.00
Membership/ProD	402.85	300.00
Office Supplies & Paper	1,690.12	800.00
Other program expenses	2,884.09	5,000.00
Program Materials & Supplies	9,030.86	6,420.00
Program Venue Rentals	2,430.75	1,700.00
Repairs & Maintenance	3,045.34	1,500.00
Technical Support	1,620.15	1,500.00
Technology upgrades	886.00	700.00
Telephone	722.01	665.00
Travel	1,562.25	1,700.00
Water	231.60	370.00
WCB Expense	759.55	760.00
Total program costs	33,417.92	30,800.00
Total expenses	139,897.18	135,800.00
Net income/expense	345.82	

Sunshine Coast Community Services: Youth Outreach Worker Program

Sunshine Coast Youth Outreach (SCYO) is a program that aims to connect youth aged 13-23 with local resources in our community and promotes increased safety while decreasing risk. Employing a harm reduction model, with a focus on a non-judgmental attitude, safety, sustainability, inclusion, advocacy, and partnerships with existing agencies and resources, SCYO workers educate and inform youth about existing resources and supports available to them locally. Youth connect with outreach workers concerning various topics including, but not limited to, drug and alcohol concerns, parent-teen conflicts, housing, food insecurity and sexual health issues.

SCYO team members have formed valuable connections and developed a positive reputation within the community. Our staff connect with youth at Elphinstone Secondary School, Chatelech High School, Pender Harbour Community School and the Sunshine Coast Alternate Schools. Outreach workers also meet with youth in the community on regular Friday night outreach shifts as well as at community events including Sea Cavalcade and Danger Bay Longboard Races in Pender Harbour. The program emphasizes maintaining a visible and consistent presence for youth in our community.

After reviewing the 2017 statistics to date compared with the statistics of the previous calendar year, it is evident that the number of youth accessing supports through the Youth Outreach Program has increased in key areas including the number of youth who are at risk for housing issues (up 20%) as well the number of youth at risk for food scarcity (up 10%). Youth Outreach workers were able to connect with local youth spanning the entire 86km of the Sunshine Coast. The increase in youth accessing SCYO this year demonstrates the positive reputation that this program continues to have in our community.

Highlights and Accomplishments of 2017 (January 2017-June 2017)

- 865 youth contacts (384 male, and 481 female)
- 235 total hours of direct youth service
- 63 Aboriginal youth, 31 from the Sechelt Indian Band
- 55 youth given Safe Rides home when not able to find their own Safe Ride
- 265 youth in the 13-15 age range
- 389 youth in the 16-18 age range
- 211 youth in the 19-23 age range
- 31 youth were visited through one on one Check Ins
- 92% of youth encountered had heard of the Youth Outreach program

Specific At-Risk Categories

- 114 youth were identified as being at-risk for sexual exploitation
- 322 at risk for drug and alcohol abuse
- 109 at risk for abuse
- 155 at risk for housing issues
- 130 at risk for food scarcity

Access to resources

The Youth Outreach Workers involvement in the community has resulted in putting many youth in touch with employment resources, food security, housing services and more. Referrals this year included youth being referred to the Youth in Transition Program, Drug and Alcohol counseling, Personal Counselling, Mental Health Services, the Youth Health Clinics in both Sechelt and Gibsons, and the food banks in both Sechelt and Gibsons. A number of youth were also referred to programs off Coast such as the Canadian Mental Health Association's Bounce Back program, the Covenant House, Carlile Center and Peak House.

Communication with 24 hour support

Youth Outreach continues to use widely advertised phone numbers which function as a confidential helpline and informational resource for local youth. This number is on posters, on key lights, on informational flyers handed out in schools and given out to youth by other social services professionals such as Vancouver Coastal Health and the Ministry of Children and Family Development. Youth are invited to call or text this phone number if they are having any issues in their lives. This phone line is monitored by the outreach workers, 24 hours a day, and seven days a week. If for some reason a phone call is missed, such as a call received in the middle of the night or during days off, the outreach phone has a detailed message outlining emergency numbers, including the Kids Helpline (1-888-688-6868) and the Crisis Center (1-800-SUICIDE). All callers that leave a message or send a text receive a call back.

Youth Outreach has a presence online both via Facebook and Twitter, two popular social networking websites for both youth and adults in our community. The Sunshine Coast Youth Outreach Facebook page provides a useful forum to communicate with the community at large, to share resources and pertinent news articles and information. The Facebook page currently has 224 likes/followers with users commenting and 'liking' posts on a weekly basis. The SCYO Twitter page also continues to be an effective way to get short updates out to the community.

Presence at Community Events

SCYO is a large supporter of Sea Cavalcade and the positive impact it has on our community. The Team Leader and volunteers patrolled the crowd and beaches, handing out bottles of water to youth throughout the day and evening minimizing possible heat related illnesses at the event. Outreach Workers also provided outreach services and Safe Rides throughout the evening and weekend, connecting with both the Town of Gibsons staff and the Sunshine Coast RCMP to ensure youth on the Sunshine Coast were able to get home safely. SCYO was also present at the Danger Bay Longboard races in Pender Harbour in May 2017. Our team provided 23 safe rides as well as supplying water and healthy snacks. Our team aims to ensure that youth are able to engage and participate in local events safely and are able to access support if they need it.

Our program continues to provide a consistent presence at the following events/venues as well:

- Sechelt and Gibsons Youth Centers
- Roberts Creek Nights Alive
- Halfmoon Bay Pre-Teen Nights
- Egmont Sports Drop In
- LGBTQ Youth Group/GSA
- Rockwood Girls Drop In
- Christ the King and Calvary Church Groups
- School District 46
- Youth Events (dances)
- Child and Youth Mental Health and Substance Use Local Action Team
- Grade 6/7 Drug Education Programs (Cannabis Panels, Opioid Dialogues)
- Youth Solstice Christmas Dinner
- Mental Health Week and Mental Illness Awareness Week

Connection with Youth Action and Awareness Committee

The Youth Outreach team is responsible for attending monthly meetings of the YAAC. During these meetings many local community members and professionals who work with youth meet to discuss issues and give updates on their programs. The outreach workers open the meetings with a monthly Youth

Outreach report. Items such as schools visits, statistics, location and hangout spots among youth, specific youth events and situations such as trends with youth experimenting with drugs and alcohol are reported.

The Team Leader also attends Youth Plus meetings at Sunshine Coast Community Services, helping to facilitate the sharing of information with other staff members of Sunshine Coast Community Services who work with youth.

Name of Organization	Sunshine Coast Community Service Society
Date Created:	9-Nov-17
Revision Date:	9-Nov-17
Budget Planning Year:	2018
Year to Date:	January to September 2017

2017	9 mth acutals to	2016		% Variance	Financial Planning					
Budget	Sep-17	Budget	Variance	2017	2017	2018	2019	2020	2021	NOTES:

REVENUE:

Local Government Request															SCRD increased their contribution by 2.5% from 2016 to 2017. We are asking they match the increase DOS and TOG has made for 2018 and 2019. DOS and TOG both increased their contribution by 10.2% from 2016 to 2017. DOS has committed to this funding level for 3 years (2017, 2018, 2019). We are assuming the same commitment from TOG. For 2020 to 2022, we are asking for a 3.5% increase for wage increases and COLA's.										
SCRD	\$	36,006.00	\$	27,004.50	\$	35,126.00	\$	880.00	2%	\$	36,006.00	\$	38,712.00	\$						38,712.00	\$	40,067.00	\$	40,067.00	
Budget Proposal (if required)	\$	-			\$	-						\$	-												
District of Sechelt (confirmed)	\$	25,521.00	\$	19,140.75	\$	23,157.00	\$	2,364.00	9%	\$	25,521.00	\$	25,521.00	\$						25,521.00	\$	26,414.00	\$	26,414.00	
Town of Gibsons (proposed)	\$	12,200.00	\$	9,150.00	\$	11,059.00	\$	1,141.00	9%	\$	12,200.00	\$	12,200.00	\$						12,200.00	\$	12,627.00	\$	12,627.00	
-					\$	-																			
Total Request	\$	73,727.00	\$	55,295.25	\$	69,342.00	\$	4,385.00	6%	\$	73,727.00	\$	76,433.00	\$	76,433.00	\$	79,108.00	\$	79,108.00						

Grants															
-					\$	-	#DIV/0!								
-					\$	-	#DIV/0!								
Sub Total Grants	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-

Other Revenue																	
-					\$	-	#DIV/0!										
-					\$	-	#DIV/0!										
-					\$	-	#DIV/0!										
Sub Total Other	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-	\$	-

Previous Year (Deficit) / Surplus	\$ -																		
Total Revenue - Organization Generated	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-		
TOTAL REVENUE	\$	73,727.00	\$	55,295.25	\$	69,342.00	\$	4,385.00	6%	\$	73,727.00	\$	76,433.00	\$	76,433.00	\$	79,108.00	\$	79,108.00

2017	Acutals to	2016		% Variance	Financial Planning					
Budget	Sep-17	Budget	Variance	2017	2017	2018	2019	2020	2021	

EXPENSES:

Materials and Supplies																			
Program Supplies	\$	2,000.00	\$	1,273.00	\$	2,000.00	\$	-	0%	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,025.00
Publicity & Advertising	\$	300.00	\$	300.00	\$	350.00	-\$	50.00	-17%	\$	300.00	\$	300.00	\$	300.00	\$	300.00	\$	320.00
-							\$	-	#DIV/0!										
-							\$	-	#DIV/0!										
Sub Total	\$	2,300.00	\$	1,573.00	\$	2,350.00	-\$	50.00	-2%	\$	2,300.00	\$	2,300.00	\$	2,300.00	\$	2,300.00	\$	2,345.00

Office / Equipment																			
Office Expenses	\$	125.00	\$	76.00		\$	125.00	100%	\$	125.00	\$	125.00	\$	125.00	\$	135.00	\$	140.00	
Cellular	\$	1,500.00	\$	1,122.00	\$	720.00	\$	780.00	52%	\$	1,500.00	\$	1,510.00	\$	1,510.00	\$	1,520.00	\$	1,540.00
Computer mtncn/service/support	\$	960.00	\$	720.00		\$	960.00	100%	\$	960.00	\$	960.00	\$	960.00	\$	965.00	\$	970.00	
-						\$	-	#DIV/0!											
Sub Total	\$	2,585.00	\$	1,918.00	\$	720.00	\$	1,865.00	72%	\$	2,585.00	\$	2,595.00	\$	2,595.00	\$	2,620.00	\$	2,650.00

Facilty / Utilities																			
Rent	\$	2,000.00	\$	1,500.00	\$	469.00	\$	1,531.00	77%	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,010.00	\$	2,025.00
Insurance	\$	150.00	\$	112.00			\$	150.00	100%	\$	150.00	\$	150.00	\$	150.00	\$	155.00	\$	155.00
Telephone/Fax/Internet	\$	720.00	\$	540.00			\$	720.00	100%	\$	720.00	\$	720.00	\$	720.00	\$	730.00	\$	750.00
-							\$	-	#DIV/0!										
Sub Total	\$	2,870.00	\$	2,152.00	\$	469.00	\$	2,401.00	84%	\$	2,870.00	\$	2,870.00	\$	2,870.00	\$	2,895.00	\$	2,930.00
Personnel																			
Supervision	\$	2,200.00	\$	1,650.00	\$	2,122.00	\$	78.00	4%	\$	2,200.00	\$	3,026.00	\$	3,056.00	\$	3,087.00	\$	3,206.00
Direct Service Salaries & Benefits	\$	47,108.00	\$	33,452.00	\$	48,547.00	-\$	1,439.00	-3%	\$	47,108.00	\$	47,815.00	\$	48,293.00	\$	48,776.00	\$	49,264.00
-							\$	-	#DIV/0!										
-							\$	-	#DIV/0!										
Sub Total	\$	49,308.00	\$	35,102.00	\$	50,669.00	-\$	1,361.00	-3%	\$	49,308.00	\$	50,841.00	\$	51,349.00	\$	51,863.00	\$	52,470.00
Other Expenses																			
Travel	\$	7,000.00	\$	5,827.00	\$	7,100.00	-\$	100.00	-1%	\$	7,000.00	\$	7,500.00	\$	7,142.00	\$	7,522.00	\$	8,000.00
Audit	\$	300.00	\$	225.00	\$	500.00	-\$	200.00	-67%	\$	300.00	\$	300.00	\$	300.00	\$	305.00	\$	310.00
Dues & Subscriptions	\$	100.00	\$	90.00			\$	100.00	100%	\$	100.00	\$	105.00	\$	105.00	\$	110.00	\$	110.00
Admin Fee (proposed 12%)	\$	8,847.00	\$	6,635.00	\$	6,934.00	\$	1,913.00	22%	\$	8,847.00	\$	9,172.00	\$	9,172.00	\$	9,493.00	\$	9,493.00
Sub Total	\$	16,247.00	\$	12,777.00	\$	14,534.00	\$	1,713.00	11%	\$	16,247.00	\$	17,077.00	\$	16,719.00	\$	17,430.00	\$	17,913.00
Training / Development																			
Staff Development	\$	500.00	\$	409.00	\$	600.00	-\$	100.00	-20%	\$	500.00	\$	750.00	\$	600.00	\$	750.00	\$	800.00
-							\$	-	#DIV/0!										
-							\$	-	#DIV/0!										
-							\$	-	#DIV/0!										
Sub Total	\$	500.00	\$	409.00	\$	600.00	-\$	100.00	-20%	\$	500.00	\$	750.00	\$	600.00	\$	750.00	\$	800.00
TOTAL EXPENSES																			
	\$	73,810.00	\$	53,931.00	\$	69,342.00	\$	4,468.00	6%	\$	73,810.00	\$	76,433.00	\$	76,433.00	\$	77,858.00	\$	79,108.00

CAPITAL REQUIREMENT

Purchases:																			
Laptops and other technology	\$	1,000.00	\$	1,000.00		\$	1,000.00	100%	\$	1,000.00			\$	1,250.00					
-						\$	-	#DIV/0!											
Subtotal Purchased	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00	100%	\$	1,000.00	\$	-	\$	-	\$	1,250.00	\$	-
Proposed Exenditures:																			
-						\$	-	#DIV/0!											
-						\$	-	#DIV/0!											
Sub Total Proposed	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL CAPITAL	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00	100%	\$	1,000.00	\$	-	\$	-	\$	1,250.00	\$	-

TOTAL COMMITTED EXPENDITURES	\$	74,810.00	\$	54,931.00	\$	69,342.00	\$	5,468.00	7%	\$	74,810.00	\$	76,433.00	\$	76,433.00	\$	79,108.00	\$	79,108.00
LESS PROPOSED EXPENDITURES	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-	\$	-
LESS ORGANIZATION REVENUE	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL TAX REQUISITION	\$	74,810.00	\$	54,931.00	\$	69,342.00	\$	5,468.00	7%	\$	74,810.00	\$	76,433.00	\$	76,433.00	\$	79,108.00	\$	79,108.00

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – (Nov 10, 2017)

AUTHOR: Steve Oka, Manager Child Development and Youth Services, Sunshine Coast Community Services Society

SUBJECT: **2018 R1 BUDGET PROPOSAL FOR SUNSHINE COAST COMMUNITY SERVICES SOCIETY YOUTH OUTREACH PROGRAM – SPECIAL PROJECT REQUEST**

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for Sunshine Coast Community Services Society Youth Outreach Program – Special Project Request be received.

DISCUSSION

2018 R1 Budget Proposal for Special Project

1	<i>Function Number – Project Name:</i>	<i>Project Name</i>
	<i>2018 Funding Required:</i>	<i>\$38,712.00</i>
	<i>Rational / Service Impacts:</i>	<i>Please see attached Youth Outreach Program Report</i>
	<i>Savings Potential (if applicable):</i>	
	<i>Future Financial Implications</i>	<i>The reduction of at-risk behavior in youth and ability to connect youth with other community resources supports the sustainable economic development of our community in future through investment in our next generation.</i>



Coast Cultural Alliance
 4638 Sunshine Coast Highway
 Sechelt BC V0N 3A2
 phone: 604.886.9556
 artsinfo@suncoastarts.com
 www.suncoastarts.com

November 9, 2017

Tina Perrault
 General Manager Corporate Services/
 Chief Financial Officer
 Sunshine Coast Regional District

To Tina Perrault:

Re: 2018 SCR D Economic Development Budget Process

The Coast Cultural Alliance appreciates the opportunity to present our 2018 budget request for your consideration. This request is for support for the annual Sunshine Coast Art Crawl and the monthly Arts and Culture Calendar. These two programs continue to be very popular marketing tools for arts and culture on the Sunshine Coast and contribute to the economy of the entire region.

Please find attached:

- Description of these programs and rationale for funding request
- 2017 Art Crawl printed materials and Arts and Culture Calendars

We are presently compiling the accounting information for the 2017 Art Crawl (October 20-22) and will prepare our 2018 budget after analyzing these results. Last year we received funding from all levels of local government, including the Sechelt Indian Band and Powell River through their Arts Council, and we will be requesting grants from each of these for 2018.

Our 2018 request is for \$3,100.00 for the Sunshine Coast Art Crawl and \$2,400.00 for the Arts and Culture Calendar. Our total request is for \$5,500 - the same amount as requested and received for 2016 and for 2017.

We would like to thank the SCR D for providing the Coast Cultural Alliance with funding in support of the 2017 Sunshine Coast Art Crawl, and for the monthly printed event and workshop brochure, the Arts and Culture Calendar. Please let me know if you require further information for the December 1st meeting.

With kind regards,

Carol Stewart
 Director, Coast Cultural Alliance
 604-886-9556

**Sunshine Coast Regional District
Economic Development Request 2018**

Coast Cultural Alliance (CCA)

Vision – *“The Coast Cultural Alliance is a network of arts, cultural and heritage groups and individuals working to enhance the economic vitality of the Sunshine Coast through cultural sector development and cultural tourism.”*

Current paid CCA membership: non-profit 53, business 51, individual 238 = Total: 342

CCA projects: yearly Purple Banner Studio & Gallery Guide, annual Sunshine Coast Art Crawl, monthly Arts & Culture Calendar brochure, monthly Artesia Coffeehouse (winter-spring), weekly event e-newsletter (1700+ subscribers), 24/7 interactive website of a member's gallery plus event, news, workshop, opportunity and local gallery listings.

Requests for funds:

1. **The Arts and Culture Calendar:** a free monthly event and workshop brochure distributed since 1998
 - a. 1700 copies are distributed monthly to Visitor Centres, Libraries, Schools, Ferry Ambassadors (the only brochure they are permitted to distribute), cafes, coffee shops, Chambers of Commerce, local government offices, retail & real estate outlets, bookstores, accommodation providers and more from Langdale to Pender Harbour by hand and by mail to Powell River, Lund, the North Shore and several Vancouver outlets.
 - b. Data are gathered through a complimentary website, www.suncoastarts.com, where people can view and post their own events, workshops and news items covering all arts, culture, heritage and recreation activities. Listings are free to upload and CCA membership is not required. Two administrators seek out other content from the community and design the brochure.
 - c. Advertising revenue space is limited as there are so many events on the Sunshine Coast; event listings take priority.

Benefits: The calendar is a useful marketing tool for the event/workshop presenter. Readers, both local and visitors, are made aware of the richness of our local cultural scene and are able to plan their monthly activities.

Use of Requested Funds:

We are requesting funds to contribute to the costs of printing, paper, distribution and postage. CCA membership fees help cover the costs of this very important program and local businesses place ads in the brochure. We believe the Arts and Culture Calendar is a valuable tool for marketing and promotion of cultural activities and opportunities on the Sunshine Coast.

Our request for 2018 funds is the same as our 2016 and 2017 requests: \$2,400.00 to help cover printing, distribution and postage costs.

We have consulted with SCREDO concerning a future partnership with them on their on-line calendar project. The Coast Cultural Alliance will continue our current activities during the Stage One phase of the SCREDO project; we will collaborate with them on data sharing when they implement their on-line presence. However, we believe there is also a need for a printed brochure for locals and visitors. The brochure is an immediate source of information; it is useful for accommodation owners; it is available on BC Ferries; it is a user-friendly tool for those who do not access their information on the computer.

2. **The Sunshine Coast Art Crawl:** an annual free, self-directed weekend art studio and gallery tour from Langdale to Earles Cove held in October, adding tourist visits to the Sunshine Coast during the shoulder season.
- a. The Art Crawl has grown from 75 venues, 6,000 studio visits and \$30,000 in sales in 2010 to, in 2017, 144 venues representing 330 artists, 38,000 studio visits over 3 days and \$372,500 in direct recorded sales, plus \$87,000 in recorded commissions and booked workshops.
 - b. We printed and distributed 9,000 free full colour printed brochures with web and smart phone map links and complete social media complement. Our social media expert provides Facebook, Instagram, Twitter and YouTube coverage before, during and after the Crawl. Each year, the number of followers increases.

Benefits: With the increase of local and tourist traffic, the Art Crawl contributes substantial sales dollars directly to the participating artists and provides spin-off sales to restaurants, retail businesses and accommodation providers. The Crawl creates an awareness of the vibrancy and quality of the arts on the Sunshine Coast; this enhances our cultural tourism throughout the year.

The Sunshine Coast Art Crawl provides a direct connection between the public and artists and reinforces the sense of and appreciation for our community. Engagement with the artists educates the public about how, where and why artists do what they do and can inspire others to think creatively. The Crawl helps the public to identify with their community and develop a sense of pride not only in the community itself but in their place within it.

Use of Requested Funds:

The requested funds will contribute to advertising and promotion costs and brochure printing costs. Statistics collected during this year's Crawl show that ads placed in print material (newspapers, magazines, posters) have significant results; there were 10,300 responses indicating this is where crawlers heard about the event.

Our request for 2018 for the Art Crawl will be \$3,100.00, the same as requested in 2016 and 2017. These funds will be used to maintain our high level of off-coast marketing, to contribute to the costs of printing additional signage and to ensure the re-hiring of a social media expert.

Total request for 2018 funding from the SCRD Economic Development Program: \$5,500
This request is for the same amount as was submitted in 2016 and 2017.

"Arts play a useful role in broader issues such as social justice, public safety and community revitalization – what is sometimes referred to as arts-based community development." Max Wyman

SUNSHINE COAST
Art Map
 STUDIO & GALLERY GUIDE
 2017/18
 Find out who's back for the 9th Annual
 Purple Banner
 sunshincoastartcrawl.com

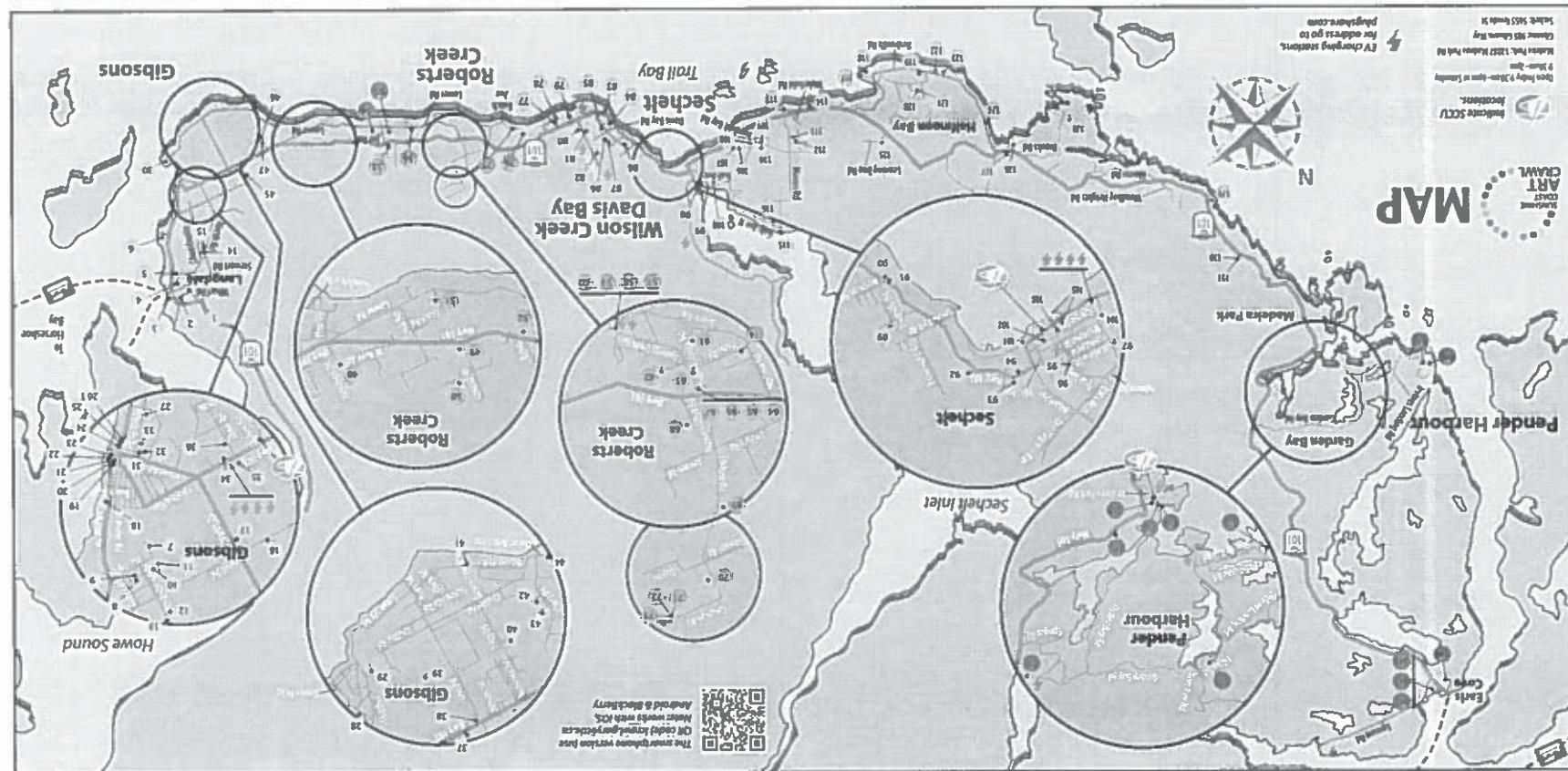
the cafe
 Open for Breakfast, Lunch and
 Dinner during the Crawl
 400-663-9177
 www.the-cafe.com

The Flying Horse
 400-663-9177
 www.flyinghorse.com

SECHelt
 Festival
 Oct 6-22 | 2017
 Celebrate days of
 art, culture and music
 www.secheltfestival.com

B
 400-663-9177
 www.b.com

IGA
 400-663-9177
 www.iga.com



Watch for the
9th Annual
Art Crawl in
October 2018
 www.sunshincoastartcrawl.com

Best wishes to all for
a successful Art Crawl!
 The Art of Chocolate & more
 Oct 12-13 10am-5pm
 400-663-9177

SMOKE
 400-663-9177
 www.smoke.com

ARTS CRAWL
 400-663-9177
 www.arts-crawl.com

Sunshine Coast
CREDIT UNION
 Proudly supporting the Sunshine Coast
 arts community. Enjoy the Crawl!
 www.sunshincoastartcrawl.com

IGA
 400-663-9177
 www.iga.com

SUNSHINE COAST ART CRAWL
MAP GUIDE & ARTISTS' LISTINGS
 October 20-27, 2017
 Fri Sat Sun 10am-5pm
 plus
 Fri 7-9pm, selected venues
 Langdale to Earls Cove
 sunshincoastartcrawl.com



Sunshine Coast Arts & Culture Calendar of Events

WED 1	Sunshine Coast Tourism AGM and more: Workshops & Guest Speaker 10am - 3pm. AGM 4 - 6pm. Gibsons Public Market, 473 Gower Point Rd	WED 8	PR - Author Reading - "Louis Riel: Let Justice be Done"; 7 PM, Local historian David Doyle presents his new book, Powell River Library
WED 1	Weavers' Circle with Mary Bentley: 9:30 AM, Wednesdays. Beginners to experienced welcome. Bring your lunch. \$10 drop in. FibreWorks Gallery, 12887 SC Hwy (in the Yurds) 604.883.2380	THU 9	Shakespeare: <i>Contemporaries and Conspiracies</i> : 10 AM, Thursdays to Nov 30. Presented by Viveca Ohm, sunshinecoastcollege.ca, \$36.75. Capilano University Schecht Campus, 604.885.4801
WED 1	The History of Readers and Reading: 10 AM, to Nov 22. Presenter is Christine Pawley. The course will explore reading practices in the West. \$36.75. Capilano University Schecht Campus, 604.885.4801	THU 9	Beer & Burger Fundraiser - BCMASAR Pub & Buccineri Restaurant, Schecht
WED 1	Farm Gate Market: Wednesdays year round from 3 to 6 pm. Masonic Lodge, Robert Creek	THU 9	80's Ladies Night: 6 PM. Get your ladies and your best 80's outfit together and hit the dance floor!
WED 1 & THU 2	PR - Cinematheque series: <i>The Midwife</i> : Wed 7pm, Thurs. 1:30 and 7pm in French with English subtitles 17 minutes. Not rated. \$8.75. Patricia Theatre 5848 Ash Street Powell River 604.483.9345	THU 9	Ukulele Groove Jam: 7 PM, 2nd Thurs each month with the Beachcombers Ukulele Group (BUGS). Bring a Uke and play along. Bring another instrument and jam. Gumboot Cafe, Roberts Creek
WED 1	Broken Chronicles Improv: 7:30 PM, Comedy improv at the Booti Gumboot Cafe, Roberts Creek	THU 9	Book Launch: <i>Powered by Love</i> : 7:30 pm, doors 7 pm. A rare chance to see and hear from African grandmothers who live and breathe the reality of raising children orphaned by AIDS.
THU 2	Musical Jam in Madeira: 3 PM, Thursdays - bring your instrument and or your voice and join in or just enjoy the tunes. Espirita Cafe, Madeira Park	THU 9	Grandmothers Powered by Love: 7:30 PM, Tuesdays. A rare chance to see and hear from African grandmothers who live and breathe the reality of raising children orphaned by AIDS.
THU 2	Merry & Bright November Night: 4 PM, Fridays - Meet up with other writers, bring your laptop or your pen and spend 2 hours writing with us. All levels welcome. Free, Winebarberies, 816 Gibsons Way, Cindy 604.886.1795	FRI 10	Spookhouse Night: 7:30 PM, Totally improvised night of musical mayhem and bodacious fun! Roberts Creek Legion
THU 2	PR - Art Show Reception at Dancing Tree Gallery: 6 PM, Art Show and 4th anniversary open house at Dancing Tree Gallery, Local and original, free, 120 - 4801 Joyce Ave, PR, Meghan Hildebrand 604.485.7677	FRI 10	PR - The Northern Pikes: Big Blue Sky 30th Anniversary Tour: 7 PM, with special guest, Kevin Kane of the Grapes of Wrath. An epic Canadian concert experience. \$35. Max Cameron Theatre, Madeira Park, Joanne Mauro 604.883.9749
THU 2	Joe Stanton Live at the Boot: 7 PM, Thursdays, original and cover tunes. The Boot Eatery, Schecht	FRI 10	School of Music Coffee House: 7:30 PM, 2nd Fridays. \$10 suggested donation, School of Music, Madeira Park, Joanne Mauro 604.883.9749
THU 2	PR - Academy Concert Series: Melanie Krueger, soprano & Angus Kellist, piano: 7:30 PM, \$22, students 18 & under free, James Hall, 7280 Kemano St, Powell River 604.485.9633	FRI 10	Sunshine Coast Astronomy Society: Douglas Scott: 7:30 PM, Tea and coffee will be served, by donation, SC Arts Centre 5714 Medina St (at Trail Ave), Schecht
FRI 3	Gibsons Writers Meet up: 10 AM, Fridays - Meet up with other writers, bring your laptop or your notepad & pen & spend 2 hours writing with us. All levels welcome. Free, Winebarberies, 816 Gibsons Way, Cindy 604.886.1795	FRI 10	PR - Schneurs Cinema 2 presents: <i>The Big Lebowski</i> : 9:45 PM, Rated 14A, 117 min. all proceeds after costs will be donated to Friends of the Historic Patricia Theatre Society, \$10 at the door, Patricia Theatre, townsite
FRI 3	Wed Talks - Below the Belt: 7 PM, Chateaufort High School, Schecht	SAT 11	Remembrance Day Services: 10:30 AM, Parades and ceremonies, check your local Legion. Pender Harbour, Schecht, Gibsons, Powell River Legions
FRI 3	Sunshine Coast Natural History Society: 7:30 PM, First Friday of each month. Everyone welcome, Sunshine Coast Arts Centre, Schecht	SAT 11	Film Screening: "Land of Mine": 2 PM, Based on actual events, this harrowing film takes place in Denmark at the end of WWII when young German POWs, mostly teens with almost no training, are forced to clear the beaches of over one million hidden land mines. members \$5; non-members \$9, Raven's Cry Theatre, Schecht, Sheenah Main 604.886.2965
SAT 4	PR - Motus O Theatre: One Hit Wonders: 7:30 PM, \$24 adults, \$12 students, Max Cameron Theatre, 5400 Marine Ave, PR	SAT 11	Lud Herder: 2:30 PM, Gibsons Public Market, 473 Gower Pt Rd
SAT 4	PR - Canoe carving: 8 AM, Monday to Friday, Hehewlin Reconciliation Canoe Journey log is being carved, Willington Beach	SAT 11	Musicians on Fire - Katrina Kingma: 6:30 PM, with her new CD, Mad Park Bistro, 12808 Madeira Pk Rd
SAT 4	Little Estates Swap Meet: 10 AM, kids and babies clothing, toys, books, gear, maternity items, etc. Table rentals \$20 to \$30, depending on size. \$3 adult, \$5 family, Roberts Creek Hall	SAT 11	Canada Council Reading: Stephen Price Reads: 8 PM, poet & novelist Steven Price, By Donation, SC Arts Centre, Schecht, Sheenah Main 604.885.5412
SAT 4	Celebrate the Opening of the New Children's Area at the Gibsons Library: 11 AM, Join us as we celebrate our shared success at creating a brighter, more spacious, and easier-to-browse children's area. We'll be thinking everyone who donated with cake, a magic show, and more. Gibsons and District Public Library, Danielle Arsenault 604.886.2130	SAT 11	PR - Bison, Maghatha, Tremblers of Sevens, Clefts: 8:30 PM, A night of heavy molten mayhem, \$10, McKinney's Pub, Townsite
SAT 4	18th Annual Opening Fox Hunt: 1:30 to 4:30 AM, Ceremonies commence 11:30. The hunting horn will sound and riders and hounds are in to the chase! The hounds will be following a pre-set scent. 1490 Lockyer Rd, Roberts Creek 604.885.7417	SAT 11	Arwen's Birthday Party with Kitty & The Rooster and Guests: 9 PM, \$7 members, \$14 non-members, Roberts Creek Legion
SAT 4	Live Music at Tapworks: 1 PM, Saturdays, a healthy mix of various local artists., Tapworks 537 Cauce Lane, Gibsons	SUN 12	PR - Bill Bourne at Laughing Oyster: An exceptional evening with 3-time Juno Award winner, \$45 includes buffet dinner, Laughaing Oyster, Lund 604.483.9725
SAT 4	Off The Page: 1 PM, A monthly Play Reading Series hosted by Heritage Playhouse and Coast Actors, visit heritageplayhouse.com, By Donation at the door, Gibsons Heritage Playhouse, 604.886.8998	SUN 12	Paul Marley, cello and Mauro Bertoll, piano Classical: 2 PM, \$25, School of Music, Madeira Park, Pender Harbour, www.penderharbourmusic.ca
SAT 4	Live Music at Persephone Brewing Co.: 2 PM, Weekly Saturdays and Sundays, donation, 1053 Stewart Rd, Gibsons	SUN 12	Story Story Live - Sunshine Coast 8 AM, Vancouver's hit storytelling game show comes to the Sunshine Coast, Lighthouse Pub, Schecht
SAT 4	Opening Reception: "In Heart" and "Re-forest": 2 PM, In 'Heart' by Full Circle Art Collective and "Re-forest" by Katherine Johnston. Exhibition ends November 26, admission free, Gibsons Public Art Gallery, Michael Aze 604.886.0531	MON 13	Film Screening: "Land of Mine": 2:30 PM, members \$5; non-members \$9, Heritage Playhouse (Gibsons), Doug Dymont 604.886.2965
SAT 4	CRS - Gerhardt, cello & Osborne, piano: 2:30 PM, Pianist Steven Osborne partners with cellist Alban Gerhardt: \$25; students \$10, Raven's Cry Theatre 5555 Sunshine Coast Hwy, Schecht, 604.885.0991	THU 16	PR - Blues Night: Thursdays: 7:30 PM, Sit down Style with the Sam Hurtle Band with guests, McKinney's Pub, Powell River
SAT 4	PR - 4th Annual Powell River Beer Festival: 3 PM, \$30 for CAMRA members; \$35 for non-members, APRC Community Centre, 7055 Alberni Street, Powell River, 604.223.7284 or 604.233.7399	THU 16	PR - James Hall: 7:280 Kemano Street, Powell River 604.485.9633
SAT 4	Freelife Literary Reading and Photography Show: 4:30 PM, Join the writers of this group for varied readings of fiction, nonfiction, poetry and a multimedia presentation on how to morph your photographs with the styles of the masters using artificial intelligence. Door prizes, Free, Gibsons Public Market, Cathalyn Cindy Labonte-Smith 604.886.1795	FRI 17	Life: Inspirational Speeches and Themes: 12:15 PM, Fridays Monthly - public speaking events designed to inspire, uplift and challenge listeners. Bring your lunch. More info at arbutusdilling.org, free, Arts Building, 464 South Fletcher, Gibsons
SAT 4	16th Annual Rotary Club of Pender Art Auction: 5 PM, \$25 includes private Tapas reception FREE Admission. Live auction begins 8pm, Pender Harbour Legion	FRI 17	Musicians of Fire - Haika Kingma: 6:30 PM, from Vancouver, Mad Park Bistro, 12808 Madeira Pk Rd
SAT 4	Sunshine Coast Black and White Ocean: 6 PM, \$95 includes \$25 charitable donation to Habitat for Humanity Sunshine Coast, Blue Ocean Golf Course, Schecht, 604.885.6737	FRI 17	Astro Cafe: 8:30 PM, Telescope chat and viewing also the 3rd Friday every month. Meet 8:30 Pier 17 market for coffee with telescopes set up on the sea wall 9pm. All are welcome to attend., Free, Pier 17, Davis Bay Sewall, James MacWilliam 604.740.7935
SAT 4	Dinner and Dance Fundraiser: 7 PM, Fundraiser for SC Tennis Club and the Food Bank. A night of jazz, soul and fun featuring Adam Thomas, Graham Ord and Budgie Schachte, \$75/person & a non-perishable food item or cash donation, Sunshine Coast Golf Course, Roberts Creek	FRI 17	PR - Literary and Musical Evening with Grant Lawrence with Tom Holliston: 8:30 PM, Award winning author, singer and CBC personality Grant Lawrence presents Dirty Windshields: The Best and Worst of the Smugglers Tour Diaries, Powell River Public Library 604.485.4796
SAT 4	Petunia and the Vipers with the Burying Ground: Doors at 7pm, Record release, \$20 advance, \$25 at the door, Gibsons Heritage Playhouse, share-here.com	SAT 18	PR - Welcome Back Ted dance party: 9 PM, Ron Campbell & the BLUES BUSTERS welcome back their piano and sax man, "Burnin'" Ted Durnin - now fully recovered from a broken finger! \$15, McKinney's Pub, Powell River, Ron Campbell 604.414.4544
SAT 4	The Cape Bretoners: 7:30 PM, one of Cape Breton's most exciting and innovative traditional bands. Performing a lively mix of Cape Breton, Scottish and Irish tunes. \$20 and \$10 child, Roberts Creek Hall	SAT 18	Meet Opera: Ades "The Exterminating Angel - Live via satellite: 10 AM, Based on the screenplay by Luis Bunuel and Luis Alcoriza for the acclaimed 1962 Bunuel film. Bring your lunch. Some refreshments available. \$24 General; \$20 Senior/Student; Raven's Cry Theatre 5555 Sunshine Coast Hwy, Schecht 604.885.4597
SAT 4	Small Guitar, by David Kings: 9 PM, Presented by David King and Shouting in the Night Theatre. Gumboot Cafe, Roberts Creek	SAT 18	Live Music with the Beachcomber Ukulele Group: 2:30 PM, Gibsons Public Market, 473 Gower Pt Rd
SAT 4	In Concert: Keith Bennett's Harmonica, and Michael Creber: Piano: 8 PM, An Evening of Exquisite Jazz and Blues: \$20, Students and Seniors - \$15; St. Hilas Anglican Church, 659 North Rd, Gibsons, Jan Clarkson 604.989.6530, Tickets share-here.com	SAT 18	Rotary-Coast TV Auction: 7 PM, Pre bid online at www.32auctions.com/gibsons2017, Channel 10 Coast, Cable TV
SAT 4	PR - Milk Crate Bandits: 8 PM, \$10 at the door, McKinney's Pub, 6251 Yew St, PR	SAT 18	RealTime Celtic Ensemble: Their repertoire spans Celtic, Ukrainian, Brazilian and occasionally jazz. 7 PM, by donation, St. John's United Church, Gibsons, Katherine Hume 604.885.2069
SUN 5	Ndandini Update with Terry and Jan: 1:30 AM, an update on their recent trip to Ndandini and the Nyathini Cluster Schools. St. Hilas's Parish Hall, Schecht	SAT 18	DJ Night: Michael Rd & Ho!Agora: 9 PM, at the door, Roberts Creek Legion
SUN 5	Leonardo DaVinci: The Genius in Milan-In the Gallery series: 2 PM, \$15; \$10 under 18, Raven's Cry Theatre 5555 Sunshine Coast Hwy, Schecht, 604.885.4597, Tickets at the theatre	SAT 18	CRS: Phoenix Chamber Choir: 2:30 PM, \$25; students \$10, Raven's Cry Theatre 5555 Sunshine Coast Hwy, Schecht 604.885.0991
SUN 5	Film Screenings: "The End of the Road": 2 PM, In the 1960s and 70s, an eclectic group of dreamers, artists, intellectuals, and war resisters sought the greener pastures of Lund, BC. Appearances by producers/directors Tai Uhimann and Theo Angell, members \$8; non-members \$12, Heritage Playhouse (Gibsons), Doug Dymont 604.886.2965	SAT 18	Historical Fiction Book Club: 1:30 PM, Free, Schecht Library, Sherry Latimer 604.885.3260
SUN 5	Michael Pittington Classical Guitar Concert: 2 PM, \$20, Living Faith Lutheran Church, Schecht, BC, John Farmer 604.886.0031	SAT 25	PR - Friends of the Library Big Book Sale: 10 AM, Big Blowout Book Sale. Bags and boxes of books by weight, Powell River Public Library
SUN 5	Jamming with the Coast: 7 PM, Sundays: free, Smoking Crowns Studio in Schecht, Djembe Mama 604.741.8669	SAT 25	Film Screening: "The Eagle Huntress": 2 PM, A large-screen visual feast, this spellbinding documentary follows Altanaj, a 13-year-old nomadic Mongolian girl who is training to become the first female eagle hunter in Kazakh society, members \$5; non-members \$9, Raven's Cry Theatre (Schecht), Doug Dymont 604.886.2965
MON 6	Sunshine Coast Spinners and Weavers: 11:30 AM, 1st Monday each month. Bring your lunch, and something to knit. St. John's United Church, 5085 Davis Bay Road.	SAT 25	Ken Johnson & Nancy Pinecombe: 2:30 PM, Free concert by local musicians: Gibsons Public Market, 473 Gower Pt Rd
MON 6	Ongoing Building of a Garden - Speaker Gwen Odermatt: 1 PM, Presented by PH Garden Club. Also how to deal with deer. Pender Harbour School of Music, Madeira Park	SAT 25	PR - Powell River Poetry Slam: 6:30 PM. Come compete or come enjoy. \$5 suggested donation, Powell River Public Library
TUE 7	Knitting a Community: 10 AM, Tuesdays, free ongoing group. Donations of yarn, wool, knitting needles or crochet needles gratefully accepted. Gibsons Library, 604.886.2130	SAT 25	Coco Love Alcorn - An Invitation to Sing Tour: 7:30 PM, \$20/ad \$25/door, Gibsons Heritage Playhouse, Tickets covalent.com/our
TUE 7	Canada and the Second World War: 2 PM, to Dec 5. Presenter Keith Maxwell. The course will cover the major political, military, industrial and social happenings from a Canadian perspective. Last class is a museum field trip to Vancouver, sunshinecoastcollege.ca, \$36.75 Gibsons and Area Community Centre, 604.885.6801	SAT 25	Evening Jazz Series: Kate Hammett-Vaughan and Steve Gifford: 7:30 PM, \$20, Gibsons Public Market, 473 Gower Pt Rd
TUE 7	4th Anniversary Bookclub: 6:30 PM, Meet Jael Richardson, a regular contributor to CBC Radio's Q and founding Artistic Director of the Festival of Literary Diversity, Free, Sunshine Coast Art Centre, Schecht, Jane Davidson 604.885.9631	SAT 25	Maize, 473 Gower Pt Rd
TUE 7	Jammin With A.D.D and Friends: 7:30 PM, Tuesdays, no cover, Roberts Creek Legion 604.612.8950	SAT 25	The Carnival Burlesque Show: 8 PM, \$20, Royal Canadian Legion Branch #140, Schecht, Tickets https://share-here.com/
WED 8	Gibsons Public Library Monthly Book Club: 6 PM, Second Wednesdays: Free. Gibsons and District Public Library, Heather Evans-Cullen 604.886.2130	SAT 25	Texture & Light: Bourassa & the Funkdealer: 9 PM, Roberts Creek Legion
WED 8	Live Music at the Gumboot Restaurant: 6:30 PM, Every Wednesday. Gumboot Restaurant, Roberts Creek	SUN 26	Native Drumming Circle: 4 PM, 4th Sunday of each month. Led by Terry Aleck the beloved Coyote. Bring your drum, shaker and songs. St. Hilas's Anglican Church, Schecht
WED 8 & THU 9	PR - Cinematheque series: <i>The End of the Road</i> : Wed 7 pm Thu 1:30 & 7 pm 18A, 123 minutes Fr, with Eng sub-titles, Patricia Theatre 5848 Ash Avenue, Powell River 604.483.9345	MON 27	Schecht Garden Club Meets: 7 PM, Seaside Centre, Schecht

SPOHSHKROW

SC Tourist Workshops: "The Power of Story" with Gary Ross: Nov 1, 10 AM - 12:30 PM. As former Global content editor for Destination BC, Gary's workshop explains why stories engage people more deeply than than facts do. Facts are for the Public Market, 473 Gower Pt Rd

Conversational French: Nov 2, 16, 30, 4 - 5:30 PM, 2nd Thursday. Everyone Welcome to come and learn French, Free, Gibsons Public Library, 604.886.2130

"The Writers" Group: Nov 2 & 16, 7 - 8:30 PM. The 1st and 3rd Thursday of the month. For all writers 18 years and over. No experience necessary. With local writer & instructor Shelley Harrison Rae. Free. Sechelt Library, 604.885.3260

Little Hands (Big Minds) Fridays: Nov 3 - Dec 29, 9:30 - 11 AM. Creative social time for parents and littles. Coffee, snacks, and chats with Sandy Buck. \$5 drop in. Arts Building 464 South Fletcher, Gibsons

Follow the Light: Intro to Digital Photography: Saturdays Nov 4 - 25. Hands-on learning and guided photo walks with photo guru Chelsea Brooks Roisum, \$150 entire series \$40 drop-in, Kube Studios, Unit 101 - 875 Gibsons Way, Gibsons 604.989.9677

Never Leave Your Chair Yoga for Everybody: Saturdays Nov 4 - Dec 2. Join Certified Yoga Therapist Robbie Seale Cobiskey for an accessible and enjoyable yoga class for everyone. \$5 suggested donation, Gibsons Public Market, 473 Gower Pt Rd

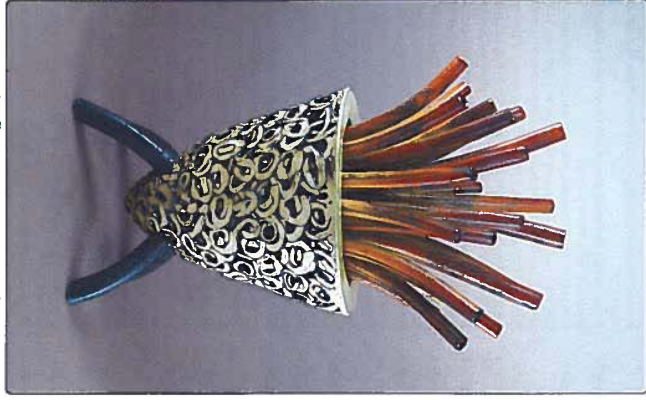
Blues harmonica workshop with Keith Bennett for beginners and intermediate levels: Nov 4, 10 AM - 1 PM. Have fun and enjoy yourself in this skill-packed class! Bring a diatonic harmonica, in "C" or they will be available for purchase. \$49. St. Bart's Anglican Church, 698 North Rd, Gibsons, Jan Oafson 604.989.6530, share-there.com

Art for the Inner Balance + Harmony with Art + Yoga: Nov 4, 1 - 5 PM. Led by art therapist Rose Clarke and Sue Whitlock, Yoga teacher, this class begins with gentle chair hatha yoga leading into drawing / painting / mixed media art processes. For all levels of ability. \$60. The Arts Building, 464 S. Fletcher, Gibsons

PR - Bow Immersion Workshop: Nov 5 - 12, 12 PM - 1 PM. Immerse yourself in the world of bows. Build your dream bow, practice shooting in our archery lane, harvest your own stave to take home, and more! 8 days of all things bows from professional bowyer Jamie MacDonald. \$995, 20 mn. south of Powell River, www.ravenbeak.com

Electric Piano & Keyboard Workshop in Blues, Pop, and a little Jazz, with Michael Creber: Nov 5, 12 PM - 3 PM. Come and amaze yourself at this enjoyable workshop for beginners to intermediate levels! \$65 must register in advance, Eric Cardinal Hall, Shirley Macey Park, 930 Chamberlin Road, Gibsons. Jan Olafson 604.989.6530, share-there.com

SUNSHINE COAST arts & culture Calendar of events and workshops Nov 2017



"Influorescence Series"
by Laurie Rolland
laurierolland.com

BC's Sunshine Coast – Creative Naturally

c/o 4638 SC Hwy,
Sechelt BC, V0N 3A2
604.740.7189
artsinfo@suncoastarts.com
suncoastarts.com
Coast Cultural Alliance



Nov 25-26 Cranberry Crafts
Cranberry Seniors Centre, 6792 Cranberry St
Sat 10 am-4 pm, Sun 11 am-3 pm

Nov 25-26 - Lang Bay Hall Society Christmas Craft Fair, Lang Bay Hall, 11090 Hwy 101; 10 am - 2 pm

Nov 25 - Assumption Bazaar
Dwight Hall, 5274 Walnut St 11 am - 2 pm

Nov 24-25-26 - Christmas Craft Fair at the Rancho
5390 Timberlane, Powell River
Fri 3-8 pm, Sat 10 am-4 pm & Sun 11 am-3 pm

Nov 25 - Lund Christmas Craft Fair
Italian Club in Wildwood 10 am - 4 pm

Nov 18-19 - RainCoast Christmas Craft Fair
Dwight Hall, 6274 Walnut St at Ash
Sat 10 am-4 pm, Sun 10 am-3 pm

Nov 18 - Order of the Eastern Star Christmas Bazaar & Luncheon
United Church Trinity Hall, 6932 Crofton St
11 am - 2 pm

Nov 18-19 - RainCoast Christmas Craft Fair
Dwight Hall, 6274 Walnut St at Ash
Sat 10 am-4 pm, Sun 10 am-3 pm

Nov 3-4 - Powell River's Own Craft Fair
Recreation Complex, 5001 Joyce Ave
Fri 5 - 9pm; Sat 10am - 4pm

Nov 23 - Stereodiply Christmas Craft Fair
Pender Harbour Community Hall, 10 am - 4 pm
POWELL RIVER

Nov 23-26 - Creek Clayworks Pottery Sale & Studio Open
Houses 1738 Lockyer Rd, Ribs Creek, 10am - 5pm

Nov 24-25-26 - 48th Annual Roberts Creek Christmas Craft Fair,
Roberts Creek Hall & Masonic Hall
Fri 5 - 9 pm, Sat 10 am - 5 pm, Sun 10 - 4 pm

Nov 24-25 - Fibre Plus Sale, Sunshine Coast Spinners & Weavers,
Sunshine Coast Arts Centre, Sechelt
Fri 4 - 7 pm, Sat 10 am-3 pm

Nov 18-19 - Sunnycrest Artisan Craft Fair
Sunnycrest Mall, Gibsons; Sat 9 am-5 pm; Sun 10 am-4 pm

Nov 17-18 - Deck the Halls Arts & Crafts Fair
Sunshine Coast Arts Centre, Sechelt, 10 am - 4 pm

Nov 24-25 - Fibre Plus Sale, Sunshine Coast Spinners & Weavers,
Sunshine Coast Arts Centre, Sechelt
Fri 4 - 7 pm, Sat 10 am-3 pm

Drop In Quilting, Sewing, Scrapbooking Etc Nov 9 - Nov 15,
have Mon/Tue 10 to 5. Good workspace and friendly atmosphere. \$5 per day. The Nest at 1647 Field Rd, Sechelt, Gloria Nidzgoriski, 604.729.5134

Meditation Mondays: Nov 6 - Dec 4, 12:30 PM - 1 PM. Start your week with focus and mindfulness. No sessions on Holiday Mondays. Free, Sechelt Library, Sherry Lastimer, 604.885.3260

Organizational Development: Diversity and Inclusion: Nov 6, 1 - 4 PM. This workshop is of particular interest to reps of local non-profit societies. Workshop facilitator: Jael Richardson. \$30. Sunshine Coast Botanical Garden - Spurling Pavilion, Mason Rd, Sechelt, 604.885.9631, share-there.com

Beachcombers Ukulele: Mondays Nov 6 - 22, 7 - 8:30 PM. Sing and strum along fun with Graham Walker and the Beachcombers Ukulele Group (BUGs), \$5 drop in, Arts Building, 464 South Fletcher, Gibsons

Beginner Belly Dance (4 Class Session): Mondays Nov 6 - 27, 7:30 - 8:30 PM. Tap into your inner Goddess through Belly Dance. Come shimmy your stress away & connect with your feminine energies in this one hour class. St. Hilda's Church (Sechelt), \$55 (4 classes) Amber, sunshinecoastbellydance@gmail.com

Conversational Japanese: Nov 7, 4 PM, Tuesdays. Everyone Welcome. Free, Gibsons and District Public Library, Heather Evans-Cullen 604.886.2130

Learn to Knit: Nov 9, 7 - 8:30 PM. This class will get you started on a scarf! Bring yarn and appropriate sized needles, or some money to purchase yarn and needles available in class. Kim Penton of Unwind Knit and Fibre Lounge. \$25 plus supplies, Arts Building 464 South Fletcher, Gibsons, artsbuilding.org

PR - Bill Bourne Guitar Workshop: Nov 12, 1 PM, 604.485.5198 or bluckin@telus.net. Bourne also performing at Laughing Oyster. Cost for both dinner and workshop \$50. \$15, Cranberry Community Hall, Powell River

Acrylic Fun: Nov 18, 1 - 4 PM. Do you want to start painting but don't know where to start? Nanette will take you through each step as you create your masterpiece. Walk away with a completed 16x20 acrylic painting. For this session we will be painting birch trees step by step. \$50. Arts Building 464 South Fletcher Rd, Gibsons

Abstract Art Workshop: Nov 19, 10 AM - 3 PM. You will create and abstract painting on canvas. \$165 includes all materials, 1104 Twin Isles Drive, Gibsons, Melanie Fogell PhD, melaniefogell@telus.net, 604.886.9699

Deck the Halls
Christmas Arts & Crafts Fair
Sat/Sun, Nov 18 & 19 | 10am - 4pm
at the Sunshine Coast Arts Centre

The Driftwood Inn & Pebbles Restaurant
Phone: 604.885.5811
Fax: 604.885.5836
on the waterfront in downtown Sechelt

October 20-22, 2017
A huge. Thank You ART CRAWL
SUNSHINE COAST
at the Art Crawl this year.

Nov 17-18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Christmas Craft Fair
Sechelt Seniors Activity Centre, 5604 Trail Ave, 10am - 2pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Christmas Craft Fair
Sechelt Seniors Activity Centre, 5604 Trail Ave, 10am - 2pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 18 - Viadale Fair, Living Faith Lutheran Church, Davis Bay, Nov 17, 11 am-3 pm; Nov 18, 10 am-3 pm

Nov 4 - Holy Family Fall Craft & Bake Sale
Trail Bay Hall, Sechelt, 10 am - 2 pm

Nov 4 - Elders Craft Fair
Shishah Nation Hall (behind McDonalds), 10am - 4pm

Nov 4 - Holiday Gift Fair
Gibsons & Area Community Centre, 12 pm - 5 pm

Nov 4 - Fall Bazaar
Harmony Hall, 686 Harmony Lane, Gibsons, 10 am - 4 pm

Nov 11-12 - Early Bird Christmas Market
Seaside Centre, Sechelt, Sat 12 pm-5 pm, Sun 10 am-3 pm

Nov 18 - Feather Food Fair
St Bart's Church Hall, 10 am - 1 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Nov 18 - Bizarre Bazaar - Grandmothers & GrandOthers, Roberts Creek Hall, 10 am-2 pm

Name of Organization	Coast Cultural Alliance
Date Created:	18-Dec-17
Revision Date:	2017
Budget Planning Year:	2018
Year to Date:	Nov-17

2018	Acutals to	2017		% Variance	Financial Planning					
Budget	Nov-17	Budget	Variance	2018	2018	2019	2020	2021	2022	NOTES:

REVENUE:

Local Government Request										
SCRD	\$	5,500.00	\$	5,500.00	\$	5,500.00	\$	-	0%	
Budget Proposal (if required)					\$	-	#DIV/0!			
District of Sechelt	\$	3,500.00	\$	3,300.00	\$	3,500.00	\$	-	0%	
Town of Gibsons	\$	1,800.00	\$	1,800.00	\$	1,800.00	\$	-	0%	
Sechelt Indian Government District	\$	900.00	\$	800.00	\$	800.00				
Powell River Arts Council	\$	600.00	\$	600.00	\$	1,000.00	-\$	400.00	-67%	
Total Request	\$	12,300.00	\$	12,000.00	\$	12,600.00	-\$	400.00	-3%	\$ - \$ - \$ - \$ - \$ -

Grants										
Sunshine Coast Credit Union	\$	2,000.00	\$	1,500.00	\$	2,000.00	\$	-	0%	
-					\$	-	#DIV/0!			
Sub Total Grants	\$	2,000.00	\$	1,500.00	\$	2,000.00	\$	-	0%	\$ - \$ - \$ - \$ - \$ -

Other Revenue										
Art Crawl Participants	\$	18,000.00	\$	18,000.00	\$	14,950.00	\$	3,050.00	17%	
CCA Membership contribution	\$	5,000.00	\$	5,500.00	\$	1,550.00	\$	3,450.00	69%	
in kind	\$	3,800.00	\$	3,800.00	\$	3,200.00				
Advertising revenue	\$	6,000.00	\$	5,165.00	\$	6,000.00	\$	-	0%	
Sub Total Other	\$	32,800.00	\$	32,465.00	\$	25,700.00	\$	6,500.00	20%	\$ - \$ - \$ - \$ - \$ -

Previous Year (Deficit) / Surplus										
Total Revenue - Organization Generated	\$	34,800.00	\$	33,965.00	\$	27,700.00	\$	6,500.00	19%	\$ - \$ - \$ - \$ - \$ -
TOTAL REVENUE	\$	47,100.00	\$	45,965.00	\$	40,300.00	\$	6,100.00	13%	\$ - \$ - \$ - \$ - \$ -

2018	Acutals to	2017		% Variance	Financial Planning					
Budget	Nov-17	Budget	Variance	2018	2018	2019	2020	2021	2022	

EXPENSES:

Materials and Supplies										
signs, inked stamps	\$	1,200.00	\$	3,889.00	\$	1,000.00	\$	200.00	17%	
-					\$	-	#DIV/0!			
-					\$	-	#DIV/0!			
-					\$	-	#DIV/0!			
Sub Total	\$	1,200.00	\$	3,889.00	\$	1,000.00	\$	200.00	17%	\$ - \$ - \$ - \$ - \$ -

Office / Equipment										
-					\$	-	#DIV/0!			
-					\$	-	#DIV/0!			
-					\$	-	#DIV/0!			
-					\$	-	#DIV/0!			
Sub Total	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$ - \$ - \$ - \$ - \$ -

Facilty / Utilities																	
-				\$	-	#DIV/0!											
-				\$	-	#DIV/0!											
-				\$	-	#DIV/0!											
-				\$	-	#DIV/0!											
Sub Total	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-
Personnel																	
project management/web design	\$	4,000.00	\$	3,300.00	\$	2,900.00	\$	1,100.00	28%								
graphic design	\$	8,000.00	\$	7,536.00	\$	5,500.00	\$	2,500.00	31%								
Social medial contractor	\$	3,000.00	\$	2,720.00	\$	5,900.00	-\$	2,900.00	-97%								
-				\$	-	#DIV/0!											
Sub Total	\$	15,000.00	\$	13,556.00	\$	14,300.00	\$	700.00	5%	\$	-	\$	-	\$	-	\$	-
Other Expenses																	
advertising and promotion	\$	14,000.00	\$	13,182.00	\$	9,400.00	\$	4,600.00	33%								
printing	\$	13,500.00	\$	12,863.00	\$	13,000.00	\$	500.00	4%								
postage/distribution	\$	2,500.00	\$	2,020.00	\$	2,000.00	\$	500.00	20%								
launch	\$	600.00	\$	327.00	\$	600.00	\$	-	0%								
Sub Total	\$	30,600.00	\$	28,392.00	\$	25,000.00	\$	5,600.00	18%	\$	-	\$	-	\$	-	\$	-
Training / Development																	
-				\$	-	#DIV/0!											
-				\$	-	#DIV/0!											
-				\$	-	#DIV/0!											
-				\$	-	#DIV/0!											
Sub Total	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-
TOTAL EXPENSES																	
	\$	46,800.00	\$	45,837.00	\$	40,300.00	\$	6,500.00	14%	\$	-	\$	-	\$	-	\$	-

	2018 Budget	Acutals to Nov-17	2017 Budget	Variance	% Variance 2018	2018	Financial Planning						
							2019	2020	2021	2022			
CAPITAL REQUIREMENT													
Purchases:													
-				\$	-	#DIV/0!							
-				\$	-	#DIV/0!							
Subtotal Purched	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-
Proposed Exenditures:													
-				\$	-	#DIV/0!							
-				\$	-	#DIV/0!							
Sub Total Proposed	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-
TOTAL CAPITAL	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-

TOTAL COMMITTED EXPENDITURES	\$	46,800.00	\$	45,837.00	\$	40,300.00	\$	6,500.00	14%	\$	-	\$	-	\$	-
LESS PROPOSED EXPENDITURES	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-
LESS ORGANIZATION REVENUE	\$	34,800.00	\$	33,965.00	\$	27,700.00	\$	6,500.00	19%	\$	-	\$	-	\$	-
TOTAL TAX REQUISITION	\$	12,000.00	\$	11,872.00	\$	12,600.00	\$	-	0%	\$	-	\$	-	\$	-

From: Carol Stewart
To: [Tara Crosby](#); [Tina Perreault](#)
Cc: [linda williams](#)
Subject: CCA application 2018
Date: Friday, December 22, 2017 12:36:35 PM
Attachments: [COMMUNITY PARTNERS AND STAKEHOLDERS - BUDGET TEMPLATE 2.xls](#)

Hello Tina and Tara

I am attaching the Community Partner and Stakeholder financial form; we now have the actuals to November 30, 2017.

We have not yet received the letter sent to Community Partners and Stakeholders (referred to in your email of Dec 20), but I notice the following in the minutes of SCRD Board meeting of Dec 14:

AND THAT staff consult with the Coast Cultural Alliance regarding options for synergies with the Sunshine Coast Regional Economic Development Organization (SCREDO).

We have met with Celia Robbins, Board member of SCREDO, to explore how our data base would be used in their calendar project. Linda Williams has scheduled a meeting with Wendy Pearson, SCREDO Calendar project coordinator, for January 4th. It is our understanding at this time that the SCREDO project would access our data for their online project.

We look forward to meeting with SCRD staff to clarify the options as directed in the minutes.

We would like to make a presentation on January 23rd.

Please contact me if further information is needed. I will submit additional information if directed in the letter.

Happy Holidays!
Carol Stewart
604-740-6910

This email was scanned by Bitdefender

November 10, 2017

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

Dear Ms. Perreault and SCRD Board,

RE: 2018 Funding Request

I write this letter to formally request funding for 2018 to support Sunshine Coast Tourism in the amount of \$20,000 for destination marketing activities. Since this is a shared resource across the entire Sunshine Coast, we will also be approaching the District of Sechelt, the Town of Gibsons, the Sechelt Indian Government District, as well as City of Powell River, and Powell River Regional District. The total request for funding from the 6 local governments on the Sunshine Coast would be \$81,000.

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

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

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

Thank you for your time and consideration of our request.

Sincerely,
Paul Kamon



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



Sunshine Coast

TOURISM

SUNSHINE COAST REGIONAL DISTRICT
JANUARY 23, 2018



2017 MUNICIPAL REGIONAL DISTRICT TAX 2%

2017 YEAR	MRDT PROJECTION	MRDT ACTUAL
January	\$14,000	\$12,222
February	\$14,000	\$12,955
March	\$10,000	\$10,635
April	\$12,000	\$15,100
May	\$16,000	\$14,501
June	\$17,000	\$29,333
July	\$25,000	\$31,127
August	\$35,000	\$38,261
September	\$37,000	\$62,101
October	\$35,000	\$56,995
November	\$30,000	\$36,070
December	\$20,000	\$22,935
TOTAL	\$265,000	\$342,235



LOCAL GOVERNMENT FUNDING

LOCAL GOVERNMENT	AMOUNT
City of Powell River	\$16,000
Powell River Regional District (qathet)	\$12,000
Tourism Powell River - IN KIND (office rent, equipment)	\$12,000
SCRD	\$20,000
Sechelt	\$12,800
Gibsons	\$7,200
SIGD (Sechelt Indian Government District)	\$1000
TOTAL	\$81,000

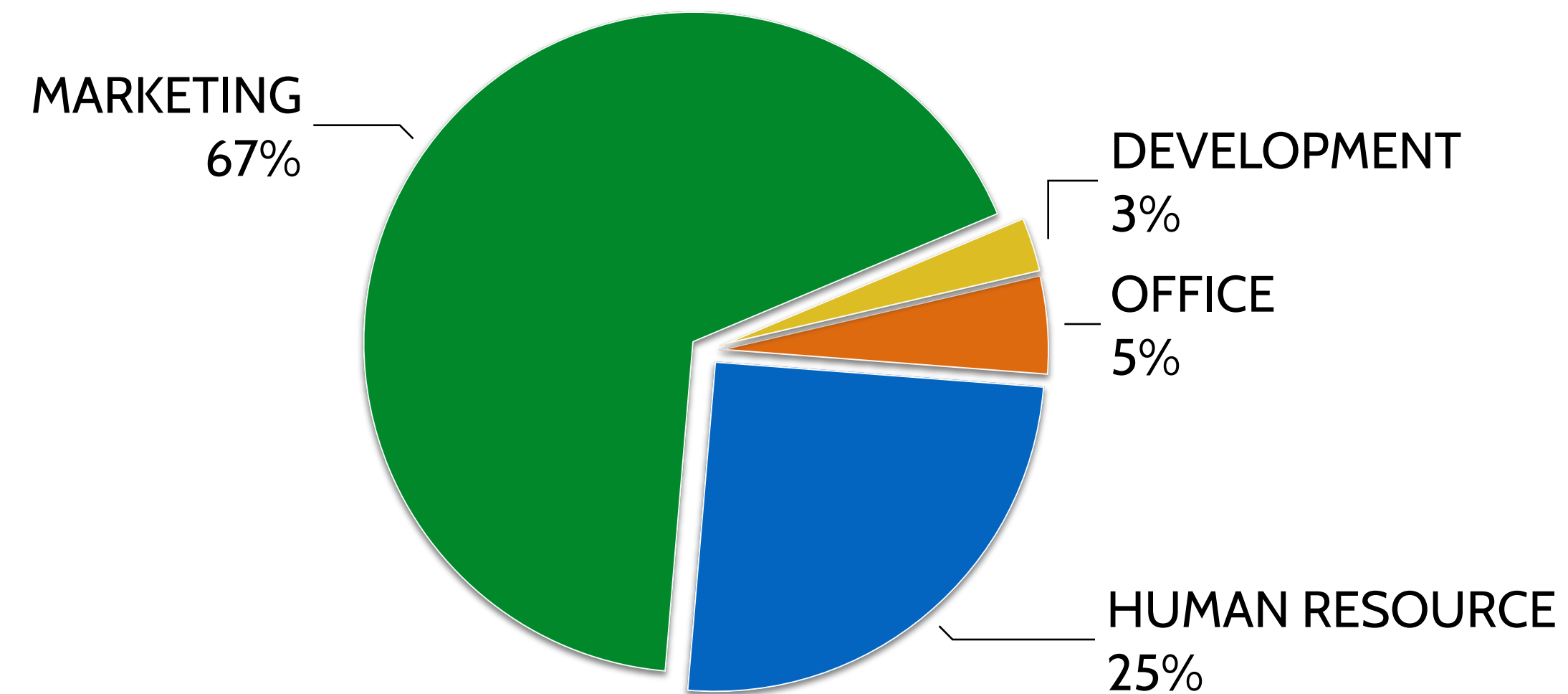


3 PILLARS OF FUNDING

SOURCES	LOCAL GOV'T	INDUSTRY	MRDT (2%)
Sunshine Coast Tourism	\$81,000	\$36,750	\$57,250
Subtotal	= \$175,000		
Destination BC Cooperative Marketing Program	+ \$175,000		
Other Marketing	+\$25,000		
MARKETING BUDGET	\$375,000		



2017 SCT BUDGET = \$557K

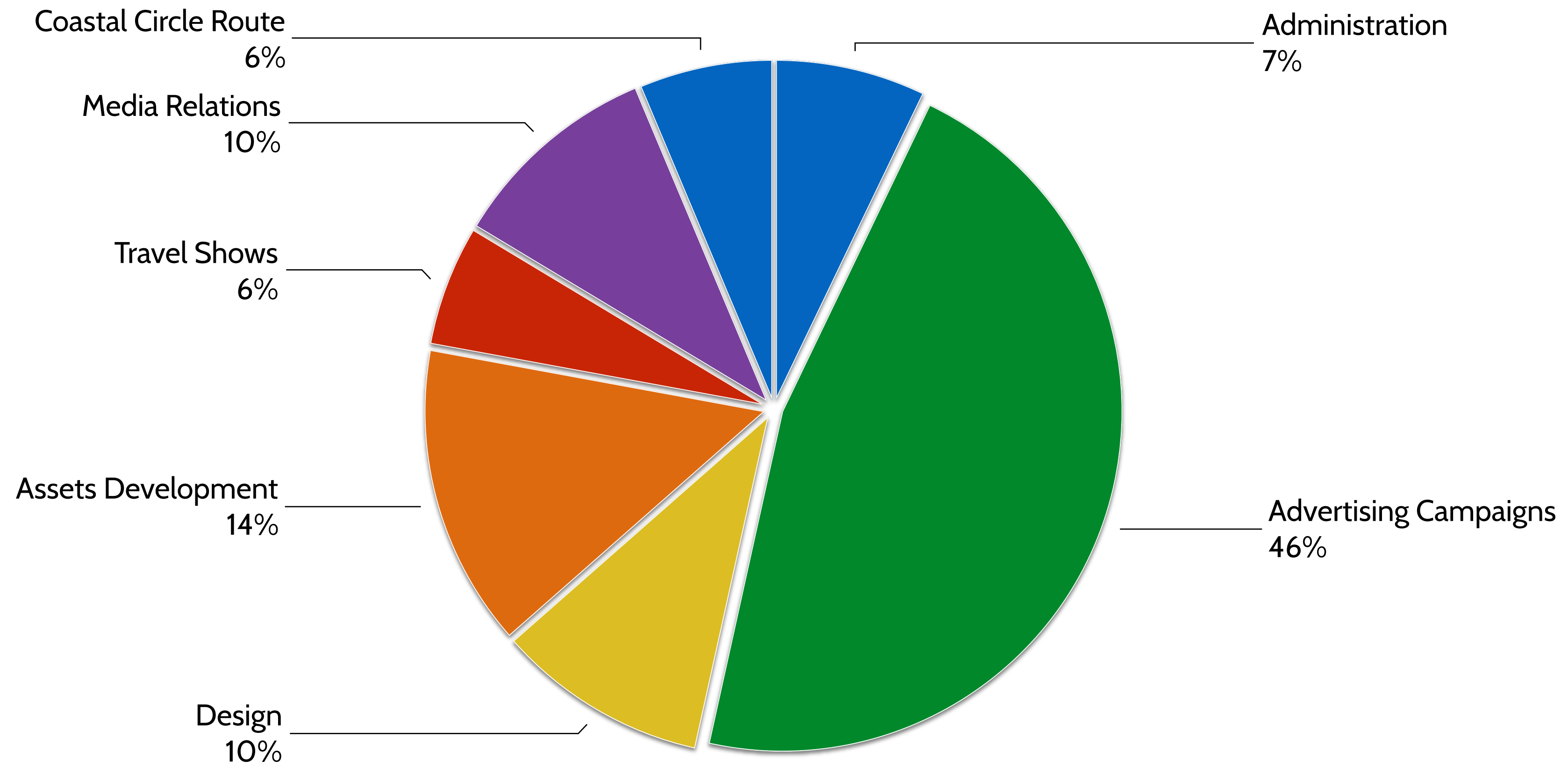


REVENUE	
Government	\$81,000
Industry	\$36,000
MRDT	\$265,000
Destination BC	\$175,000
TOTAL	\$557,000

EXPENSE	
Marketing	\$375,000
Development	\$15,000
Human Resource	\$140,000
Office	\$27,000
TOTAL	\$557,000



2017 MARKETING BUDGET = \$375K





2018 BUDGET

REVENUE		EXPENSE	
Government	\$81,000	Marketing	\$375,000
Industry	\$36,000	Development	\$50,000
MRDT	\$300,000	Human Resource	\$140,000
Destination BC	\$175,000	Office	\$27,000
TOTAL	\$592,000	TOTAL	\$592,000

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 23, 2018

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

SUBJECT: RURAL AREAS' GRANT-IN-AID AND ECONOMIC DEVELOPMENT 2017 CARRY-FORWARDS

RECOMMENDATION(S)

THAT the report titled Rural Area's Grant-in-Aid and Economic Development 2017 Carry-Forwards be received.

BACKGROUND

The Rural Areas' Grant-in-Aid Program provides grant-in-aid funding for non-profit societies and organizations that operate or provide a community or regional benefit. Successful grant applications have a measurable benefit to communities outside of the rural areas and as such are required to also apply to the appropriate municipal grants-of-assistance program on the Coast.

Economic Development functions have supported Sunshine Coast Regional District (SCRD) Partners in their ongoing efforts to encourage business and growth on the Sunshine Coast.

DISCUSSION

Options and Analysis

Discretionary funding is in both Rural Areas' Grant-in-Aid and Economic Development for non-profit societies and organizations to apply through either the budget process or application intake for funds to support their projects.

Financial Implications

Each year the surplus / deficit position for the discretionary funding for these functions is presented to the SCRD Board to assess the ongoing budget related to the projected grant requests to be presented and determine how to use surpluses or how to recover deficits.

Attached are three spreadsheets for the SCRD Board's information to support 2018 budget decisions:

- Rural Areas' Grant-in-Aid Budgets [121-129]
- Rural Areas' Economic Development (including MOU values) [531-535]
- Summary of Community Partners and Stakeholders 2018 Budget Requests

Timeline for next steps or estimated completion date

In the budget process the functions for Rural Areas' Grant-in-Aid [121-129] and Economic Development [531-535] will be reviewed by the SCRD Board in preparation for final adoption in March 2018.

STRATEGIC PLAN AND RELATED POLICIES

The granting processes offered by the SCRD ensure financial sustainability as well as facilitates community development.

CONCLUSION

This report is provided for information to assist the SCRD Board in the 2018 budget process.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	

Attachment 1

Rural Areas' Grant-in-Aid Status

	121 (A)	122 (B)	123 (E&F)	125 (COM)	126 (GGCP)	127 (D)	128 (E)	129 (F)
Discretionary	\$ 20,000	\$ 15,000	\$ 8,000	\$ -	\$ 25,000	\$ 24,000	\$ 9,000	\$ 14,000
Operating	\$ 5,844	\$ 2,932	\$ 1,549	\$ 1,552	\$ 2,633	\$ 3,435	\$ 2,262	\$ 2,581
*Youth Outreach	\$ 7,803	\$ 7,377	\$ -	\$ -	\$ -	\$ 7,169	\$ 6,799	\$ 6,858
Bursary	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ 600
Howe Sound Marine Reference Guide (3 years starting 2018)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
*HMB Comm School Restorative Justice	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
*PH Reading Room	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sechelt Library	\$ 29,894	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*PH Community School	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 TOTAL DISCRETIONARY TO DATE	\$ 73,341	\$ 25,909	\$ 9,549	\$ 11,552	\$ 27,633	\$ 35,204	\$ 18,661	\$ 25,039

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

SUBTOTAL: 2017 Surplus / Deficit	\$ 295.92	\$ 6,563.96	\$ 2,685.32	\$ 478.32	\$ 17,244.32	\$ 5,696.96	\$ 4,705.96	\$ 8,929.99
TOTAL: 2017 Surplus / Deficit	\$ 295.92	\$ 6,563.96	\$ 2,685.32	\$ 478.32	\$ 17,244.32	\$ 5,696.96	\$ 4,705.96	\$ 8,929.99

Reduce 2018 Taxation

--	--	--	--	--	--	--	--	--

Attachment 2

ECONOMIC DEVELOPMENT FUNDING [531-535] 2018 Budget

Organization Name - Project Name	Basis of Allocation	2018 Requests	Area A [531]	Area B [532]	Area D [533]	Area E [534]	Area F [535]	Totals	Notes from 2018 Budget Process
Sunshine Coast Tourism - Destination Marketing Activities	Previously Assessed Value	20,000.00						0.00	
PH&DCC - Visitor Information Booth Ambassadors		8,000.00						0.00	
PH&DCC - Visitor Information Booth Washrooms		4,750.00						0.00	
PH&DCC - Tourism Sanitation Services (Portables)		2,500.00						0.00	
PH&DCC - Economic Development		2,500.00						0.00	
G&DCC - Visitor Services Centre (Gibsons and E&F)		6,100.00						0.00	
G&DCC - Travel Ambassador Program		1,600.00						0.00	
G&DCC - Visitor Information Park / Travel Services Kiosk		1,000.00						0.00	
Coast Cultural Alliance - Sunshine Coast Art Crawl	Previously Evenly Allocated	3,100.00						0.00	
Coast Cultural Alliance - Arts and Cultural Calendar	Previously Evenly Allocated	2,400.00						0.00	
2018 Total Economic Development Funding Available			71,962.00	47,714.00	39,593.00	39,429.00	56,208.00	254,906.00	
Regional Economic Development Initiative MOU (2018 values included in the Funding Available above amount)			37,589.00	33,941.00	30,733.00	20,228.00	33,089.00	155,580.00	* Based on \$300,000 Annual Contribution 50%Assessment/50% Population for Areas A, B, D, F Assessment Only for Area E
2018 Total Discretionary Funds (2018 Discretionary plus MOU plus 2017 Surplus)			82,293.35	52,680.84	41,959.67	54,931.10	61,780.75	293,645.71	
Operating Expenses			4,450.00	2,939.00	2,404.00	2,652.00	3,204.00	15,649.00	
Total Committed Discretionary Funds in 2018			0.00	0.00	0.00	0.00	0.00	0.00	
Remaining Discretionary Funds (Uncommitted Discretionary Funds)			29,923.00	10,834.00	6,456.00	16,549.00	19,915.00	83,677.00	
2017 Uncommitted Surplus			14,781.35	7,905.84	4,770.67	18,154.10	8,776.75		
Used to offset 2018 Taxation									

Attachment 3

Summary of Budget Requests from Community Partners and Stakeholders

	Functions	Area Participants	2017	SCRD 2017	2018	SCRD 2018	Change over 2017	% change	Special Project
Sechelt Public Library	121,645,646	A, B, & D	\$592,898	\$207,752	\$628,472	\$220,699	\$35,574	6.00%	\$277,700
Gibsons and District Public Library	640,646	ToG, E, F & D		\$583,636		\$595,309	\$11,673	2.00%	
Roberts Creek Community Library	646	D		\$12,600		\$13,500	\$900	7.14%	
Pender Harbour Reading Centre	121	A	\$1,200	\$1,200		\$2,000	\$800	66.67%	
Pender Harbour Health Centre	410	A		\$118,040		\$126,040	\$8,000	6.78%	\$10,000
Sechelt Archives	648	Regional-All		\$9,548		\$9,548	\$0	0.00%	
Sunshine Coast Museum and Archives	648	Regional-All		\$85,000		\$86,275	\$1,275	1.50%	
Skookumchuck Museum / Egmont Heritage Centre	648	Regional-All		\$32,200		\$32,200	\$0	0.00%	
Sunshine Coast Community Services Society: Youth Outreach	121-129	A, B, D, E, F	\$73,727	\$36,006		\$38,712	\$2,706	7.52%	
Halfmoon Bay-Chatelech Community School Association: Restorative Justice	125	A, B, D, E, F, ToG,DoS		\$10,000		\$10,000	\$0	0.00%	\$2,700
Halfmoon Bay-Chatelech Community School Association: Restorative Justice* 2017 Special Request with request again in 2018-see above)	125	A, B, D, E, F, ToG,DoS		\$2,700					
Sechelt Community Schools Society: Youth Programs	670	Regional (except F-islands)		\$10,000		\$10,000	\$0	0.00%	
Sechelt Community Schools Society: Youth Centre	670	Regional (except F-islands)		\$30,000		\$30,000	\$0	0.00%	\$5,060
Pender Harbour Community School Society: Youth Programs	121	Regional		\$10,000		\$10,000	\$0	0.00%	
Pender Harbour Community School Society: Recreation Programs	670	Regional (except F-islands)		\$32,000		\$32,000	\$0	0.00%	
Pender Harbour Community School Society: Recreation Programs	670	Regional (except F-islands)		\$8,000		\$8,000	\$0	0.00%	
Roberts Creek Community School Society: Youth Programs	670	Regional (except F-islands)		\$10,000		\$10,000	\$0	0.00%	
Sunshine Coast Tourism	531-535	Rural Area Ec-Dev	\$81,000	\$20,000	\$81,000	\$20,000	\$0	0.00%	
Pender Harbour Chamber of Commerce	531	Area A Ec-Dev		\$17,266		\$17,750	\$484	2.80%	
Coast Cultural Alliance	531-535	Rural Area Ec-Dev		\$5,500		\$5,500	\$0	0.00%	
Gibsons and District Chamber of Commerce	531-535	Rural Area Ec-Dev (Typically E&F)		\$7,700		\$8,700	\$1,000	12.99%	
TOTAL			\$1,249,148	\$1,286,233	\$1,286,233	\$1,286,233	\$62,412		\$295,460
				\$37,085					



PO Box 308
Madeira Park, BC V0N 2H0
Phone: 604-883-2764
FAX: 604-883-2780
phhc@dccnet.com

November 10, 2017

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

Dear Tina:

Attached please find our budget submission for the 2018-2019 fiscal year. We have provided:

- An overview of the current 2017-2018 facility operations budget and projections with respect to surplus/deficit in the format requested: 2017 budget, 2017 year to date actuals, extrapolations to fiscal year end and 2018 budget (Attachment A)
- Fiscal year 2018-2019 proposed financial plan (budget) identifying operational resources being requested from the SCRD under the Pender Harbour Health Centre Amendment Bylaw 1003.1, 2002. (Attachment B)
- Fiscal year 2018-2019 capital improvement projects and resources being requested from SCRD under the Pender Harbour Health Centre Amendment bylaw 1003.1, 2002. (Attachment C)
- Our Board approved budget for 2017-2018, historical operational funding, the five year operational funding projection and the patient geographic breakdown for the Health Centre. (Attachment D)

Operational funding

Fiscal 2018-2019 will be year two of the three year catchup program we presented to the SCRD board last year. We are tracking quite well to that program. For 2017-2018 we received a base grant of \$118,040, an \$8,000 increase. That is very much appreciated. For 2017-2018 we are managing all discretionary expenses and delaying expenditures where ever possible. We expect that our expenses will be **\$139,108** against our submitted 2016-2017 budget of **\$135,271**. This is an unfavorable variance of **(\$3,836)** to planned budget and will result in a deficit of **(\$21,068)** after applying our operating grant. We continue to seek ways to reduce costs in all areas, but have experienced notable overruns in 1) repairs and maintenance (\$2,785) primarily due to an extensive service to the 24/7 emergency generator system and a new auto door closer required for handicapped access, 2) increased janitorial costs (\$1,444) and 3) increased garbage/hazardous waste disposal (\$567). GST costs have been favorable by \$1,379 through deferment and delay where possible on discretionary costs. We are projecting overall operational expenses for 2018-2019 at **\$137,300** which reflects efforts to contain/reduce operating costs and is consistent with our five year plan.

In grant funding for 2018-2019 we are requesting an increase of **\$8,000** from **\$118,040** to **\$126,040**. This is in line with our three year catch up plan. A baseline of **\$126,040** will enable PHHC to hold the gap between operational expenses versus grant funding and result in a projected deficit of **(\$15,154)**. See five year operational funding projection, Attachment D.

Capital Projects

Our two key capital projects in 2017- 2018 were a facility renovation to create a physiotherapist office and creating a bear proof enclosure for garbage. These totaled approximately \$7,500 which were self-funded. We again deferred replacing the carpeting in the main lobby and entrance areas to the health clinic and doctor's offices tile or industrial vinyl.

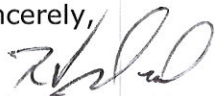
Planned projects for 2018-2019 – Capital improvement request (Attachment C)

The main project will be a community needs survey to help with determining future expansion plans for the Health Centre to meet current and emerging community needs. The expansion will be on the adjoining property which was purchased in 2016. The Health Centre has commissioned a comprehensive survey encompassing a broad cross section of community organizations, individuals and associated health care stakeholders. The agreement is in place with Urban Matters for \$16,700. **We are requesting SCRD support on this project in the amount of \$10,000 from our reserve funds.**

We will consider the lobby flooring project again in 2018 and determine if we are in position to proceed. The carpets are in need of replacement and tile or vinyl is a better solution for long term wear, health safety and cleaning/hygiene requirements. Estimated costs will be ~ **\$12,000**. We will obtain quotations in early spring. If we are able to proceed we will formally request a capital improvement grant of \$2,500 from SCRD to help with the funding this project. We are working on securing funds for the remaining costs of this project.

We are entering year two of our three year plan to reduce our annual operational deficit and we have made some progress this year. However, we are still carrying a significant deficit which negatively impacts our ability to cover training, medical equipment and preventative health care program costs that are simply not covered by any other funding sources. We recognize overall funding remains tight and additional assistance and support for both our operating budget and our capital projects is appreciated. Please call or e-mail me if you require any further information or would like to discuss the application.

Sincerely,



Rick MacDonald
PHHC Administrator

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

Pender Harbour & District Health Centre**CURRENT FISCAL YEAR 2017-18**

	SCRD BUDGET 2017-18	PHHC ACTUAL YEAR TO DATE Oct 31 2017	PROJECTED YEAR END TO 3/31/18	DIFFERENCE	SCRD BUDGET 2018-19
Administration Cost	25,188.26	14,692.31	25,188.26	0.00	25,566.08
Advertising & Promotion	5,271.97	3,345.60	5,559.83	287.86	5,643.22
Garbage & Hazardous Waste Disposal	1,815.89	1,620.44	2,383.12	567.22	2,418.86
Professional Fees	6,794.96	6,319.94	6,874.31	79.35	6,977.42
Grounds Maintenance	5,365.68	2,881.19	5,134.78	-230.90	5,211.80
Insurance	7,535.68	215.00	7,535.68	0.00	7,648.72
Janitor Contract & Expenses	23,350.00	14,987.23	24,794.23	1,444.23	25,166.14
Office & Small Asset Purchases	7,641.82	4,356.62	7,566.18	-75.64	7,679.67
Postage	497.91	444.85	653.97	156.06	663.78
Repair & Maintenance	24,411.36	16,943.85	27,196.62	2,785.26	27,604.57
Society Expenses	0.00	0.00	0.00	0.00	0.00
Phone/Fax/Internet	6,502.08	3,991.74	6,722.61	220.53	6,823.45
Utilities	15,389.77	7,600.62	15,389.77	0.00	15,620.62
GST	5,506.27	1,796.55	4,109.18	-1,397.09	4,170.82
TOTAL BUDGET	135,271.65	79,195.94	139,108.54	3,836.88	141,195.16
COMMITTED GRANT	118,040.39		118,040.39		126,040.39 Request
PLANNED DEFICIT	17,231.26		21,068.14		15,154.77

Pender Harbour & District Health Centre

PROPOSAL FOR THE 2018 FISCAL YEAR

Administration Cost	25,566.08
Advertising & Promotion	5,643.22
Garbage & Hazardous Waste Disposal	2,418.86
Professional Fees	6,977.42
Grounds Maintenance	5,211.80
Insurance	7,648.72
Janitor Contract & Expenses	25,166.14
Office & Small Asset Purchases	7,679.67
Postage	663.78
Repair & Maintenance	27,604.57
Society Expenses	0.00
Phone/Fax/Internet	6,823.45
Utilities	15,620.62
GST	<u>4,170.82</u>

TOTAL \$141,195.16

REQUESTED GRANT: **\$126,040.39**

Anticipated Deficit: **\$15,154.77**

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – December 10, 2017

AUTHOR: Rick MacDonald, Administrator, Pender Harbour & District Health Centre

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR PENDER HARBOUR & DISTRICT HEALTH CENTRE SOCIETY – SPECIAL PROJECT REQUEST

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for PENDER HARBOUR & DISTRICT HEALTH CENTRE SOCIETY – Special Project Request be received.

DISCUSSION

2018 R1 Budget Proposal for Special Project

1	<i>Function Number – Project Name:</i>	<i>Pender Harbour Health Centre Needs Survey</i>
	<i>2018 Funding Required:</i>	<i>\$10,000</i>
	<i>Rational / Service Impacts:</i>	<i>The Health Centre has commissioned a comprehensive survey encompassing a broad cross-section of community organizations, individuals and associated health care stakeholders to help identify current and emerging community health care and wellness needs. This will be used as a key component in planning the future expansion of the Health Centre on the adjoining property which was purchased in 2016. The Health Centre is a significant provider of quality health care to both off Coast and on Coast residents. See attachment D, budget submission.</i>
	<i>Savings Potential (if applicable):</i>	<i>Future expansion of the Health Centre and ability to provide more community</i>

		<p><i>based team health care within Pender Harbour and accessible to other Coasters will enable helping seniors to age in place. It will also provide needed health care services to the whole community which will reduce travel demands/costs and service demands for Sechelt Hospital. Increased team based community based health care is closely aligned with MoH directions towards establishment of Patient Medical Homes in rural communities.</i></p>
	<p><i>Future Financial Implications</i></p>	<p><i>The survey is the first step of a major capital expansion of the Health Centre. Upon completion of the needs survey the Health Centre Board will begin planning for the facility expansion through engagement with key stakeholders at community, municipal and regional government, health authority, provincial and federal levels.</i></p>

Pender Harbour & District Health Centre**FIVE YEAR OPERATIONAL FUNDING PROJECTION**

	2017-18 Current Year	2018-19	2019-20	2020-21	2021-22
Administration Cost	25,188.26	25,566.08	25,949.57	26,338.82	26,733.90
Advertising & Promotion	5,559.83	5,643.22	5,727.87	5,813.79	5,901.00
Garbage & Hazardous Waste Disposal	2,383.12	2,418.86	2,455.15	2,491.97	2,529.35
Professional Fees	6,874.31	6,977.42	7,082.09	7,188.32	7,296.14
Grounds Maintenance	5,134.78	5,211.80	5,289.97	5,369.32	5,449.86
Insurance	7,535.68	7,648.72	7,763.45	7,879.90	7,998.10
Janitor Contract & Expenses	24,794.23	25,166.14	25,543.63	25,926.79	26,315.69
Office & Small Asset Purchases	7,566.18	7,679.67	7,794.87	7,911.79	8,030.47
Postage	653.97	663.78	673.74	683.84	694.10
Repair & Maintenance	27,196.62	27,604.57	28,018.64	28,438.92	28,865.50
Society Expenses	0.00	0.00	0.00	0.00	0.00
Phone/Fax/Internet	6,722.61	6,823.45	6,925.80	7,029.69	7,135.14
Utilities	15,389.77	15,620.62	15,854.93	16,092.75	16,334.14
GST	4,109.18	4,170.82	4,233.38	4,296.88	4,361.34
OPERATING BUDGET	139,108.54	141,195.16	143,313.09	145,462.79	147,644.73
Budget figures are based on 1.5% increase/year from the 2017-2018 projected totals (Attachment A)					
INCREASE REQUESTED	8,000.00	8,000.00	8,000.00	1.50%	1.50%
SCRD GRANT	118,040.39	126,040.39	134,040.39	136,051.00	138,091.76
DEFICIT	21,068.14	15,154.77	9,272.70	9,411.79	9,552.97

Pender Harbour & District Health Centre**HISTORICAL OPERATIONAL FUNDING**

	Bylaw Grant	Actual Costs	Deficits
2002 - 2007	80,000/year		
2008 - 2010	95,000/year		
2010-2011	97,533.32	120,228.32	22,695.00
2011-2012	103,148.90	131,680.90	28,532.00
2012-2013	103,311.69	134,053.69	30,742.00
2013-2014	105,873.84	131,582.84	25,709.00
2014-2015	107,124.72	128,258.72	21,134.00
2015-2016	108,844.00	132,789.00	23,945.00
2016-2017	110,040.39	134,887.17	24,846.78
2017-2018	118,040.39	139,108.54	21,068.15
		projected	
TOTALS	853,917.25	1,052,589.18	198,671.93

HISTORICAL CAPITAL PROJECT FUNDING

		Cost	SCRD Support	Net	
Nurses' emergency call system		13,900.00		13,900.00	
BC Hydro PowerSmart upgrade		11,754.00	3,500.00	8,254.00	
24/7 generator		95,689.00	20,000.00	75,689.00	
Sprinkler system		56,727.00	16,727.00	40,000.00	
HVAC upgrade, 2015-16		14,476.00	14,476.00	0.00	dental
HVAC upgrade, 2014-15		3,529.71		3,529.71	dr
HVAC upgrade, 2013-14		6,342.09		6,342.09	dental
HVAC upgrade, 2012-13		4,256.00		4,256.00	office
Community garden 2015		4,741.53		4,741.53	
New furnace	2016	8,896.50		8,896.50	
Physio office	2017	5,276.59		5,276.59	
Bear Fence	2017	2,256.46		2,256.46	
TOTALS		227,844.88	54,703.00	173,141.88	

Pender Harbour & District Health Centre

PATIENT GEOGRAPHIC BREAKDOWN

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

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

		Oct. 2016	Oct. 2017
On Coast	# of patients	3,953	4,231
	% of total	77%	74%
Off Coast	# of patients	1,154	1,468
	% of total	23%	26%
Total patients		5,107	5,699
Increase from 2016 to 2017			11.60%
On Coast Breakdown by Region:			
Madeira Park	# of patients	2,268	2,422
	% of total	57.3%	57.2%
Garden Bay	# of patients	981	1,042
	% of total	24.8%	24.6%
Egmont	# of patients	197	209
	% of total	5.0%	4.9%
Subtotal - Area A	# of patients	3,446	3,673
	% of total	87.2%	86.8%
Halfmoon Bay	# of patients	247	271
	% of total	6.2%	6.4%
Sechelt	# of patients	166	186
	% of total	4.2%	4.4%
Roberts Cr/Gibsons	# of patients	94	101
	% of total	2.4%	2.4%
Subtotal - Other	# of patients	507	558
	% of total	12.8%	13.3%

NOTES:

On Coast increase	277	7% growth over 2016
Area A increase	227	6.6% growth over 2016
Other SC increase	50	9.9% growth over 2016
Off Coast increase	314	27.5% growth over 2016

Increasing trend of more Off Coast patients, up from 23% to 26%

Further growth in patient visits from other regions on the Sunshine Coast, up from 12.8% to 13.3%

Overall patient increase of 592, 11.6% growth over 2016

PENDER HARBOUR & DISTRICT HEALTH CENTRE**2017 - 2018 BUDGET****DESIGNATED REVENUE**

VCH Contract	271,305.00
SCRD Grant	118,040.00
Tenant Income	83,000.00
Seniors Health	35,000.00
Harbourside Friendships	14,000.00
Pender Harbour Seniors Initiative	38,500.00

TOTALS	559,845.00
--------	------------

NON DESIGNATED FUNDS

Donations & Bequests	30,000.00
Membership	600.00
Auxiliary	55,000.00
Interest Income	3,000.00
Endowment Fund Interest	12,667.75
Tray Fees/Private Medical	650.00

TOTALS	101,917.75
--------	------------

TOTAL REVENUE	661,762.75
----------------------	-------------------

MEDICAL EXPENSES

Courier	7,600.00
Delivery / Fuel Surcharge	630.00
Medical Supplies	19,950.00
Office Expenses	8,340.00
Home Care Mileage	5,500.00
Staff Development	6,500.00
Wages & Benefits	273,480.00

TOTALS	322,000.00
--------	------------

PHHC PROGRAMS

Harbourside Friendships, Aux. Support	3,500.00
Harbourside Friendships Program	14,000.00
Pender Harbour Seniors Initiative Program	38,500.00
Better at Home Program	300.00
Hospice/Bereavement Programs	300.00
Chronic Conditions / Cardiac Wellness	3,000.00
Palliative On Call	1,000.00
Women's Wellness/ NP Support	5,500.00
Seniors Health	30,000.00
Youth Clinic	4,500.00
Diabetes Education/Foot Care	9,075.00

PHSI Support	2,500.00
Additional Staff Development	12,000.00
Emergency Prep/Response Program	500.00
General Program Support	450.00
TOTALS	125,125.00

OPERATIONAL EXPENSES & SPECIAL PROJECTS

Administration Costs	125,900.00
Advertising & Publicity	12,600.00
Garbage	2,205.00
Hazardous Waste Disposal	790.00
Grounds Maintenance	4,700.00
Community Garden	1,020.00
Insurance	12,000.00
Janitor Contract	22,900.00
Janitorial Supplies	4,200.00
Office Exp, Supplies, Security, Dues, Fees	8,340.00
Postage	630.00
Mortgage Interest Payment, Property Tax	6,500.00
Legal, Accounting, Bank Charges	7,750.00
Repairs & Maintenance	20,546.00
Phone/Fax/Internet	7,560.00
Utilities	18,500.00
TOTALS	256,141.00

TOTAL EXPENSES	703,266.00
-----------------------	-------------------

NET OPERATIONAL INCOME	-41,503.25
-------------------------------	-------------------

CASH FLOW

Cash Flow From Operating Activities	-41,503.25
GST Recoverable	3,589.00
Capital Items	-21,000.00
Special Projects	
Other?	

ACTUAL USE OF CASH	-58,914.25
---------------------------	-------------------

DETAIL RE: CAPITAL ITEMS AND SPECIAL PROJECTS

Medical Equipment (Capital)	-21,000.00
EMR Transition (Special)	TBD
Parking (Special)	TBD
TOTALS	-21,000.00

Restricted funds are indicated by red font

Pender Harbour & District Health Centre Society

Financial Statements

(Unaudited)

March 31, 2017

Pender Harbour & District Health Centre Society
Table of Contents

(Unaudited)

March 31, 2017

	Page
Review Engagement Report	2
Statement of Financial Position	3
Statement of Operations and Changes in Fund Balances	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 10

Review Engagement Report

To the members of Pender Harbour & District Health Centre Society

We have reviewed the statement of financial position of Pender Harbour & District Health Centre Society as at March 31, 2017 and the statement of operations and changes in fund balances and statement of cash flows for the year. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.

Sechelt, British Columbia
August 14, 2017

TCG LLP
Chartered Professional Accountants

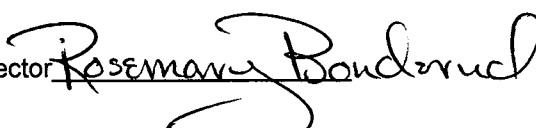
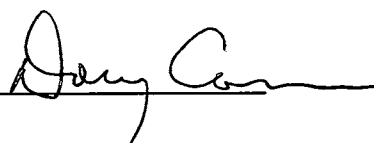
Pender Harbour & District Health Centre Society
Statement of Financial Position

(Unaudited)

March 31	General Fund	Capital Fund	March 31, 2017	March 31, 2016
Assets				
Current				
Cash	\$ 153,530	\$ -	\$ 153,530	\$ 107,123
Marketable securities	2,715	-	2,715	2,907
Term deposits	175,000	-	175,000	175,000
Accounts receivable	9,074	-	9,074	36,325
GST/HST recoverable	1,371	-	1,371	4,173
Prepaid expenses	9,712	-	9,712	10,495
	351,402	-	351,402	336,023
Externally restricted cash (Note 3)	6,009	4,690	10,699	6,856
Tangible capital assets (Note 4)	-	1,310,023	1,310,023	1,154,019
	\$ 357,411	\$ 1,314,713	\$ 1,672,124	\$ 1,496,898
Liabilities				
Current				
Accounts payable and accrued liabilities	\$ 33,205	\$ -	\$ 33,205	\$ 41,279
Deferred contributions (Note 5)	64,975	57,074	122,049	64,457
	98,180	57,074	155,254	105,736
Long-term debt (Note 6)	-	179,475	179,475	-
	98,180	236,549	334,729	105,736
Fund Balances				
Unrestricted	64,665	-	64,665	101,170
Internally restricted (Note 3)	194,566	-	194,566	190,528
Invested in capital assets	-	1,078,164	1,078,164	1,099,464
	259,231	1,078,164	1,337,395	1,391,162
	\$ 357,411	\$ 1,314,713	\$ 1,672,124	\$ 1,496,898

Commitment (Note 9)

Approved on behalf of the Board of Directors:

Director  Director 

Pender Harbour & District Health Centre Society
Statement of Operations and Changes in Fund Balances

(Unaudited)

For the year ended March 31	General Fund	Capital Fund	2017	2016
Revenues				
Donations	\$ 86,662	\$ 891	\$ 87,553	\$ 84,089
VCHA Contract	275,379	-	275,379	265,404
Membership and miscellaneous	520	-	520	450
Grants	68,993	1,280	70,273	72,908
Rentals and fees	81,690	-	81,690	83,455
Interest income	4,757	-	4,757	4,366
Operating allowance	110,439	-	110,439	108,844
	628,440	2,171	630,611	619,516
Expenditures				
Advertising and promotion	6,151	-	6,151	7,390
Amortization	-	40,577	40,577	40,841
Accounting and legal	6,778	-	6,778	5,705
Courier	7,792	-	7,792	7,014
Insurance	11,134	-	11,134	10,931
Interest on long-term debt	-	3,330	3,330	-
Incentive payment	30,000	-	30,000	30,000
Medical supplies	20,992	-	20,992	16,688
Office	14,977	-	14,977	12,889
Non-recoverable sales taxes	2,773	-	2,773	2,639
Property taxes	328	-	328	-
Repairs and maintenance	49,998	-	49,998	57,385
Program costs	58,574	-	58,574	65,273
Telephone	7,788	-	7,788	6,467
Training	5,755	-	5,755	7,525
Utilities	21,525	-	21,525	14,717
Wages and benefits	395,714	-	395,714	402,352
	640,279	43,907	684,186	687,816
Other expenses				
Endowment gift (Note 7)	-	-	-	10,778
Fair market value adjustment of marketable securities	192	-	192	480
Excess (deficiency) of revenues over expenditures	(12,031)	(41,736)	(53,767)	(79,558)
Fund balances, beginning of year	291,698	1,099,464	1,391,162	1,470,720
Interfund transfer (Note 8)	(20,436)	20,436	-	-
Fund balances, end of year	\$ 259,231	\$ 1,078,164	\$ 1,337,395	\$ 1,391,162

Pender Harbour & District Health Centre Society
Statement of Cash Flows

(Unaudited)

For the year ended March 31	2017	2016
Operating activities		
Excess (deficiency) of revenues over expenditures	\$ (53,767)	\$ (79,558)
Adjustments for		
Amortization	40,577	40,841
	(13,190)	(38,717)
Change in non-cash working capital items		
Marketable securities	192	480
Accounts receivable	27,251	(34,562)
Sales taxes recoverable	2,802	(1,687)
Accounts payable and accrued liabilities	(8,074)	13,358
Deferred contributions	57,592	(7,696)
Prepaid expenses	782	(2,133)
	67,355	(70,957)
Investing activities		
Purchase of tangible capital assets	(196,580)	(70,448)
Increase (decrease) in term deposits	-	75,000
Decrease in restricted cash	(3,843)	14,662
	(200,423)	19,214
Financing activities		
Long-term debt	179,475	-
Increase (decrease) in cash	46,407	(51,743)
Cash, beginning of year	107,123	158,866
Cash, end of year	\$ 153,530	\$ 107,123

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

(Unaudited)

March 31, 2017

1. Nature of operations

Pender Harbour & District Health Centre Society is incorporated under the Society Act of British Columbia as a non-profit organization and is a registered charity under the Income Tax Act. The Society's major activity is operating the local community health centre in Madeira Park, BC.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian generally accepted accounting principles. The significant policies are detailed as follows:

(a) Cash equivalents

Cash equivalents consist of short term investments with an initial maturity of three months or less.

(b) Financial instruments

(i) Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Society subsequently measures its financial assets and financial liabilities at amortized cost, except for equity securities quoted in an active market, which are subsequently measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, externally restricted cash, term deposits and accounts receivable.

Financial assets measured at fair market value include marketable securities.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

the present value of the cash flows expected to be generated by the asset or group of assets;

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2017

(Unaudited)

2. Significant accounting policies, continued

the amount that could be realized by selling the assets or group of assets;

the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income up to the amount of the previously recognized impairment.

(c) Fund accounting

The Society follows fund accounting principles. The General Fund accounts for the Society's general operations of operating the community health centre. The Capital Fund reports the assets, liabilities, revenues and expenses related to the Society's capital assets.

(d) Revenue recognition

The Society follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions for future expenses are recognized as revenue in the year in which the related expenditures are incurred. Restricted contributions for the purchase of capital assets are recognized as revenue on the same basis as the amortization expense related to the acquired capital assets. Interest, rental and other revenues are recognized using the accrual method.

(e) Tangible capital assets

Capital assets are recorded at the original cost less related government assistance, plus any costs of betterment less accumulated amortization. Amortization has been recorded on a straight line basis over the expected useful lives of the assets at the rates indicated below. The carrying value of capital assets is written-off when the assets are sold or scrapped, or when they have no further useful economic life.

Buildings	Declining balance	2.5%
Equipment	Declining balance	10%
Computer equipment	Declining balance	20%

(f) Impairment of long-lived assets

The Society tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2017

(Unaudited)

2. Significant accounting policies, continued

(g) Income taxes

As a registered charity, the Society is exempt from taxes under Section 149 of the Income Tax Act and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity, the Society must meet certain requirements laid out in the Income Tax Act. In management's opinion, these requirements have been met.

(h) Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

3. Restricted cash

The Society's cash and short term investments include \$194,566 (2016 - \$190,528) of internally restricted funds consisting of \$159,528 (2016 - \$187,482) set aside as a contingency reserve to provide for planned capital expansion and expansion of services, and internally restricted funds of \$35,438 (2016 - \$3,046) consisting of various deferred contributions restricted for the purpose of financing future operating costs of internal programs.

The \$6,009 (2016 - \$5,666) of externally restricted cash in the operating fund is the residual amount of VCHA SMART grant received during the past few years for the purpose of financing future operating expenses of the Pender Harbour Seniors Initiative program.

The externally restricted cash of \$4,690 (2016 - \$1,190) in the capital asset fund relates to future purchases of medical equipment pursuant to the restriction of a specific donation.

4. Tangible capital assets

	Cost	Accumulated amortization	Net Book Value	Net Book Value
Land	\$ 513,988	\$ -	\$ 513,988	\$ 330,000
Buildings	1,235,702	465,688	770,014	788,314
Equipment	101,069	78,042	23,027	30,422
Computer equipment	26,679	23,685	2,994	5,284
	\$ 1,877,438	\$ 567,415	\$ 1,310,023	\$ 1,154,020

The total cost of property and equipment is net of related government assistance of \$369,470 (2016 - \$369,470).

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2017

(Unaudited)

5. Deferred contributions

Related to operating activities:

	2017	2016
Balance, beginning of the year	\$ 8,712	\$ 45,442
Less: amounts recognized as revenue during the year	(339,712)	(335,005)
Plus: amounts received related to future years	395,975	298,275
Balance, end of the year	\$ 64,975	\$ 8,712

Related to capital purchases:

	2017	2016
Balance, beginning of the year	\$ 55,745	\$ 26,712
Plus: amounts received related to the future years	3,500	31,204
Less: amounts recognized as revenue during the year	(2,171)	(2,171)
	\$ 57,074	\$ 55,745

6. Long-term debt

During the year the Society obtained a mortgage to finance the acquisition of the adjacent land. The terms of the mortgage are to be renewed on July 18, 2017. The mortgage is secured by land and assignment of rents. The term loan bears interest of prime + 0.5% and requires monthly interest-only payments.

7. Endowment gift

During the year, the Society transferred \$nil (2016 - \$10,778) to the Sunshine Coast Community Foundation to fund the Pender Harbour & District Health Centre Society Endowment which is an agency fund held in perpetuity by the Foundation for the benefit of the Society. As at March 31, 2017, the balance of the endowment fund capital was \$317,079.

The endowment fund assets belong to the Foundation and accordingly are not recognized as an asset of the Society. The endowment fund capital is held permanently and invested in accordance with the Foundation's investment policies. Distributable earnings from the endowment fund will be paid to the Society at least once a year. Should the Society discontinue its operations, ownership of the fund will remain with Sunshine Coast Community Foundation which will use the fund to benefit other health related organizations within Area A of the Sunshine Coast Regional District. If the Foundation ceases operations the balance of the endowment fund would be returned to the Society.

The grants of distributable earnings from the endowment fund will be recognized when the amounts are known and the receipt of the grant is reasonably assured.

Pender Harbour & District Health Centre Society
Notes to the Financial Statements

March 31, 2017

(Unaudited)

8. Interfund transfer

In accordance with the Board of Directors resolution, an amount of \$20,436 (2016 - \$39,244) was transferred from the General Fund to the Capital Fund for the purpose of acquiring property and equipment.

9. Commitment

On August 11, 2014 the Society entered into an agreement with Trail Bay Doctors for a Doctor to provide services to the community of Pender Harbour for two days per week. The agreement started on September 1, 2014 and will continue for a period of 3 years. An incentive payment of \$90,000 is to be paid in annual installments of \$30,000. As at March 31, 2017, the Society has fully paid its commitment pursuant to this contract.

10. Economic dependence

The Society's operations are economically dependent on the continued support of the Vancouver Coastal Health Authority and the Sunshine Coast Regional District.

11. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

Credit risk

Credit risk is the risk of financial loss as a result of a counterparty to a financial instrument failing to meet its obligations. Financial instruments that expose the Society to credit risk are cash of \$153,530 (2016 - \$107,123) and accounts receivable of \$9,074 (2016 - \$36,325). The Society holds all of its cash with one financial institution but because it is a BC credit union, the deposits are 100% guaranteed by the Province of BC. The Society's receivables are from government agencies and accrued interest on term deposits which reduces the Society's exposure to credit risk. In the opinion of management, the overall credit risk is low and not material.

Liquidity risk

Liquidity risk is the risk that the Society cannot repay its obligations to creditors when they become due. the Society is exposed to liquidity risk with respect to the accounts payable and accrued liabilities of \$33,201 (2016 - \$41,279). The Society keeps sufficient cash on hand to ensure that all payables can be paid as they come due and in the opinion of management, the liquidity risk is low and not material.

From: Rick MacDonald
To: [Tara Crosby](#)
Cc: [Rose Everett](#)
Subject: 2018 budget submission
Date: Tuesday, January 02, 2018 10:41:10 AM

Hi Tara,

It was good talk with you today. Glad that our budget submission is going forward into Round 1. Further to our conversation... this will confirm that our special project request for \$10,000 is for the needs assessment we are conducting which is in preparation for a facility expansion/capital investment.

We do not need to make a presentation this year, but perhaps will next year as our expansion planning becomes firmer.

Please let me know if you require anything further. Best wishes for a great 2018.

Regards...Rick

Rick MacDonald
Administrator
(604) 883-2774

This email was scanned by Bitdefender

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 23, 2018

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

SUBJECT: **PENDER HARBOUR HEALTH CLINIC-FUNDING OPTIONS FOR SPECIAL CAPITAL PROJECT AND ALLOCATION OPTIONS FROM ELECTORAL AREA B**

RECOMMENDATION(S)

THAT the report titled Pender Harbour Health Clinic-Funding Options for Special Capital Project & Allocation Options from Electoral Area B be received.

BACKGROUND

At the December 1, 2017 Special Corporate and Administrative Services Committee Pre-Budget meeting, the Board received funding requests from Community Partners and Stakeholders for the upcoming 2018 Budget. The following resolution was approved at the December 14, 2017 SCRD Board Meeting, excerpt below:

349/17 **Recommendation No. 6** *Pender Harbour Health Centre*

THAT the budget submission from the Pender Harbour Health Centre (PHHC) be received and moved to 2018 Round 1 Budget with clarification from the PHHC as to whether the special project is related to needs assessment for a capital investment;

AND THAT staff provide options for funding the special project;

AND FURTHER THAT staff report on funding allocation options based on the patronage at the PHHC and the requirements to make the changes to funding allocation.

DISCUSSION

The Pender Harbour Health Centre (PHHC) requested an additional \$10,000 toward a special project for 2018 which is part of a potential expansion of the facility. Staff from the PHHC confirmed via email “that our special project request for \$10,000 is for the needs assessment we are conducting which is in preparation for a facility expansion/capital investment. The project is to pay a contractor (Urban Matters) for a comprehensive community survey to help determine future expansion for the Health Centre.

Options for Special Project Funding:

1. Reserves

According to the Sunshine Coast Regional District Bylaw No. 515 for the PHHC, funds can be used for the following purposes (excerpt below):

5. Monies in the Reserve Fund shall only be used for:
- a) Expenditures for, or in respect of, capital projects and land, machinery or equipment necessary for them, including the extension or renewal of existing capital works.

Therefore, the initial feasibility work and related survey would not qualify to be funded from the reserve as it isn't capital in nature at this time. If the project does evolve into a capital project, reserve funds can be contemplated as a source of funding.

Staff recommend that if this special project were to be considered for 2018 Budget that it be funded through taxation.

2. Funding Allocation Options Based on Patronage at the PHHC

Currently the only participant in the Pender Harbour Health Clinic Service [410] - established through Bylaw 1003 - is Area A. Any changes related to the participants in the service or funding apportionment, would necessitate an amendment to the establishing bylaw which would require, at minimum, the written consent of 2/3 of the participants and the approval of the Inspector of Municipalities. Information on public engagement and support for the change would also be expected to accompany the request for approval. If the change was a significant departure from what was contemplated when the service was established, the Minister could order that an elector approval process be undertaken.

The timeline for accomplishing an amendment is dependent on the consultation method pursued and re-prioritization of staff work plans. The Ministry review period for such a bylaw amendment is likely four to six weeks. As the deadline for coding service changes has passed, no tax could be requisitioned on an amended service for 2018.

Amending or establishing a service requires a detailed analysis and discussion of various allocation options which staff were unable to provide for Round 1. Staff do not recommend an establishing bylaw amendment as a solution to the current funding request.

3. Grant-in-Aid

The *Local Government Act* authorizes the use of grants-in-aid for the purpose of benefiting the community or any aspect of the community and the grant can be apportioned to the areas deemed to benefit from the service. However, the Board Policy on Rural Areas Grant-in-Aid expressly states that grants will not be provided to "hospitals / healthcare".

It would not be appropriate for Area A to contribute to this project through grant-in-aid as a service already exists.

Providing funding through a grant-in-aid is not feasible as it is contrary to legislation, as an established service already exists.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

This report summarizes options for funding the special project at the PHHC, as well as the requirements to make changes to service area participants.

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



Sunshine Coast Regional District
 Special Corporate and Administrative Services Committee
 1975 Field Rd.
 Sechelt, BC
 V0N 3A1

November 10, 2017

Summary of Programs and Services

Halfmoon Bay – Chatelech Community School Association

Thank you for the opportunity to report a summary of our Association's programs and services and to present our request for 2018. We have received funding from the SCRD for over a decade to support Restorative Practices across School District #46 and received funding support for Halfmoon Bay Tween Nights in 2017. We are most appreciative of your on-going confidence allowing us to work with school staff and community to continue to deliver these valuable programs

We will begin with an overview of the programs our association is involved in. We will also attach an outline of our Restorative Practices program, an outline of our Tween Night program and finally our current financial position, which includes our 2017/18 proposed budget. Our main funders are CommunityLINK from School District #46, Ministry of Children and Families, Office of the Early Years, and yourselves.

Through CommunityLINK funds we are able to provide a Community School Coordinator in both Halfmoon Bay Community Elementary, and Chatelech Secondary. These Coordinators both work part-time (19 hours per week during the school year). In Halfmoon Bay our Coordinator works an additional 5 hours per week offering our Halfmoon Bay Information and Referral Centre, which is presently funded by the SCRD but we understand that we now must apply for continuing funding through the new Regional Economic Development Board, or SCREDO.

Programs offered and or supported at Halfmoon Bay include monthly and after January 2018, bi-monthly Tween Nights, Kicks for Kids, Student Leadership, Homework Club, Volunteer Readers, Breakfast Program, Yearbook Club, Lunchtime Clubs, support of school and community events, as well as the Fruit and Veggie Program. Through her Information and Referral hours, our Coordinator provides welcome packages to new families, community and business information to residents and visitors, created and consistently updates a local business list and encourages economic development through referrals and an annual Business and Entrepreneur show.

At Chatelech Secondary, programs include a Breakfast and Hungry Kids Lunch Program, Fruit and Veggie Program, Spuds in Tubs, Cool School (an afterschool program for students grades 7 to 12 offering experience in wood working, metal and automotive), Homework Club, Grade 7 Transition events, support of Shine On students in school activities ensuring an inclusive school environment, support of the Mentors in Violence Prevention Program, and other school events.

Through funding from the Office of the Early Years we sponsor the Sunshine Coast's Early Years Centre initiative. We are in the fourth year of a five-year contract to work toward integration of Early Years Services on the Sunshine Coast. A steering committee guides the project with representatives from Vancouver Coastal Health, Sunshine Coast Community Services, Childcare Resource and Referral, School District #46 and the Early Years Council. We have three physical sites, one partner site and a website where families can access information about all Sunshine Coast services for families with children zero to five. We have three main goals, which include a strong, integrated parenting strategy, a united "One Door Approach" to services, and addressing barriers for families who are unable to connect with the services provided. Our parenting strategy includes three education programs (Circle of Security, Happily Ever After, and Positive Discipline) as well as outreach to families in the home and coaching at Centre sites. Our second goal of "One Door Approach" includes shared training and partnership events to deepen our understanding and confidence in referring families to each other's services. Thirdly, we work to address barriers to families accessing service and supporting programs in areas of high vulnerability.

Please see the attached Restorative Practices report and Halfmoon Bay Tween Night report as well as our association's financial statement indicating our current financial position and proposed budget as requested.

We respectfully request continuation of our funding for Restorative Practices (\$10,000 annually) and Halfmoon Bay Tween Night (\$2,700 annually). We do not expect any cost of living increases.

We expect our programming for 2018 to remain similar to the programs described above.

We thank you for your continued support.

Sincerely,

Sue Lamb
Restorative Practices Coordinator

Wendy Pearson
HMB Community School Coordinator



Sunshine Coast Regional District
Special Corporate and Administrative Services Committee
1975 Field Rd.
Sechelt, BC
V0N 3A1

November 10, 2017

Summary Restorative Practices
Halfmoon Bay – Chatelech Community School Association

Thank you for the opportunity to report a summary of Restorative Practices this year, and for your many years of support for this important work.

The funding we receive for Restorative Practices from the SCRD is used to provide training, resources and a four-hour per week coordinator who manages trainings, mentors staff, and works with Dr. Evelyn Zellerer and a district planning team to guide our grant. This year, funds were used to do school wide staff training at Kinnikinnick Elementary and a district wide training at Chatelech Secondary. Remaining funds will be used for one more training this winter; we are in conversation with Evelyn Zellerer to choose a date for January or February 2018.

Presently we have over 115 teachers, youth workers, community school coordinators, principals, and education assistants trained in circle practice. Circles are used for teaching skills such as empathy, sharing perspectives, resolving conflict, leadership development, creating positive classroom culture, and problem solving. Circles ensure all voices are heard, they are a strong support to the social/emotional health of classrooms and schools. School counselors and Aboriginal Education staff continue to be our strongest advocates using circles in classrooms on a regular basis. Principals and community school coordinators report using circle process with staff and committee meetings, parents are learning about circle process through Positive Discipline classes.

We continue to work closely with the Restorative Justice Program of the Sunshine Coast, sharing training, referrals, and mentorship.

Coordinator time has been used to offer circles at Elphinstone Secondary, to support a growing interest in Positive Discipline parent education classes, and to coordinate trainings. We have been able to provide mentorship in Positive Discipline at Kinnikinnick Elementary in two classrooms through volunteer hours of one of our most experienced parent educators Sarah Joseph as part of her on going training. Throughout last winter and spring circle keepers met monthly to practice their skills, a workshop is planned for expanding this support. Last year Roberts Creek Community School Association has established a regular circle keeper in three classrooms at Cedar Grove, plans are underway to continue this successful initiative this year.

We feel this approach is expanding and deepening in our district, we appreciate the on-going opportunity to continue the work we do.

Restorative Practices Funding 2017/18
Halfmoon Bay – Chatelech Community School Association

Grant received August 2017	\$10,000.00
School wide training	\$1680.00
District wide training - Oct. 20	\$1680.00
Proposed training Jan/Feb 2018	\$1640.00
Coordinator wages Aug/17 to June/18	<u>\$5000.00</u>
Total	\$10,000.00

Please see the above financial statement indicating our current financial position.

We would greatly appreciate your continued support of this initiative; funds would be spent in a similar manner as this year.

Sincerely,

Sue Lamb
Restorative Practices Coordinator



Sunshine Coast Regional District
Special Corporate and Administrative Services Committee
1975 Field Rd.
Sechelt, BC
V0N 3A1

November 10, 2017

Halfmoon Bay Tween Night
Halfmoon Bay – Chatelech Community School Association

Thank you for the opportunity to update you on our Friday night Halfmoon Bay Tween Night Program and for your consideration for ongoing support. Our current grant-in-aid funding of \$2,700 from the SCRD began in September of 2017 and will conclude in June of 2018. We are asking for continued support for September 2018 to June 2019.

The funding that the SCRD provided in 2017 has resulted in the enhancement of the Friday Night Tween Program that we run in Halfmoon Bay. In the past, we ran a Tween Night program the last Friday of each month with the exception of Spring and Summer Break. Now with your support, we are able to increase the frequency of the program from once a month to bi-monthly, subsidize drop-in fees for our vulnerable students, provide a healthy dinner/snack when participants arrive, have two safe adults available at all times and increase our program value with a budget for supplies. With only one session under our belt for this school year, we are already seeing success and meeting a need to help our vulnerable youth here in Halfmoon Bay.

We can now provide more options to keep our children engaged in different activities including but not limited to the following: movie nights, outdoor adventure walks, walks to the beach and the local store, sports tournaments, obstacle courses and scavenger hunts. Our youth leave the program feeling supported with a sense of belonging and full bellies to start their weekend, but most importantly this program provides a safe place to be for our middle years students.

Formally the SCRD Recreation Department employed one safe adult and paired them with a volunteer supplied by the Community School. Through your funding the Community School Coordinator is able to have additional hours to be the second safe adult or to be able to pay an honorarium to a qualified volunteer in their place. The addition of the Coordinator not only allows us to have more flexibility with numbers and age groups, but also gives vulnerable students safe school community connections outside of school time. This allows more opportunity for our youth to participate in a safe and supervised activity within their-own community.

Here is our current budget from September 2017-June 2018:

Budget with approved Grant- in-aid of \$2,700 from SCRD: Funding Period September 2017-June 2018.

Based on 10 sessions, one in October and November of 2017 and two in January, February, April & May of 2018.

Advertising	\$50
Food & Drink (\$70 per session)	\$700
HMB Coordinator hours (2.5 hr. per session)	\$600
Supplies (\$120 per session)	\$1200
Subsidized Student Fees (\$15/session estimate)	\$150
<hr/>	
	\$2,700

We would appreciate your on-going support in helping us provide this program. We truly believe there is a need here in Halfmoon Bay to keep our youth safe, connected and engaged in our community.

Sincerely,

Wendy Pearson
Halfmoon Bay Community School Coordinator

Halfmoon Bay - Chatelech Community School
July 1, 2017 - June 30, 2018

PROPOSAL #3 BUDGET (As At Nov 8, 2017)

INCOME

GST Rebate	A	500.00
Interest Income	B	900.00
Grant - Raise a Reader DEFERRED FROM 2017	C	4,119.08
Cool School - DEFERRED FROM 2017 (re: Anvil Purchase)	D	388.28
Grant - Positive Discipline (SCCU) DEFERRED FROM 2017	E	500.00
Grant - Early Years #4 (July17-Mar18)		
Early Years #4 Admin Portion 10% x 52,000 x 9/12		
Early Years #4 DEFERRED FROM 2017		
Net Early Years #4 less admin portion	F	38,957.53
Grant - Early Years #5 (Apr-Jun18)		
Early Years #5 Admin Portion 10% x 52,000 x 3/12		
Net Early Years #5 less admin portion	G	12,523.79
Early Years #3 (Apr2016-Mar2017) Admin DEFERRED FROM 2017	H	5,200.00
Early Years #4 Admin (Jan-Mar2017) DEFERRED FROM 2017	H	1,300.00
Early Years #4/5 Admin Portion July17-June18	I	5,200.00
Grant -Restorative Practices/Restitution (SCRD)	J	10,000.00
Grant -Restorative Practices/Restitution DEFERRED FROM 2017	J	949.79
Grant - Resource and Referral (SCRD)	K	3,000.00
Grant - Resource and Referral (SCRD) DEFERRED FROM 17	K	1,674.58
Grant - Tween Night (SCRD)	L	2,700.00
Grant - SD#46 Community Link	M	39,170.00
Grant - SD#46 Community Link CHAT DEFERRED FROM 2017	M	4,005.63
Grant - SD#46 Community Link HMB DEFERRED FROM 2017	M	-
Total Income		131,088.68

EXPENSES		
Amortization		200.00
Flex Fund Expenses	A	500.00
Raise a Reader Exp	C	4,119.08
Cool School -Chatelech	D	3,388.28
Positive Discipline	E	500.00
Early Years #4 Project Exp (July17-Mar18)	F	19,407.53
Wages & Benefits - EY4 (July17-Mar18)	F	19,550.00
Early Years #5 Project Exp (Apr-Jun18)	G	6,523.79
Wages & Benefits - EY5 (Apr-Jun18)	G	6,000.00
Early Years #3 Admin (for Res & Ref Prgm if needed)	H	200.00
Early Years #4 (Apr-Jun2016) (for Res & Ref Prgm if needed)	H	725.00
Wages & Benefits - Meredith & Andrea (funded by EY3 Admin)	H	3,275.00
Wages & Benefits - Meredith & Andrea (funded by EY4 Admin)	H	1,100.00
Inamojo Program (funded by Early Years #3 Admin)	H	1,200.00
Wages & Benefits -KinderSpark (funded by EY5 Admin)	I	1,000.00
Website Design (includes wages to Meredith)	I	650.00
Volunteer Recognition & Honorariums	I	600.00
Development and Training	I	500.00
Advertising and Promotion	I	100.00
Accounting and Legal	I	1,300.00
Office	I	300.00
Dues and Fees	I	150.00
Insurance	I	600.00
Total Expenses covered by EY Admin (\$5200)	I	
Wages & Benefits - Restorative Practices/Restitution	J	4,300.00
Restorative Practice/Restitution Project Exp	J	6,649.79
Wages & Benefits - Resource & Referral	K	6,200.00
Resource & Referral Project Exp	K	-
Tween Night (10 sessions)	L	2,700.00
Community Link Exp - Chat Site Team Exp	M	4,085.00
Community Link Exp - Chat Site Team Exp DEFERRED	M	4,005.63
Community Link Exp - HMB Site Team Exp	M	4,085.00
Wages & Benefits - Community Link	M	31,000.00
Office - increase this year	B	300.00
Total Expenses		135,214.10
NET INCOME (LOSS)		-\$ 4,125.42

Halfmoon Bay - Chatelech Community School
July 1, 2017 - June 30, 2018

PROPOSED BUDGET (As At November 8, 2017)

SUMMARY

GST Income & Flex Fund Expense	A	-
Interest Income *available funds for programs/unforseen exp.	B	600.00
Raise a Reader Exp	C	-
Cool School -Chatelech *funded by Retained Earnings	D	- 3,000.00
Positive Discipline	E	-
Early Years #4	F	-
Early Years #5	G	-
Early Years #3 Admin (deferred from 2017)	H	-
Admin Expenses (funded by EY4 & EY5)	I	-
Restorative Practice/Restitution Project Exp	J	-
Resource & Referral Program *Deficit	K	- 1,525.42
Tween Night Program	L	-
Community Link	M	-
Amortization *non cash item		- 200.00
Net Income (Loss)		- 4,125.42

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 23, 2018

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

SUBJECT: **HALFMOON BAY-CHATELECH COMMUNITY SCHOOL ASSOCIATION-FUNDING OPTIONS FOR SPECIAL PROJECT REQUEST SEPTEMBER 2018 TO JUNE 2019**

RECOMMENDATION(S)

THAT the report titled Halfmoon Bay-Chatelech Community School Association-Funding Options for Special Project Request September 2018 to June 2019 be received.

BACKGROUND

At the December 1, 2017 Special Corporate and Administrative Services Committee Pre-Budget meeting, the Board received funding requests from Community Partners and Stakeholders for the upcoming 2018 Budget. The following resolution was adopted at the December 14, 2017 SCRD Board Meeting, excerpt below:

349/17 **Recommendation No. 11** *Halfmoon Bay-Chatelech Community School Association*

THAT the budget submission from the Halfmoon Bay-Chatelech Community School Association be received and moved to 2018 Round 1 Budget;

AND THAT staff report on options to fund the special request from Halfmoon Bay-Chatelech Community School Association at 2018 Round 1 Budget.

The Halfmoon Bay-Chatelech Community School Association has requested ongoing funding support in the amount of \$2,700 for the Halfmoon Bay Tween Night. This program was piloted in 2017 and the Association was awarded one-time funding from Rural Area's A [121] - \$200 and B [122] - \$2,500 through the annual Grant-in-Aid process. The purpose of this report is to provide funding options for the Board's consideration.

DISCUSSION

Currently, the Halfmoon Bay-Chatelech Community School Association receives \$10,000 for Restorative Justice / Youth Drop-In Programs which is paid from Rural Areas' Grant-in-Aid Community Schools [125], with participants from all Rural Areas, District of Sechelt and Town of Gibsons. Staff do not believe the tween-night qualifies under this program or service.

The Association is also seeking ongoing funding for the initiative which would make funding through Rural Area Grant-in-Aid functions less favourable. In considering the most appropriate function to potentially fund this program, staff recommend Regional Recreation Programs [670]

as this is where all other Community School funding is provided (see table below). All areas participate in this service, excluding islands.

Function	Group	2017 Funding Amount
670	Youth Recreation Programs - Sechelt Community Schools Society	\$10,000
670	Youth Recreation Programs - Gibsons Landing Community Society	\$10,000
670	Youth Recreation Programs - Pender Harbour Community School	\$10,000
670	Youth Recreation Programs - Roberts Creek Community School	\$10,000
670	Sechelt Youth Centre - Sechelt Community Schools Society	\$30,000
670	Recreation Services - Pender Harbour Community School	\$32,000

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

The Halfmoon Bay-Chatelech Community School Association has requested ongoing funding support in the amount of \$2,700 for the Halfmoon Bay Tween Night. If the Board would like to consider funding this program on an annual basis, staff recommend it be funded through Regional Recreation Programs [670].

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

Roberts Creek Community Library

	Budget 2018	Actual YTD Jan-Dec 2017	Budget 2017
REVENUE			
Book sales & Fundraising	3,000	2,731	2,825
Donations	1,200	1,340	1,225
Room rent	400	560	440
Lost books repayment	150	63	160
SCRD - Grant	13,500	12,600	12,600
Misc income	300	115	170
TOTAL REVENUE	18,550	17,409	17,420
EXPENSES			
Books - Adult	7,120	6,893	6,650
Cleaning	1,200	1,000	900
Office, R&M	1,500	1,284	1,390
Rent	7,680	7,560	7,560
Supplies	700	670	560
Telephone	350	343	360
TOTAL EXPENSE	18,550	17,750	17,420
NET	0	(341)	0

Last year, we did not request an increase for 2017 over 2016. However, this year we are facing several cost increases - for hydro, internet, cleaning, and book purchasing

CONTACT:

Kathleen Hudson, treasurer
 kmhudson@telus.net
 604-885-8800

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – December 1, 2017

AUTHOR: Kathy Harrison, Treasurer, Pender Harbour Reading Centre Society

SUBJECT: 2018 R1 BUDGET PROPOSAL FOR PENDER HARBOUR READING CENTRE – SPECIAL PROJECT REQUEST

RECOMMENDATION(S)

THAT the report titled 2018 R1 Budget Proposal for PENDER HARBOUR READING CENTRE – Special Project Request be received.

DISCUSSION:

The Pender Harbour Reading Centre is in its 51st year serving the community of Area A. It is entirely run by 35-40 volunteers, open 5 days a week from 11:00 am to 2:00 pm., providing reading materials, DVD's, and access to the internet via a community computer which was purchased through a donation by Rotary International 5 years ago. Our work office computer was updated last year with a grant in aid from SCRD, Area A of \$1,200. The BC Library Service allows us to use the Inter-library Loan system, and the Sechelt library supports us by paying for our internet connection and a weekly pickup/drop off of books between Sechelt and PHRC in Madeira Park.

We purchase books through the United Library Service at a 40% discount, we also purchase some books on Amazon when cheaper, and accept donations of current books from the general public. Thanks to a bequest made in 1982 we survived on interest accrued on this money, however, for the last 9 years interest rates are so low that we are now reducing the capital. Since the crash of oil prices and subsequent decline of the dollar, the cost of buying books has doubled. Our approach for the last 2 years has been to reduce the number of books purchased, but our patrons are now questioning the validity of this policy long-term! PHRC is requesting \$2,000 in the 2018 budget from the Library function for Area A to assist in the purchase of books to renew our declining collection.

2018 R1 Budget Proposal for Special Project

1	<i>Function Number – Project Name:</i>	<i>Project Name: Area A Library function</i>
	<i>2018 Funding Required:</i>	<i>\$2,000.00</i>
	<i>Rational / Service Impacts:</i>	<i>Maintain level of service</i>
	<i>Savings Potential (if applicable):</i>	
	<i>Future Financial Implications</i>	

To: Members of the SCRD Budget Committee

From Janet Falk & Kathy Harrison, Pender Harbour Reading Centre

As requested by Tina Perreault, we are forwarding additional details to our request for \$2,000 for the 2018 budget year.

Attached is an update to our original budget submitted with our estimated year end actual results.

As the most significant expense is purchasing books, the PHRC has been significantly effected by the widening gap between the Canadian and US Dollar. All books, wherever purchased originate in the US and as a result our book purchases have increased in cost since 2015 by over 40%. In 2016, the Board tried to control this cost by buying less books, spending the same amount and buying half the number of books. As the reason for our existence as a small library is to provide books, we feel that we must increase the number of books we purchase this year. The change in the relationship of the Canadian dollar from the beginning of 2015 at \$1.17Cdn to \$1 US has risen to \$1.46Cdn to \$1 Cdn in our last invoice from United Library Services where our books are purchased.

In addition, since our original budget submission we have experienced a major problem with the furnace in the building which we lease from SCRD. Unfortunately, this furnace is so old that it can no longer be set to a lower heat when the building is not in use as it does not have the capability of raising the temperature up again. We have been advised by the repairman that we must keep the temperature set between 18-20C. As a result of this our last two monthly oil bills have been \$550, followed \$450. These two months in the past have averaged \$350 each. I am sure we are unlikely to have the furnace replaced by SCRD this winter, this additional cost of fuel will put severe pressure on our budget.

I hope the Committee can see their way to providing our request of \$2,000 for the 2018 budget year.

PENDER HARBOUR READING CENTRE									
Budget comparisons 2018- 2012									
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	2018	Dec 31/17	2017	2016	2016	2015	2015	2014	2014
INCOME									
Memberships	\$900.00	\$800.00	\$900.00	\$965.00	\$1,040.00	\$1,010.00	\$900.00	\$825.00	\$900.00
Overdue Books	\$150.00	\$157.65	\$150.00	\$192.30	\$150.00	\$158.65	\$150.00	\$149.55	\$200.00
Book Sales	\$200.00	\$199.75	\$200.00	\$263.00	\$200.00	\$244.55	\$150.00	\$218.47	\$300.00
Dividends	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$1.02	\$0.00	\$44.01	\$0.00
Donations	\$200.00	\$225.85	\$200.00	\$495.00	\$200.00	\$804.65	\$200.00	\$135.58	\$700.00
Individual Donations	\$700.00	\$640.00	\$700.00	\$1,638.49	\$1,400.00	\$750.00	\$700.00	\$645.00	\$600.00
SCRD	\$2,000.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00	\$500.00	\$1,500.00	\$1,000.00	\$1,500.00
50th Anniversary				\$1,100.00	\$1,200.00				
Inter-Library Loans	\$75.00	\$16.50	\$75.00	\$73.90	\$90.00	\$62.40	\$75.00	\$77.50	\$75.00
Lost Books	\$0.00		\$0.00	\$32.00	\$0.00	\$46.70	\$0.00	\$18.00	\$0.00
Interest	\$400.00	\$1,323.01	\$400.00	\$1,188.19	\$400.00	\$783.01	\$600.00	\$687.16	\$1,000.00
Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$4,625.00	\$4,582.76	\$3,825.00	\$6,447.88	\$5,180.00	\$4,360.98	\$4,275.00	\$3,800.27	\$5,275.00
Accounting	\$500.00	\$525.00	\$500.00	\$575.00	\$500.00	\$495.00	\$525.00	\$505.00	\$600.00
Advertising	\$0.00	\$0.00	\$0.00	\$385.00	\$720.00	\$80.00	\$0.00	\$0.00	\$0.00
Books	\$4,500.00	\$4,147.91	\$5,400.00	\$6,131.08	\$4,500.00	\$5,356.97	\$4,000.00	\$5,788.03	\$4,500.00
Insurance	\$1,700.00	\$1,601.00	\$1,700.00	\$1,773.00	\$1,700.00	\$1,718.00	\$1,700.00	\$1,689.00	\$1,700.00
Minister Finance	\$25.00	\$40.00	\$25.00	\$65.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Miscellaneous	\$150.00	\$314.10	\$150.00	\$294.75	\$150.00	\$166.50	\$150.00	\$204.98	\$150.00
Office Supplies	\$450.00	\$1,476.66	\$450.00	\$700.45	\$950.00		\$400.00	\$897.92	\$400.00
Rent	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25
Repairs & Maint.	\$500.00	\$335.00	\$500.00	\$690.24	\$500.00	\$976.01	\$500.00	\$576.25	\$500.00
Service charges	\$0.00	\$3.75	\$0.00	\$34.19	\$0.00	\$3.75	\$0.00	\$8.23	\$0.00
Catering & Music - 50th	\$0.00	\$0.00	\$0.00	\$1,997.33	\$650.00				
Telephone & Internet	\$1,100.00	\$1,307.81	\$1,100.00	\$1,182.16	\$1,100.00	\$1,125.21	\$900.00	\$946.91	\$800.00
Utilities	\$1,400.00	\$2,061.41	\$1,400.00	\$1,640.04	\$1,700.00	\$1,224.42	\$1,700.00	\$1,735.87	\$1,500.00
Gst Expense	\$300.00	\$297.66	\$300.00	\$294.62	\$350.00	\$251.92	\$250.00	\$244.00	\$300.00
Total Expenses	\$10,630.00	\$12,115.30	\$11,530.00	\$15,767.86	\$12,850.00	\$11,427.78	\$10,155.00	\$12,626.19	\$10,480.25
TOTAL DEFICIT	-\$6,005.00	-\$7,532.54	-\$7,705.00	-\$9,319.98	-\$7,670.00	-\$7,066.80	-\$5,880.00	-\$8,825.92	-\$5,205.25

January 2, 2018									
-----------------	--	--	--	--	--	--	--	--	--



Sunshine Coast
Museum
 & Archives

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

November 10, 2017
 Sunshine Coast Regional District
 1975 Field Road,
 Sechelt, BC V0N 3A1

Dear Board Members,

Attached is our financial statement showing 2017 revenue and expenditures (projected to year end), along with our proposed 2018 budget.

Our renovations made the Museum more accessible. We have had the busiest year on record, over 5,000 visitors with a modest increase in donations at the door and sales. This increase could be due to the forest fires in parts of British Columbia.

We hosted a wide variety of successful community events including: Coast Salish Weaving, Antiques Roadshow, George & Charlotte Gibson Day, Historical Walking Tours, Boldly Went Storytelling and All Hallow's Eve. We collaborated with the tems swiya Museum, Squamish Lilwat Cultural Centre, Driftwood Players Theatre, School District #46, Gibsons Public Art Gallery, Skookumchuck Heritage Society and Pender Harbour Living Heritage Society, among others. This November with a grant from BC Museum Association's Canada 150 we will be improving the 2nd floor lighting.

Our General Operating and Utility expenses have increased every year at a rate higher than 1%. Insurance costs have increased as has hydro, water, sewer and other utilities. Our renovations made the Museum more accessible with an elevator that requires an added phone line and regular inspections which must be done, and has added to our General Operating costs. There have been increased employer costs for our 2.5 employees for Extended Health, CPP and EI. The employees are crucial to keep the doors open and to provide for continuity to the public for research and community liaison. In addition the employees are vital in keeping our electronic presence up to date.

Even with the SCRD contribution towards our expenses, Museum revenues will have to increase to cover the shortfall. We have cut expenses in areas where we could.

We have Special Projects when we are able to find additional funds needed for the project. These projects are not included in our regular operating budget but cover tasks that need to be done to keep the Museum and it's collection of historical material functional.

We are requesting a 1.015% increase in the SCRD contribution for Museum operations. This is in keeping with last years suggested 1% increase even though expenses continue to raise at a higher rate for almost all expenses.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trish Wray', is shown on a light blue background.

Trish Wray, Treasurer

Name of Organization	Sunshine Coast Museum & Archives Society										
Date Created:	31-Oct-17										
Revision Date:	January 8, 2018										
Budget Planning Year:	2018										
Year to Date:	Dec-17										
	2018	Acutals to	2017		% Variance	Financial Planning					
	Budget	Dec. 31/17	Budget	Variance	2018	2018	2019	2020	2021	2022	NOTES:
REVENUE:						1%	1%	2%	2%	2%	Using 1% then 2% for budget increases
Local Government Request											
SCRD	\$ 86,275.00	\$ 85,000.00	\$ 85,000.00	\$ 1,275.00	1%	\$ 86,275.00	\$ 87,137.75	\$ 88,880.51	\$ 90,658.12	\$ 92,471.28	
Total Request	\$ 86,275.00	\$ 85,000.00	\$ 85,000.00	\$ 1,275.00	1%	\$ 86,275.00	\$ 87,137.75	\$ 88,880.51	\$ 90,658.12	\$ 92,471.28	
Grants											
Summer Student Canada Helps	\$ 4,650.00	\$ 3,551.00	\$ 5,540.00	\$ - 890.00	-19%	\$ 4,650.00	\$ 4,696.50	\$ 4,790.43	\$ 4,886.24	\$ 4,983.96	Grants have been limited in the last few years
Other Grants	\$ 1,000.00		\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ 1,010.00	\$ 1,030.20	\$ 1,050.80	\$ 1,071.82	
Sub Total Grants	\$ 5,650.00	\$ 3,551.00	\$ 6,540.00	\$ - 890.00	-16%	\$ 5,650.00	\$ 5,706.50	\$ 5,820.63	\$ 5,937.04	\$ 6,055.78	
Other Revenue											
Museum Funding	\$ 33,495.00	\$ 24,101.97	\$ 28,260.00	\$ 5,235.00	16%	\$ 33,495.00	\$ 33,829.95	\$ 34,506.55	\$ 35,196.68	\$ 35,900.61	Overall costs raising so more revenue needed
Sub Total Other	\$ 33,495.00	\$ 24,101.97	\$ 28,260.00	\$ 5,235.00	16%	\$ 33,495.00	\$ 33,829.95	\$ 34,506.55	\$ 35,196.68	\$ 35,900.61	
Previous Year (Deficit) / Surplus							\$ 50.00				
Total Revenue - Organization Generated	\$ 39,145.00	\$ 27,652.97	\$ 34,800.00	\$ 4,345.00	11%	\$ 39,145.00	\$ 39,486.45	\$ 40,327.18	\$ 41,133.72	\$ 41,956.40	
TOTAL REVENUE	\$ 125,420.00	\$ 112,652.97	\$ 119,800.00	\$ 5,620.00	4%	\$ 125,420.00	\$ 126,624.20	\$ 129,207.68	\$ 131,791.84	\$ 134,427.67	
	2018	Acutals to	2017		% Variance	Financial Planning					
	Budget	Dec. 31/17	Budget	Variance	2018	2018	2019	2020	2021	2022	
EXPENSES:											
Collections Management											
Conservation, Display, Research, Storage	\$ 2,275.00	\$ 2,384.61	\$ 4,675.00	\$ - 2,400.00	-105%	\$ 2,275.00	\$ 2,297.75	\$ 2,343.71	\$ 2,390.58	\$ 2,438.39	Cut back on essentials to meet budget target
Sub Total	\$ 2,275.00	\$ 2,384.61	\$ 4,675.00	\$ - 2,400.00	-105%	\$ 2,275.00	\$ 2,297.75	\$ 2,343.71	\$ 2,390.58	\$ 2,438.39	
Personnel											
Human Resources	\$ 86,000.00	\$ 77,816.61	\$ 83,550.00	\$ 2,450.00	3%	\$ 86,000.00	\$ 86,860.00	\$ 88,597.20	\$ 90,369.14	\$ 92,176.53	Increase due to higher employer costs
Sub Total	\$ 86,000.00	\$ 77,816.61	\$ 83,550.00	\$ 2,450.00	3%	\$ 86,000.00	\$ 86,860.00	\$ 88,597.20	\$ 90,369.14	\$ 92,176.53	
Operations											
General Operating, Fundraising & GST	\$ 22,820.00	\$ 20,023.33	\$ 17,775.00	\$ 5,045.00	22%	\$ 22,820.00	\$ 23,048.20	\$ 23,509.16	\$ 23,979.35	\$ 24,458.93	Overall increases plus new charges for mandatory elevator upkeep
Outreach/Public Programing	\$ 5,475.00	\$ 4,113.62	\$ 4,750.00	\$ 725.00	13%	\$ 5,475.00	\$ 5,529.75	\$ 5,640.35	\$ 5,753.15	\$ 5,868.21	Now includes internet and web site maintenance that were in Utiliti
Utilities	\$ 8,150.00	\$ 7,573.59	\$ 7,700.00	\$ 450.00	6%	\$ 8,150.00	\$ 8,231.50	\$ 8,396.13	\$ 8,564.05	\$ 8,735.33	Overall increase in all utilities including Hydro and Water/Sewer
Reinvest Interest on Reserves	\$ 750.00	\$ 740.41	\$ 1,000.00	\$ - 250.00	-33%	\$ 750.00	\$ 757.50	\$ 772.65	\$ 788.10	\$ 803.87	Less Money in reserve to reinvest
Sub Total	\$ 37,195.00	\$ 32,450.95	\$ 31,225.00	\$ 5,970.00	16%	\$ 37,195.00	\$ 37,566.95	\$ 38,318.29	\$ 39,084.65	\$ 39,866.35	
TOTAL EXPENSES	\$ 125,470.00	\$ 112,652.17	\$ 119,450.00	\$ 6,020.00	5%	\$ 125,470.00	\$ 126,724.70	\$ 129,259.19	\$ 131,844.38	\$ 134,481.27	
	2018	Acutals to	2017		% Variance	Financial Planning					
	Budget	Dec. 31/17	Budget	Variance	2018	2018	2019	2020	2021	2022	
Special Projects - To Be done if additional fundraising or grants generate the revenue required to complete the project											
Income for Special Projects											
Museum School	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%						
Restoration Projects		\$ 528.00		\$ -							
Upstairs Lighting Upgrade	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -15,000.00							Grants received for upgrade
2018 Conservation - Cold Storage - Negatives	\$ 3,500.00			\$ 3,500.00	100%	\$ 3,500.00	-	-	-	-	Applying for grants for preserving sensitive negatives
2018 Upgrade offsite storage facility	\$ 23,500.00			\$ 23,500.00	100%	\$ 23,500.00					Fundraise & Grants for off site storage to upgrade to utilize
2018 Web Site Redevelopment	\$ 2,000.00			\$ 2,000.00	100%	\$ 2,000.00					Grants to update web site
2019 Upgrade Artifact/Archive Storage Room				\$ -			\$ 10,000.00	\$ -	\$ -		Fundraise & Grants to upgrade Archive/Artifact Storage
2020 Exhibit upgrade and Collection preservation				\$ -				\$ 10,000.00			Fundraise & Grants Exhibit upgrade & Collection preservation
2021 Update Strategic Plan				\$ -					\$ 5,000.00		Grants to update strategic plan

Total Income for Special Projects	\$ 29,750.00	\$ 16,278.00	\$ 15,750.00	\$ 14,000.00	47%	\$ 29,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ -	
Proposed Exenditures for Special Projects as noted about but only if funds have been raised or grants received to cover costs											
EXPENSES FOR SPECIAL PROJECTS											
Funds Reserved for Special Projects		\$ 10,134.03		\$ -							
Museum School	\$ 750.00	\$ 300.00	\$ 750.00	\$ -	0%	\$ 750.00					
Restoration Projects		\$ 528.00		\$ -							
Upstairs Lighting Upgrade	\$ -	\$ 5,315.97	\$ 15,000.00	\$ 15,000.00							Upgrade upstairs lighting and electrical for safety and efficiency
2018 Conservation - Cold Storage - Negatives	\$ 3,500.00			\$ 3,500.00	100%	\$ 3,500.00	-	-	-	-	Purchase freezers and conservation material for preservagtion
2018 Upgrade offsite storage facility	\$ 23,500.00			\$ 23,500.00	100%	\$ 23,500.00					Make containers useable for storage including hydro and shelving
2018 Web Site Redevelopment	\$ 2,000.00			\$ 2,000.00	100%	\$ 2,000.00					Update to web site
2019 Upgrade Artifact/Archive Storage Room				\$ -			\$ 10,000.00	\$ -	\$ -		Ventilation, shelving and conservation material
2020 Exhibit upgrade and Collection preservation				\$ -				\$ 10,000.00			Standardize signage & upgrade conservation of exhibit material
2021 Update Strategic Plan				\$ -					\$ 5,000.00		Create strategic plan with meetings and consultations
TOTAL EXPENSES FOR SPECIAL PRO.	\$ 29,750.00	\$ 16,278.00	\$ 15,750.00	\$ 14,000.00	47%	\$ 29,750.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
TOTAL COMMITTED EXPENDITURES	\$ 155,220.00	\$ 128,930.17	\$ 135,200.00	\$ 20,020.00	13%	\$ 155,220.00	\$ 136,724.70	\$ 139,259.19	\$ 141,844.38	\$ 134,481.27	
LESS PROPOSED EXPENDITURES	\$ 29,750.00	\$ 16,278.00	\$ 15,750.00	\$ 14,000.00	47%	\$ 29,750.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
LESS ORGANIZATION REVENUE	\$ 39,145.00	\$ 27,652.97	\$ 34,800.00	\$ 4,345.00	11%	\$ 39,145.00	\$ 39,486.45	\$ 40,327.18	\$ 41,133.72	\$ 41,956.40	
TOTAL TAX REQUISITION	\$ 86,325.00	\$ 84,999.20	\$ 84,650.00	\$ 1,675.00	2%	\$ 86,325.00	\$ 87,238.25	\$ 88,932.02	\$ 90,710.66	\$ 92,524.87	

Name of Organization	Sunshine Coast Museum & Archives Society										
Date Created:	31-Oct-17										
Revision Date:											
Budget Planning Year:	2018										
Year to Date:	Oct-17										
	2018	Acutals to	2017		% Variance	Financial Planning					
	Budget	Oct-17	Budget	Variance	2018	2018	2019	2020	2021	2022	NOTES:
REVENUE:						1%	1%	2%	2%	2%	Using 1% then 2% for budget increases
Local Government Request											
SCRD	\$ 86,275.00	\$ 85,000.00	\$ 85,000.00	\$ 1,275.00	1%	\$ 86,275.00	\$ 87,137.75	\$ 88,880.51	\$ 90,658.12	\$ 92,471.28	
Total Request	\$ 86,275.00	\$ 85,000.00	\$ 85,000.00	\$ 1,275.00	1%	\$ 86,275.00	\$ 87,137.75	\$ 88,880.51	\$ 90,658.12	\$ 92,471.28	
Grants											
Summer Student Canada Helps	\$ 4,650.00	\$ 3,551.00	\$ 5,540.00	-\$ 890.00	-19%	\$ 4,650.00	\$ 4,696.50	\$ 4,790.43	\$ 4,886.24	\$ 4,983.96	Grants have been limited in the last few years
Other Grants	\$ 1,000.00		\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ 1,010.00	\$ 1,030.20	\$ 1,050.80	\$ 1,071.82	
Sub Total Grants	\$ 5,650.00	\$ 3,551.00	\$ 6,540.00	-\$ 890.00	-16%	\$ 5,650.00	\$ 5,706.50	\$ 5,820.63	\$ 5,937.04	\$ 6,055.78	
Other Revenue											
Museum Funding	\$ 33,495.00	\$ 18,659.18	\$ 28,260.00	\$ 5,235.00	16%	\$ 33,495.00	\$ 33,829.95	\$ 34,506.55	\$ 35,196.68	\$ 35,900.61	Overall costs raising so more revenue needed
Sub Total Other	\$ 33,495.00	\$ 18,659.18	\$ 28,260.00	\$ 5,235.00	16%	\$ 33,495.00	\$ 33,829.95	\$ 34,506.55	\$ 35,196.68	\$ 35,900.61	
Previous Year (Deficit) / Surplus							-\$ 50.00				
Total Revenue - Organization Generated	\$ 39,145.00	#####	#####	\$ 4,345.00	11%	#####	#####	#####	#####	#####	
TOTAL REVENUE	\$ 125,420.00	#####	#####	\$ 5,620.00	4%	#####	#####	#####	#####	#####	
	2018	Acutals to	2017		% Variance	Financial Planning					
	Budget	Oct-17	Budget	Variance	2018	2018	2019	2020	2021	2022	
EXPENSES:											
Collections Management											
Conservation, Display, Research, Storage	\$ 2,275.00	\$ 1,517.02	\$ 4,675.00	-\$ 2,400.00	-105%	\$ 2,275.00	\$ 2,297.75	\$ 2,343.71	\$ 2,390.58	\$ 2,438.39	Cut back on essentials to meet budget target
Sub Total	\$ 2,275.00	\$ 1,517.02	\$ 4,675.00	-\$ 2,400.00	-105%	\$ 2,275.00	\$ 2,297.75	\$ 2,343.71	\$ 2,390.58	\$ 2,438.39	
Personnel											
Human Resources	\$ 86,000.00	\$ 65,290.84	\$ 83,550.00	\$ 2,450.00	3%	\$ 86,000.00	\$ 86,860.00	\$ 88,597.20	\$ 90,369.14	\$ 92,176.53	Increase due to higher employer costs
Sub Total	\$ 86,000.00	\$ 65,290.84	\$ 83,550.00	\$ 2,450.00	3%	\$ 86,000.00	\$ 86,860.00	\$ 88,597.20	\$ 90,369.14	\$ 92,176.53	
Operations											
General Operating, Fundraising & GST	\$ 22,820.00	\$ 10,651.12	\$ 17,775.00	\$ 5,045.00	22%	\$ 22,820.00	\$ 23,048.20	\$ 23,509.16	\$ 23,979.35	\$ 24,458.93	Overall increases plus new charges for mandatory elevato
Outreach/Public Programing	\$ 5,475.00	\$ 3,473.39	\$ 4,750.00	\$ 725.00	13%	\$ 5,475.00	\$ 5,529.75	\$ 5,640.35	\$ 5,753.15	\$ 5,868.21	Now includes internet and web site maintenace that were
Utilities	\$ 8,150.00	\$ 6,078.53	\$ 7,700.00	\$ 450.00	6%	\$ 8,150.00	\$ 8,231.50	\$ 8,396.13	\$ 8,564.05	\$ 8,735.33	Overall increase in all utilities including Hydro and Water/
Reinvest Interest on Reserves	\$ 750.00	\$ 740.41	\$ 1,000.00	-\$ 250.00	-33%	\$ 750.00	\$ 757.50	\$ 772.65	\$ 788.10	\$ 803.87	Less Money in reserve to reinvest
Sub Total	\$ 37,195.00	\$ 20,943.45	\$ 31,225.00	\$ 5,970.00	16%	\$ 37,195.00	\$ 37,566.95	\$ 38,318.29	\$ 39,084.65	\$ 39,866.35	
TOTAL EXPENSES	\$ 125,470.00	\$ 87,751.31	#####	\$ 6,020.00	5%	#####	#####	#####	#####	#####	
	2018	Acutals to	2017		% Variance	Financial Planning					
	Budget	Oct-17	Budget	Variance	2018	2018	2019	2020	2021	2022	
Special Projects - To Be done if additional fundraising or grants generate the revenue required to complete the project											
Income for Special Projects											
Museum School	\$ 750.00	\$ 300.00	\$ 750.00	\$ -	0%						
Lighting Upgrade	\$ -		\$ 15,000.00	-\$ 15,000.00							Grants received for upgrade
2018 Conservation - Cold Storage - Negatives	\$ 3,500.00			\$ 3,500.00	100%	\$ 3,500.00	-	-	-	-	Applying for grants for preserving sensitive negatives
2018 Upgrade offsite storage facility	\$ 23,500.00			\$ 23,500.00	100%	\$ 23,500.00					Fundraise & Grants for off site storage to upgrade to utiliz
2018 Web Site Redevelopment	\$ 2,000.00			\$ 2,000.00	100%	\$ 2,000.00					Grants to update web site
2019 Upgrade Artifact/Archive Storage Room				\$ -			\$ 10,000.00	\$ -	\$ -		Fundraise & Grants to upgrade Archive/Artifact Storage
2020 Exhibit upgrade and Collection preservation				\$ -				\$ 10,000.00			Fundraise & Grants Exhibit upgrade & Collection preserva
2021 Update Strategic Plan				\$ -					\$ 5,000.00		Grants to update strategic plan
Total Income for Special Projects	\$ 29,750.00	\$ 300.00	\$ 15,750.00	\$ 14,000.00	47%	\$ 29,750.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ -	

Proposed Exenditures for Special Projects as noted about but only if funds have been raised or grants received to cover costs											
EXPENSES FOR SPECIAL PROJECTS											
Museum School	\$ 750.00	\$ 300.00	\$ 750.00	\$ -	0%	\$ 750.00					
Lighting Upgrade	\$ -		\$ 15,000.00	\$ 15,000.00							Upgrade upstairs lighting and electrical for safety and effi
2018 Conservation - Cold Storage - Negatives	\$ 3,500.00			\$ 3,500.00	100%	\$ 3,500.00	-	-	-	-	Purchase freezers and conservation material for preservat
2018 Upgrade offsite storage facility	\$ 23,500.00			\$ 23,500.00	100%	\$ 23,500.00					Make containers useable for storage including hydro and
2018 Web Site Redevelopment	\$ 2,000.00			\$ 2,000.00	100%	\$ 2,000.00					Update to web site
2019 Upgrade Artifact/Archive Storage Room				\$ -			\$ 10,000.00	\$ -	\$ -		Ventilation, shelving and conservation material
2020 Exhibit upgrade and Collection preservation				\$ -				\$ 10,000.00			Standardize signage & upgrade conservation of exhibit mat
2021 Update Strategic Plan				\$ -					\$ 5,000.00		Create strategic plan with meetings and consultations
TOTAL EXPENSES FOR SPECIAL PROJECTS	\$ 29,750.00	\$ 300.00	\$ 15,750.00	\$ 14,000.00	47%	\$ 29,750.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
TOTAL COMMITTED EXPENDITURES	\$ 155,220.00	\$ 88,051.31	#####	\$ 20,020.00	13%	#####	#####	#####	#####	#####	
LESS PROPOSED EXPENDITURES	\$ 29,750.00	\$ 300.00	\$ 15,750.00	\$ 14,000.00	47%	\$ 29,750.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
LESS ORGANIZATION REVENUE	\$ 39,145.00	\$ 22,210.18	\$ 34,800.00	\$ 4,345.00	11%	\$ 39,145.00	\$ 39,486.45	\$ 40,327.18	\$ 41,133.72	\$ 41,956.40	
TOTAL TAX REQUISITION	\$ 86,325.00	\$ 65,541.13	\$ 84,650.00	\$ 1,675.00	2%	\$ 86,325.00	\$ 87,238.25	\$ 88,932.02	\$ 90,710.66	\$ 92,524.87	

Name of Organization	Skookumchuck Heritage Society
Date Created:	20-Nov-17
Revision Date:	4-Jan-18
Budget Planning Year:	2018
Year to Date:	Dec-17

	2018 Budget	Actuals to Dec. 31, 2017	2017 Budget	Variance	% Variance 2018	2018	2019	2020	2021	2022	NOTES:
REVENUE:											
Local Government Request											
SCRD	\$ 32,200.00	\$ 32,000.00	\$ 32,200.00	\$ -	0%						
Total Request	\$ 32,200.00	\$ 32,000.00	\$ 32,200.00	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Grants:											
Young Canada Works Student Program	\$ -	\$ 3,855.02	\$ -	\$ -							
Sub Total Grants	\$ -	\$ 3,855.02	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue											
Donations / Museum Admission	\$ 8,000.00	\$ 8,693.93	\$ 8,000.00	\$ -	0%						
Gift Shop Sales	\$ 11,000.00	\$ 12,232.96	\$ 11,000.00	\$ -	0%						
Membership Fees	\$ 75.00	\$ 90.00	\$ 75.00	\$ -	0%						
Interest	\$ -	\$ 0.04	\$ -	\$ -							
Sub Total Other	\$ 19,075.00	\$ 21,016.93	\$ 19,075.00	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Previous Year (Deficit) / Surplus											
Total Revenue - Organization Generated	\$ 19,075.00	\$ 24,871.95	\$ 19,075.00	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE	\$ 51,275.00	\$ 56,871.95	\$ 51,275.00	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENSES:											
Materials and Supplies											
Janitorial	\$ 500.00	\$ 544.84	\$ 300.00	\$ 200.00	40%						
Repair & Maintenance	\$ 2,000.00	\$ 746.69	\$ 1,500.00	\$ 500.00	25%						
Gift Shop Inventory	\$ 7,000.00	\$ 7,850.36	\$ 6,500.00	\$ 500.00	7%						
Office Supplies	\$ 1,000.00	\$ 1,582.72	\$ 700.00	\$ 300.00	30%						
Fundraising Supplies	\$ 500.00	\$ 348.17	\$ -	\$ 500.00	100%						
Sub Total	\$ 11,000.00	\$ 11,072.78	\$ 9,000.00	\$ 2,000.00	18%	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Please see Notes 1 & 2</i>											
Office / Equipment											
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
Sub Total	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
Facility / Utilities											
Water	\$ 300.00	\$ 299.45	\$ 300.00	\$ -	0%						
Hydro	\$ 2,500.00	\$ 2,454.87	\$ 1,600.00	\$ 900.00	36%						
Internet / Website	\$ 1,200.00	\$ 1,388.52	\$ 1,200.00	\$ -	0%						
Phone	\$ 1,300.00	\$ 1,309.70	\$ 1,300.00	\$ -	0%						
Security	\$ 300.00	\$ 789.40	\$ 400.00	\$ 100.00	-33%						
Sub Total	\$ 5,600.00	\$ 6,241.94	\$ 4,800.00	\$ 800.00	14%	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel											
Regular Staff	\$ 30,000.00	\$ 26,808.88	\$ 28,150.00	\$ 1,850.00	6%						
Student	\$ 5,700.00	\$ 4,525.15	\$ 5,700.00	\$ -	0%						
Remittances	\$ 6,000.00	\$ 4,156.66	\$ 5,000.00	\$ 1,000.00	17%						
Worksafe	\$ 175.00	\$ 158.53	\$ 175.00	\$ -	0%						
Sub Total	\$ 41,875.00	\$ 35,649.22	\$ 39,025.00	\$ 2,850.00	7%	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Please see Notes 1 & 2 for this section</i>											
Other Expenses											
Insurance	\$ 2,800.00	\$ 2,779.00	\$ 2,800.00	\$ -	0%						
Dues & Filing Fees	\$ 150.00	\$ 40.00	\$ 150.00	\$ -	0%						
Advertising	\$ 700.00	\$ 833.77	\$ 700.00	\$ -	0%						
Display Supplies	\$ 150.00	\$ 183.04	\$ 150.00	\$ -	0%						
Card Processing Fees	\$ 200.00	\$ 219.73	\$ 100.00	\$ 100.00	50%						
Sub Total	\$ 4,000.00	\$ 4,055.54	\$ 3,900.00	\$ 100.00	3%	\$ -	\$ -	\$ -	\$ -	\$ -	
Training / Development											
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
Sub Total	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL EXPENSES	\$ 62,475.00	\$ 57,019.48	\$ 56,725.00	\$ 5,750.00	9%	\$ -	\$ -	\$ -	\$ -	\$ -	
CAPITAL REQUIREMENT											
Purchases:											
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
Subtotal Purchased	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
Proposed Expenditures:											
-			\$ -	\$ -	#DIV/0!						
-			\$ -	\$ -	#DIV/0!						
Sub Total Proposed	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL CAPITAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COMMITTED EXPENDITURES	\$ 62,475.00	\$ 57,019.48	\$ 56,725.00	\$ 5,750.00	9%	\$ -	\$ -	\$ -	\$ -	\$ -	
LESS PROPOSED EXPENDITURES	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	
LESS ORGANIZATION REVENUE	\$ 19,075.00	\$ 24,871.95	\$ 19,075.00	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL TAX REQUISITION	\$ 43,400.00	\$ 32,147.53	\$ 37,650.00	\$ 5,750.00	13%	\$ -	\$ -	\$ -	\$ -	\$ -	

Name of Organization
Date Created:
Revision Date:
Budget Planning Year:
Year to Date:

Sechelt Community Archives
11-Nov-17
2018
Oct-17

REVENUE:

	2018 Budget	Actuals to 10/31/2017	2017 Budget	Variance	% Variance 2018
Local Government Support	\$ 9,548.00	\$ 9,548.00	\$ 9,548.00	\$ -	0%
Total Request	\$ 9,548.00	\$ 9,548.00	\$ 9,548.00	\$ -	0%
Previous Year (Deficit) / Surplus		795	795		
TOTAL REVENUE	\$ 9,548.00	\$ 10,343.00	\$ 10,343.00	\$ -	0%

EXPENSES:

Materials and Supplies

Administrative fees	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ -	0%
Human Resources	\$ 7,500.00	\$ 5,757.00	\$ 7,500.00	\$ -	0%
One time replaclement computer	\$ 1,000.00	\$ 1,268.00	\$ 1,000.00	\$ -	0%
Supplies	\$ 250.00	\$ 290.00	\$ 250.00	\$ -	0%
Fees	\$ 120.00	\$ 120.00	\$ 120.00	\$ -	0%
Sub Total	\$ 10,220.00	\$ 8,785.00	\$ 10,220.00	\$ -	0%
TOTAL EXPENSES	\$ 10,220.00	\$ 8,785.00	\$ 10,220.00	\$ -	0%

Name of Organization
Date Created:
Revision Date:
Budget Planning Year:
Year to Date:

Roberts Creek Community School Society
25-Oct-17
2018
June 30 2017

	2018 Budget	Acutals to Jun-17	2016 Budget	Variance	% Variance 2018	2018	2019	2020	2021	2022
REVENUE:										
Local Government Request										
SCRD	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,500.00
Budget Proposal (if required)				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Total Request	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,500.00
Grants										
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total Grants	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue										
Roberts Creek Community School	\$ 1,235.00	\$ 1,020.00	\$ 1,020.00	\$ 215.00	17%	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00	\$ 1,060.00	\$ 1,060.00
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total Other	\$ 1,235.00	\$ 1,020.00	\$ 1,020.00	\$ 215.00	17%	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00	\$ 1,060.00	\$ 1,060.00
Previous Year (Deficit) / Surplus										
Total Revenue - Organization Generated	\$ 1,235.00	\$ 1,020.00	\$ 1,020.00	\$ 215.00	17%	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00	\$ 1,060.00	\$ 1,060.00
TOTAL REVENUE	\$ 11,235.00	\$ 11,020.00	\$ 11,020.00	\$ 215.00	2%	\$ 11,040.00	\$ 11,040.00	\$ 11,040.00	\$ 11,060.00	\$ 11,560.00

	2018 Budget	Acutals to Jun-17	2016 Budget	Variance	% Variance 2018	2018	2019	2020	2021	2022
EXPENSES:										
Materials and Supplies										
Equipment	\$ 408.00	\$ 400.00	\$ 400.00	\$ 8.00	2%					
Snacks	\$ 279.00	\$ 274.00	\$ 274.00	\$ 5.00	2%					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total	\$ 687.00	\$ 674.00	\$ 674.00	\$ 13.00	2%	\$ -	\$ -	\$ -	\$ -	\$ -
Office / Equipment										
Advertising & promotion	\$ 367.00	\$ 360.00	\$ 360.00	\$ 7.00	2%					
Administration	\$ 931.00	\$ 913.00	\$ 913.00	\$ 18.00	2%					
Printing	\$ 51.00	\$ 50.00	\$ 51.00	\$ -	0%					
-				\$ -	#DIV/0!					
Sub Total	\$ 1,349.00	\$ 1,323.00	\$ 1,324.00	\$ 25.00	2%	\$ -	\$ -	\$ -	\$ -	\$ -
Facility / Utilities										
Repairs & maintenance	\$ 200.00	\$ 191.00	\$ 191.00	\$ 9.00	5%					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total	\$ 200.00	\$ 191.00	\$ 191.00	\$ 9.00	5%	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel										
Training & development	\$ 100.00	\$ 107.00	\$ 104.00	\$ -4.00	-4%					
Mangement & supervision	\$ 2,068.00	\$ 2,025.00	\$ 2,027.00	\$ 41.00	2%					
Staff wages	\$ 6,831.00	\$ 6,700.00	\$ 6,700.00	\$ 131.00	2%					
-				\$ -	#DIV/0!					
Sub Total	\$ 8,999.00	\$ 8,832.00	\$ 8,831.00	\$ 168.00	2%	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses										
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
Training / Development										
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 11,235.00	\$ 11,020.00	\$ 11,020.00	\$ 215.00	2%	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL REQUIREMENT

	2018 Budget	Acutals to Jun-17	2016 Budget	Variance	% Variance 2018	2018	2019	2020	2021	2022
Purchases:										
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Subtotal Purchased	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
Proposed Expenditures:										
-				\$ -	#DIV/0!					
-				\$ -	#DIV/0!					
Sub Total Proposed	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COMMITTED EXPENDITURES	\$ 11,235.00	\$ 11,020.00	\$ 11,020.00	\$ 215.00	2%	\$ -	\$ -	\$ -	\$ -	\$ -
LESS PROPOSED EXPENDITURES	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -
LESS ORGANIZATION REVENUE	\$ 1,235.00	\$ 1,020.00	\$ 1,020.00	\$ 215.00	17%	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00	\$ 1,060.00	\$ 1,060.00
TOTAL TAX REQUISITION	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00	\$ 1,060.00	\$ 1,060.00

ROBERTS CREEK COMMUNITY SCHOOL SOCIETY – BUDGET 2018

	Community LINK	Nights Alive	SCRD Grants in Aid	SC Comm Found.	Roots of Empathy	Total RCCS Society
Revenue						
Program fees		10,000	3,000			13,000
SCRD funding					5,000	5,000
Roots of Empathy: PAC's	39,000					39,000
Community LINK						
Provincial ROE				12,000		12,000
Miscellaneous income	500					500
TOTAL	39,500	10,000	3,000	12,000	5,000	69,500
Expenses						
Accounting & Legal (Professional fees)	2,200	400				2,600
Advertising & Promotion	500	367				867
Automotive & travel	1,000					1,000
Insurance Liability/directors	450					450
Bank charges & Interest	800					800
Garden Development			3,000	12,000		15,000
Licenses & Fees	500					500
Material & Office Supplies	500	531				1,031
Printing expense	150	51				201
Program Expenses & Equip rental	0	408				408
Rent (School/SD 46)	100					100
Repairs & Maintenance	300	200				500
Telephone & communications.	1,000	244				1,244
Instructor Fees	500					500
Kinderspark program x 2	1,800					1,800
Wages - Nights Alive staff		6,831				6,831
Sub contractors - ROE instructors					5,000	5,000
Coordinator (includes \$1,500 MERCS)	26,900	2,068				28,968
Sub contractors -Cedar Grove etc.	1,200					1,200
Mindfulness instructor on staff	500					500
TOTAL	38,400	11,100	3,000	12,000	5,000	69,500
	1,100	-1,100	0	0	0	0

Roberts Creek Community School NIGHTS ALIVE Youth drop in program.

Goals and Performance Criteria November 2017.

Roberts Creek Community School Society acknowledges and agrees that the funds shall only be used for the purpose of developing and offering youth programs to benefit a broader regional purpose.

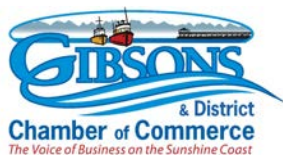
❖ Annual goals

1. To offer a regional, recreationally based Friday night youth drop in program.
2. To ensure that existing community facilities are utilized to implement the program.
3. To support community partnership that ensures the sustainability of the program.

❖ Performance criteria for the use of the funds:

Performance Criteria

Program Criteria	Activities	Outputs (reported in June 2017)	Outcomes (reported in June 2017)
To offer a regional, recreationally based Friday night youth drop in program	Delivery of a Friday night Youth drop in program focusing on recreation and positive pro social activities.	Program ran 26 Friday nights October 2017 – June 2017. (No program on Pro D days, Provincial stat holidays, July and August.)	<ul style="list-style-type: none"> Average of 20 youth participating in the program on any given Friday. Youth attending have a safe, social environment as an alternative to being on the street.
To ensure that existing community facilities are utilized to implement the program.	Use of the Roberts Creek Elementary School Gym for the Friday night activities.	Community use of the school gym facility on 26 Friday nights.	<ul style="list-style-type: none"> Community and youth feel a sense of belonging and ownership of the school facility.
To support community partnership that ensures the sustainability of the program.	Regular communication between key partners: teachers, parents, School District 46, Roberts Creek Community School Society and the Regional District. Solicit program support in the form of in-kind or financial contributions.	Regular communication about the program was posted on Facebook and twitter. Regular check in protocol with the Youth Outreach workers and recreation staff was developed. School staff and parents were enlisted to cooperatively solve issues as they arose.	<ul style="list-style-type: none"> Community members wishing to volunteer and help out know where they can contribute. Partners have the opportunity to practice collaboration and support for the benefit of all. Promotion. Good communication creates a high profile for the program in the community, providing families with the knowledge that there is a safe alternative to the street for youth on a Friday night.



November 21, 2017

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

Dear Ms. Perreault:

Re: Gibsons & District Chamber of Commerce Tourism Support Funding Request 2018

The following 2018 request for Tourism Services funding also includes a summary of the 2017 program.

	2018	2017
Visitor Services Centre – Gibsons/Area E& F	\$6,100	\$6,100
Travel Ambassador Program	\$1,600	\$1,600
Visitor Information Park / Travel Services Kiosk	<u>\$1,000</u>	
Total Request	\$8,700	\$7,700

This funding will allow us to continue to provide the service of assisting visitors to the Sunshine Coast who use Gibsons and District as the Gateway. Over 1 million visitors step on to our shores between the months May and September. They are seeking information, advise, directions, and even accommodation bookings. As the Gibsons Visitor Centres as well as the Gibsons sponsored Travel Ambassador program on the Ferry is the first contact with many of the Tourism Visitors, we continue to provide the essential services to ensure that their first impression of our community is a strong and lasting one.

Demonstrated this past season was the success of the Mobile Visitors Kiosk at the VIP wayfinding map rest stop. Over 1,000 cars stopped to seek assistance. We will carry on with the successful program begun this season with the placement of a Visitors Mobile Kiosk at the Visitor Information Park on Stewart Road. Plans are being considered to add additional activities that will enhance visitor's impression of the Sunshine Coast.

Current Visitor Services building in Gibsons Landing is small with limited parking and space to accommodate busy periods. If people did not stop at the Gibsons VIC they would tend to miss the Sechelt Office and the Pender Harbour kiosk if they did not travel that far. Opportunity to serve many more travellers to the Sunshine Coast as Gibsons, the Gateway after disembarking the BC Ferry. With our new Visitor Services kiosk at the by pass lets us provide full service of

information Gibsons and the Sunshine Coast, for lodging, points of interest, trails, beaches, parks, and the many tourism oriented businesses.

Click Modular Homes who provided us “in kind” donation of \$25,000 modular kiosk that was built on a flat deck trailer for easy of transportation and location continues to commit as a core contributor program. Along with local Sunshine Coast businesses APS division of Olsen Electric for Solar Panels and portable generator for powering of lights and electrical needs, as well as . HL Enterprises for fabricating the light portable aluminum stairs and railings for safety and securing. The Glass Doctor for a large double panel window that opened to allow customers to be served. We are now in a position to strengthen our service delivery to the growing levels of visitor traffic.

Your funding will assist us in the operational costs to continue our support of Gibsons, as well as Sunshine Coast Tourism growth.

Attached for your reference is our 11-month Financial Statements for both the Visitor Information Centre and the Travel Ambassador program. Both of these programs are a break-even venture and the SCRD funding is a major contributor to that position.

I would like to thank the continued support provided by SCRD. If you have any questions, please do not hesitate to contact me.

Best Regards,

Chris Nicholls
Executive Director

Gibsons Chamber of Commerce
Annual 2017 Budget Planning

Economic Development

	2016 Annual Actual	2017 OCT YTD	2017 Budget
REVENUE			
Additional Grants - Destination BC Project - CAN Summer Jobs			
Advertising			
Affiliate Membership			
AGM & other Events	40.00		
Associate Membership			
BC Chamber Benefit Rev. (versapay)			
Carry Over Previous Year			
Coupon Book Revenue	1490.00		
Destination BC Admin Fee			
Destination BC Tourism Fee for Services			
District of Sechelt			
Economic Development Revenue Projects	2500.00		
Events - AGM, Workshops, Dinners,			
First Data Monthly Rebates / Merchant Services			
Glacier Media - SC Tourist Guide			
Glacier Media - Visitors Choice - Miscellaneous			
Grant - Landscaping			
Insurance Comm/ Memberships			
Magazine & Map Distribution			
Make Space - storage, miscellaneous	120.00	200.00	
Maker's Faire Revenue / Eco Dev (sponsorships/donations)	3100.00	1911.73	3000.00
Memberships			
Not-for-Profit Membership DNU			
Previous Year Carry Over			
Racking Admin fee			
Racking fee			
Retail Sales			
SCRD - T/A Admin Fee			
SCRD - VIP Admin Fee			
SCRD - VIC Admin Fee			
SCRD - Eco Dev Admin Fee	6800.00		
SCREDO - PROJECTS (Legal fee)		10157.50	10400.00
Shuttle Revenue			
Sponsorship			
Sponsorship Membership (600)			
Town of Gibsons - T/A Admin Fee			
Town of Gibsons - VIC Admin Fee			
Town of Gibsons - VIP Admin Fee			
Town of Gibsons - Eco Dev Admin Fee	11000.00	6000.00	6000.00
VIP Grants			
Window Rental Income			
Total Revenue	25050.00	18269.23	19400.00

	2016 Annual Actual	2017 OCT YTD	2017 Budget
EXPENSE			
Payroll Expenses			
Subcontractors - Commissions - Summer Jobs Grant VIC			
Wages & Salaries			
Payroll Deductions			
CPP Expense			
EI Expense			
Employee Health Benefits			
WCB Expense		28.09	
Total Payroll Expense			

		ECONOMIC DEVELOPMENT		
		2016 Annual	2017	2017
Administrative Expenses		Actual	OCT YTD	Budget
5646	Investors Referral	1760.00		
5649	Investors / Developers Tour			
5649	Investors Attractor (Conference)	5682.54		
5649	Investors Concierge - Attractor	622.54		
Accounting & Legal / SCREDO - Round Up				8813.50
Admin Fee to Chamber Office	Destination BC - VIC			
Admin Fee to Chamber Office	SCRD	1360.00		
Admin Fee to Chamber Office	Town of Gibsons	2400.00	2400.00	
Admin Fee to Chamber Office	T/A			
Admin Fee to Chamber Office	SCREDO		3097.60	
Advertising & Promotions		2415.50	1408.75	
Ammortization				
Bank Chrgs & Interest (CC Chrgs)		3.00		
Board Expenses		78.78	15.41	
Carry Forward 2016				
Computer Hardware & Software				
Conferences/Prof.Development				
Consulting Fees				
Copier & Copies		429.93	29.86	
Coupon Book Expense		239.11		
Destination BC Joint Gibsons-Sechelt T/A/ Project				
Donations - Bursaries				
Economic Development Projects Trail Society & TofG		2500.00		
Event Expenses		1722.55		
Fam Tours - Experiences				
Finance Charges				
Insurance		827.37		
Maker's Expense - 5647 Plus Storage		6808.15	2499.37	
Meetings			5.90	
Memberships and Subscriptions (BC Chamber)				
Misc.				
Mobile VIC / 2nd Location				
Office Materials & Supplies		5.24		
Postage & Courier				
Printing / Coordination / Signage				
Projects				
Rent & Janitorial & Maintenance				
Retail Inventory				
Sales Commission				
Shuttle Expenses				
Signage				1000.00
Staff Expenses		157.98		
Staff Recognition				
Storage			98.00	
Telephone & Internet		520.81		
Training				
Travel Expenses				
Uniforms				
Utilities				
Value in Kind (VIP)				
VIP Ad Production				
VIP Maintenance				
Volunteer Recognition				
Web Site & IT Support		2000.00		
Total Administration Expenses		29533.50	9554.89	9813.50
Total Payroll Expense				
Total General & Admin. Expenses		29533.50	9554.89	9813.50
NET INCOME		-4483.50	8714.34	9586.50

Gibsons Chamber of Commerce
Annual 2017 Budget Planning

VISITOR INFORMATION PARK

	2016 Annual Actual	2017 OCT YTD	2017 Budget
REVENUE			
Additional Grants - Destination BC Project - CAN Summer Jobs			
Advertising			10,000.00
Affiliate Membership			
AGM & other Events			
Associate Membership			
BC Chamber Benefit Rev. (versapay)			
Carry Over Previous Year			
Coupon Book Revenue			
Destination BC Admin Fee			
Destination BC Tourism Fee for Services			
District of Sechelt			
Economic Development Revenue Projects			
Events - AGM, Workshops, Dinners,			
First Data Monthly Rebates / Merchant Services			
Glacier Media - SC Tourist Guide			
Glacier Media - Visitors Choice - Miscellaneous			
Grant - Landscaping			
Insurance Comm/ Memberships			
Magazine & Map Distribution			
Make Space			
Maker's Faire Revenue / Eco Dev			
Memberships			
Not-for-Profit Membership DNU			
Previous Year Carry Over			
Racking Admin fee			
Racking fee			
Retail Sales			
SCRD - T/A Admin Fee			
SCRD - VIP Admin Fee	625.00		
SCRD - VIC Admin Fee			
SCRD - Eco Dev Admin Fee			
Shuttle Revenue			
Sponsorship			
Sponsorship Membership (600)			
Town of Gibsons - T/A Admin Fee			
Town of Gibsons - VIC Admin Fee			
Town of Gibsons - VIP Admin Fee			
Town of Gibsons - Eco Dev Admin Fee			
VIP Grants			
Window Rental Income			
Total Revenue	625.00		10000.00
EXPENSE			
Payroll Expenses			
Subcontractors - Commissions - Summer Jobs Grant VIC	0.00		4000.00
Wages & Salaries			
Payroll Deductions			
CPP Expense			
EI Expense			
Employee Health Benefits			
WCB Expense			
Total Payroll Expense	0.00		4000.00

		VISITOR INFORMATION PARK		
		2016 Annual	2017	2017
		Actual	OCT YTD	Budget
Administrative Expenses				
5646	Investors Referral			
5649	Investors / Developers Tour			
5649	Investors Attractor (Conference)			
5649	Investors Concierge - Attractor			
Accounting & Legal		682.50		
Admin Fee to Chamber Office	Destination BC - VIC			
Admin Fee to Chamber Office	SCRD	125.00		
Admin Fee to Chamber Office	Town of Gibsons			
Admin to Chamber Office	T/A			
Advertising & Promotions				
Ammortization				
Bank Chrgs & Interest (CC Chrgs)		1.50		
Board Expenses				
Carry Forward 2016				
Computer Hardware & Software				
Conferences/Prof.Development				
Consulting Fees				
Copier & Copies				
Coupon Book Expense				
Destination BC Joint Gibsons-Sechelt T/A/ Project				
Donations - Bursaries				
Economic Development Projects Trail Society & ToFG				
Event Expenses				
Fam Tours - Experiences				
Finance Charges				
Insurance		827.39		
Maker's Expense - 5647				
Meetings				
Memberships and Subscriptions (BC Chamber)				
Misc.				
Mobile VIC / 2nd Location				
Office Materials & Supplies			16.04	
Postage & Courier				
Printing / Coordination / Signage				
Projects				
Rent & Janitorial & Maintenance				
Retail Inventory				
Sales Commission				
Shuttle Expenses				
Signage				
Staff Expenses				
Staff Recognition				
Storage				
Telephone & Internet				
Training				
Travel Expenses				
Uniforms				
Utilities				
Value in Kind (VIP)				
VIP Ad Production				
VIP Maintenance		703.68	703.56	750.00
Volunteer Recognition				
Web Site & IT Support				
Total Administration Expenses		2340.07	719.60	750.00
Total Payroll Expense			0.00	4000.00
Total General & Admin. Expenses		2340.07	719.60	4750.00
NET INCOME		-1715.07	-719.60	5250.00

Gibsons Chamber of Commerce
Annual 2017 Budget Planning

	TRAVEL AMBASSADORS		
	2016 Annual Actual	2017 OCT YTD	2017 Budget
REVENUE			
Additional Grants - Destination BC Project - CAN Summer Jobs			
Advertising			
Affiliate Membership			
AGM & other Events			
Associate Membership			
BC Chamber Benefit Rev. (versapay)			
Carry Over Previous Year			
Coupon Book Revenue			
Destination BC Admin Fee (Community Services)	215.04	18.71	
Destination BC Fee for Services Admin Fee		2000.00	2000.00
District of Sechelt			
Economic Development Revenue Projects			
Events - AGM, Workshops, Dinners,			
First Data Monthly Rebates / Merchant Services			
Glacier Media - SC Tourist Guide			
Glacier Media - Visitors Choice - Miscellaneous			
Grant - Landscaping			
Insurance Comm/ Memberships			
Magazine & Map Distribution	800.00	1800.00	1000.00
Make Space			
Maker's Faire Revenue / Eco Dev			
Memberships			
Not-for-Profit Membership DNU			
Materials - Supplies - Misc.			
Previous Year Carry Over			
Racking Admin fee			
Racking fee			
Retail Sales			
SCRD - T/A Admin Fee	1500.00	1600.00	1600.00
SCRD - VIP Admin Fee			
SCRD - VIC Admin Fee			
SCRD - Eco Dev Admin Fee			
Shuttle Revenue			
Sponsorship			
Sponsorship Membership (600)			
Town of Gibsons - T/A Admin Fee	2500.00	2000.00	2500.00
Town of Gibsons - VIC Admin Fee			
Town of Gibsons - VIP Admin Fee			
Town of Gibsons - Eco Dev Admin Fee			
VIP Grants			
Window Rental Income			
Total Revenue	5015.04	7418.71	7100.00
EXPENSE	2016 Annual	2017	2017
Payroll Expenses	Actual	OCT YTD	Budget
Subcontractors - Commissions - Summer Jobs Grant VIC			
Wages & Salaries			
Payroll Deductions			
CPP Expense			
EI Expense			
Employee Health Benefits			
WCB Expense			
Total Payroll Expense			

		TRAVEL AMBASSADORS		
		2016 Annual	2017	2017
		Actual	OCT YTD	Budget
Administrative Expenses				
5646	Investors Referral			
5649	Investors / Developers Tour			
5649	Investors Attractor (Conference)			
5649	Investors Concierge - Attractor			
Accounting & Legal				
Admin Fee to Chamber Office	Destination BC - VIC			
Admin Fee to Chamber Office	SCRD	300.00	640.00	320.00
Admin Fee to Chamber Office	Town of Gibsons			
Admin to Chamber Office	T/A	500.00	1000.00	500.00
Advertising & Promotions				
Ammortization				
Bank Chrgs & Interest (CC Chrgs)				
Board Expenses		63.00		
Carry Forward 2016				
Computer Hardware & Software		16.05		
Conferences/Prof.Development				
Consulting Fees				
Copier & Copies		1289.77	89.65	700.00
Coupon Book Expense				
Destination BC Joint Gibsons-Sechelt T/A/ Project				
Donations - Bursaries				
Economic Development Projects Trail Society & ToFG				
Event Expenses				
Fam Tours - Experiences				
Finance Charges				
Insurance		827.38	0.00	0.00
Maker's Expense - 5647				
Meetings				
Memberships and Subscriptions (BC Chamber)				
Misc.				
Mobile VIC / 2nd Location				
Office Materials & Supplies - Misc.			38.30	
Postage & Courier				
Printing / Coordination / Signage			38.52	
Projects				
Rent & Janitorial & Maintenance				
Retail Inventory				
Sales Commission				
Shuttle Expenses				
Signage		205.44		
Staff Expenses				
Staff Recognition		0.00		
Storage		588.00	784.00	600.00
Telephone & Internet		62.78		
Training / Program Review Intro		360.50		300.00
Travel Expenses				
Uniforms		305.49	547.57	800.00
Utilities				
Value in Kind (VIP)				
VIP Ad Production				
VIP Maintenance				
Volunteer Recognition - meetings and Windup Lunch		1815.62	1058.33	2000.00
Web Site & IT Support		100.00		
Total Administration Expenses		6434.03	4196.37	5220.00
Total Payroll Expense			0.00	0.00
Total General & Admin. Expenses		6434.03	4196.37	5220.00
NET INCOME		-1418.99	3222.34	1880.00

Gibsons Chamber of Commerce
Annual 2017 Budget Planning

VISITOR SERVICES CENTRE

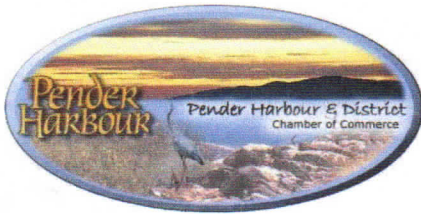
	2016 Annual Actual	2017 OCT YTD	2017 Budget
REVENUE			
Additional Grants - Destination BC Project - CAN Summer Jobs	3090.00	3812.00	4500.00
Advertising (Walking Maps)		1695.24	2000.00
Affiliate Membership			
AGM & other Events			
Associate Membership			
BC Chamber Benefit Rev. (versapay)			
Carry Over Previous Year			
Coupon Book Revenue			
Destination BC Admin Fee			
Destination BC 'Tourism Fee for Services (Incl Kiosk)	12500.00	15250.00	18000.00
District of Sechelt			
Economic Development Revenue Projects			
Events - AGM, Workshops, Dinners,			
First Data Monthly Rebates / Merchant Services			
Glacier Media - SC Tourist Guide			
Glacier Media - Visitors Choice - Miscellaneous			
Grant - Landscaping			
Insurance Comm/ Memberships			
Magazine & Map Distribution	400.00		
Make Space			
Maker's Faire Revenue / Eco Dev			
Memberships			
Miscellaneous		168.31	
Not-for-Profit Membership DNU			
Previous Year Carry Over			
Racking Admin fee			
Racking fee			
Retail Sales	2654.58	2343.73	3000.00
SCRD - T/A Admin Fee			
SCRD - VIP Admin Fee			
SCRD - VIC Admin Fee	5972.00	6100.00	6100.00
SCRD - Eco Dev Admin Fee			
Shuttle Revenue			
Sponsorship			
Sponsorship Membership (600)			
Town of Gibsons - T/A Admin Fee			
Town of Gibsons - VIC Admin Fee	42500.00	45000.00	45000.00
Town of Gibsons - VIP Admin Fee			
Town of Gibsons - Eco Dev Admin Fee			
VIP Grants			
Window Rental Income			
Total Revenue	67116.58	74369.28	78600.00

	2016 Annual Actual	2017 OCT YTD	2017 Budget
EXPENSE			
Payroll Expenses			
Subcontractors/ Summer Jobs Grant - \$3812		405.00	4500.00
Wages & Salaries	28582.37	31277.73	30000.00
Payroll Deductions			
CPP Expense	776.87	954.95	820.00
EI Expense	730.82	713.79	790.00
Employee Health Benefits	0.00		
WCB Expense	24.91	28.05	150.00
Total Payroll Expense	30114.97	33379.52	36260.00

		VISITOR SERVICES CENTRE		
		2016 Annual	2017	2017
		Actual	OCT YTD	Budget
Administrative Expenses				
5646	Investors Referral			
5649	Investors / Developers Tour			
5649	Investors Attractor (Conference)			
5649	Investors Concierge - Attractor			
Accounting & Legal		336.47	729.32	
Admin Fee to Chamber Office	Destination BC - VIC	2500.00	3000.00	3000.00
Admin Fee to Chamber Office	SCRD	1195.00	2440.00	1830.00
Admin Fee to Chamber Office	Town of Gibsons	8500.00	18000.00	18000.00
Admin to Chamber Office	T/A (from Destination BC)		2000.00	2000.00
Advertising & Promotions		2089.91	1515.26	3000.00
Ammortization				
Bank Chrgs & Interest (CC Chrgs)		265.90	140.75	
Board Expenses		78.42		
Carry Forward 2016				
Computer Hardware & Software		986.61		
Conferences/Prof.Development		150.00	200.00	
Consulting Fees				
Copier & Copies		2149.68	149.41	
Coupon Book Expense				
Destination BC T/A/ Project VIC Mobile				
Donations - Bursaries				
Economic Development Projects Trail Society & ToFG				
Event Expenses				
Fam Tours - Experiences				
Finance Charges				
Insurance		827.40		
Maker's Expense - 5647				
Meetings				
Memberships and Subscriptions (BC Chamber)				
Misc.				
Mobile VIC / 2nd Location			4370.65	5500.00
Office Materials & Supplies		592.94	846.66	
Postage & Courier		225.30	217.59	
Printing / Coordination / Signage			4985.00	
Projects				
Rent & Janitorial & Maintenance		1141.00		
Retail Inventory		642.59	1513.29	
Sales Commission		3085.00		
Shuttle Expenses				
Signage			159.48	300.00
Staff Expenses		77.27	9.47	
Staff Recognition		292.65	200.00	
Storage				
Telephone & Internet		1393.68	1223.74	
Training		155.00	3.21	
Travel Expenses		155.20	379.69	
Uniforms		45.48	553.73	
Utilities		341.80		
Value in Kind (VIP)				
VIP Ad Production				
VIP Maintenance				
Volunteer Recognition		51.08		
Web Site & IT Support		405.02	182.97	
Total Administration Expenses		27683.40	42820.22	33630.00
Total Payroll Expense		30114.97	33379.52	36260.00
Total General & Admin. Expenses		57798.37	76199.74	69890.00
NET INCOME		9318.21	-1830.46	8710.00

Gibsons Chamber of Commerce			
Annual 2017 Budget Planning	CHAMBER OFFICE		
	2016 Annual	2017	2017
	Actual	OCT YTD	Budget
REVENUE			
Additional Grants - Destination BC Project - CAN Summer Jobs			
Advertising			5,000.00
Affiliate Membership			
AGM & other Events	1,500	2,674.20	10,000.00
Associate Membership			
BC Chamber Benefit Rev. (Versapay)	21	84.13	
Carry Over Previous Year			
Coupon Book Revenue			
Destination BC Admin Fee VIC (Innovation Fund)	2,500	3,000.00	3,000.00
Destination BC Tourism Fee for Services			
District of Sechelt			
Economic Development Revenue Projects			
Events - AGM, Workshops, Dinners,		514.20	3,000.00
First Data Monthly Rebates / Merchant Services	565	416.62	
Glacier Media - SC Tourist Guide			
Glacier Media - Visitors Choice - Miscellaneous	908		
Grant - Landscaping			
Insurance Comm/ Memberships	8,637	7,836.07	10,000.00
Magazine & Map Distribution	-		
Make Space			
Maker's Faire Revenue / Eco Dev			
Memberships	28,428	27,071.38	30,000.00
Not-for-Profit Membership DNU			
Previous Year Carry Over			
Racking Admin fee			
Racking fee			
Retail Sales			
SCRD - T/A Admin Fee	300	640.00	640.00
SCRD - VIP Admin Fee	125		
SCRD - VIC Admin Fee	1,195	2,440.00	2,440.00
SCRD - Eco Dev Admin Fee	1,360		
Shuttle Revenue			
Sponsorship			2,000.00
Sponsorship Membership (600)			
Town of Gibsons - T/A Admin Fee	500	1,000.00	500.00
Town of Gibsons - VIC Admin Fee	8,500	20,940.00	18,000.00
Town of Gibsons - VIP Admin Fee			
Town of Gibsons - Eco Dev Admin Fee	2,200	2,400.00	2,400.00
SCREDO - Admin Fee	-	3,040.00	6,400.00
Window Rental Income	914	785.00	1,100.00
Total Revenue	57,654	72,841.60	94,480.00
EXPENSE	2016 Annual	2017	2017.00
Payroll Expenses	Actual	OCT YTD	Budget
Subcontractors - Commissions - Summer Jobs Grant VIC		5,920.26	
Wages & Salaries	54,566	40,519.86	55,000.00
Payroll Deductions			
CPP Expense	1,397	540.57	1,400.00
EI Expense	1,407	964.30	1,420.00
Employee Health Benefits	1,902	2,203.51	2,000.00
WCB Expense	24	24.01	25.00
Total Payroll Expense	59,296	50,172.51	59,845.00

	CHAMBER OFFICE		
	2016 Annual	2017	2017
Administrative Expenses	Actual	OCT YTD	Budget
5646 Investors Referral			
5649 Investors / Developers Tour			
5649 Investors Attractor (Conference)			
5649 Investors Concierge - Attractor			
Accounting & Legal	505	379.21	
Admin Fee to Chamber Office Destination BC - VIC			
Admin Fee to Chamber Office SCR D			
Admin Fee to Chamber Office Town of Gibsons			
Admin to Chamber Office T/A - Destination BC			
Advertising & Promotions	2,790	776.00	
Ammortization			
Bank Chrgs & Interest (CC Chrgs)	625	768.34	
Board Expenses	180	977.59	
Carry Forward 2016			
Computer Hardware & Software	120	855.02	
Conferences/Prof.Development			
Consulting Fees			
Copier & Copies	430	3,461.41	
Coupon Book Expense			
Destination BC Joint Gibsons-Sechelt T/A/ Project			
Donations - Bursaries	700	500.00	
Economic Development Projects Trail Society & ToFG			
Event Expenses (BEA, AGM, After Hours, Workshops)	4,915	2,460.47	
Fam Tours - Experiences			
Finance Charges			
Insurance	3,718	3,718.00	3,718.00
Maker's Expense - 5647			
Meetings	55	54.97	
Memberships and Subscriptions (BC Chamber)	1,229	2,691.00	
Misc.	28		
Mobile VIC / 2nd Location			
Office Materials & Supplies	1,090	921.28	
Postage & Courier	310	230.50	
Printing / Coordination / Signage	60	6.69	
Projects			
Rent & Janitorial & Maintenance	1,819	2,479.00	
Retail Inventory			
Sales Commission	2,925		5,000.00
Shuttle Expenses			
Signage	77		
Staff Expenses	62		
Staff Recognition			
Storage			
Telephone & Internet	1,361	2,100.08	
Training	109		
Travel Expenses	429		
Uniforms			
Utilities	513	1,354.49	
Value in Kind (VIP)			
VIP Ad Production			
VIP Maintenance			
Volunteer Recognition			
Web Site & IT Support	644	1,073.66	
Total Administration Expenses	24,692	24,807.71	8,718.00
Total Payroll Expense	59,296	50,172.51	59,845.00
Total General & Admin. Expenses	83,989	74,980.22	68,563.00
NET INCOME	- 26,335	- 2,138.62	25,917.00



PENDER HARBOUR & DISTRICT CHAMBER OF COMMERCE

P.O. BOX 265 MADEIRA PARK B.C.V0N 2H0
E-MAIL: chamber@penderharbour.ca
PHONE: 604 883-2561

Website: www.penderharbour.ca
TOLL FREE: 1-877 873-6377

November 10, 2017

Tina
CFO
Sunshine Coast Regional District
1975 Field Road
Sechelt, B.C., V0N 3A1

Dear Tina

As requested we are submitting our 2018 funding request and providing additional supporting information and updated financials. For our ongoing programs we would like to request the following from the SCRD:

• Tourism Sanitation Services (Portable Toilets)	\$ 2,500
• Visitor Information Center washrooms	\$ 4,750
• Visitor Information Booths	\$ 8,000
• Economic Development	\$ 2,500
Total	\$17,750

The details of our requests and associated budgets are outlined in the attached report. I have also included a summary of our 2017 financial results and our proposed 2018 Budget.

Please don't hesitate to contact me if anything further is required.

Sincerely

For

Ron Seymour
Treasurer, Pender Harbour & District Chamber of Commerce

CC: Leonard Lee
President – Pender Harbour & District Chamber of Commerce

CC: Kerry Milligan
Executive Director – Pender Harbour & District Chamber of Commerce

CC: Tara Crosby
Administrative Assistant – Corporate and Administrative Services

Name of Organization	PENDER HARBOUR & DISTRICT CHAMBER OF COMMERCE
Date Created:	25-Oct-17
Revision Date:	
Budget Planning Year:	2018
Year to Date:	Sep-17

2018	Acutals to	2017	% Variance	Financial Planning					NOTES:
Budget	Sep-17	Budget	Variance	2018	2018	2019	2020	2021	2022

REVENUE:

Local Government Request										
SCRD- Economic Dev	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	-	0%	
SCRD- Sanitation Services	\$	2,500.00	\$	2,290.00	\$	2,290.00	\$	210.00	8%	
SCRD-Visitor Centre Washroom	\$	4,750.00	\$	4,476.00	\$	4,476.00	\$	274.00	6%	
SCRD-Visitor Information Booth	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$	-	0%	
-				\$	-	#DIV/0!				
Total Request	\$	17,750.00	\$	17,266.00	\$	17,266.00	\$	484.00	3%	\$ - \$ - \$ - \$ - \$ -

Grants										
-Employment Grant, VIB	\$	7,000.00	\$	-	\$	-	\$	7,000.00	100%	
-				\$	-	#DIV/0!				
Sub Total Grants	\$	7,000.00	\$	-	\$	-	\$	7,000.00	100%	\$ - \$ - \$ - \$ - \$ -

Other Revenue										
-				\$	-	#DIV/0!				
-Chamber General Revenue	\$	25,226.00	\$	22,486.00	\$	24,589.00	\$	637.00	3%	
-				\$	-	#DIV/0!				
Sub Total Other	\$	25,226.00	\$	22,486.00	\$	24,589.00	\$	637.00	3%	\$ - \$ - \$ - \$ - \$ -

Previous Year (Deficit) / Surplus										
Total Revenue - Organization Generated	\$	32,226.00	\$	22,486.00	\$	24,589.00	\$	7,637.00	24%	\$ - \$ - \$ - \$ - \$ -
TOTAL REVENUE	\$	49,976.00	\$	39,752.00	\$	41,855.00	\$	8,121.00	16%	\$ - \$ - \$ - \$ - \$ -

2018	Acutals to	2017	% Variance	Financial Planning					
Budget	Sep-17	Budget	Variance	2018	2018	2019	2020	2021	2022

EXPENSES:

Materials and Supplies										
- Trade Shows & Marketing	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	-	0%	
- Social Media & Website	\$	2,500.00	\$	2,400.00	\$	2,400.00	\$	100.00	4%	
- visual Assets & Data Collection	\$	1,500.00	\$	1,600.00	\$	1,600.00	\$	-100.00	-7%	
-				\$	-	#DIV/0!				
Sub Total	\$	6,500.00	\$	6,500.00	\$	6,500.00	\$	-	0%	\$ - \$ - \$ - \$ - \$ -

Office / Equipment										
- Admin for VIB	\$	300.00	\$	281.00	\$	300.00	\$	100.00	100%	
- Admin for Sanitation services	\$	100.00			\$	100.00		100.00	100%	
-				\$	-	#DIV/0!				
-				\$	-	#DIV/0!				
Sub Total	\$	400.00	\$	281.00	\$	-	\$	400.00	100%	\$ - \$ - \$ - \$ - \$ -

Facilty / Utilities										
- Sanitation Supply	\$	2,290.00	\$	2,184.00	\$	2,290.00	\$	-	0%	

- Washroom Supplies	\$	1,600.00	\$	1,551.00	\$	600.00	\$	1,000.00	63%								
- Rental/share of costs	\$	1,300.00	\$	1,300.00	\$	1,300.00	\$	-	0%								
- Maintenance, VIC	\$	1,500.00	\$	1,207.00	\$	1,664.00	-\$	164.00	-11%								
- Phone/Internet	\$	2,500.00	\$	2,506.00	\$	2,400.00	\$	100.00	4%								
-						\$	-	#DIV/0!									
Sub Total	\$	9,190.00	\$	8,748.00	\$	8,254.00	\$	936.00	10%	\$	-	\$	-	\$	-	\$	-

Personnel																	
- Washroom Janitorial	\$	3,900.00	\$	3,340.00	\$	3,900.00	\$	-	0%								
- Summer help - VIB	\$	17,000.00	\$	12,092.00	\$	9,334.00	\$	7,666.00	45%								
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
Sub Total	\$	20,900.00	\$	15,432.00	\$	13,234.00	\$	7,666.00	37%	\$	-	\$	-	\$	-	\$	-

Other Expenses																	
- Chamber General Operating	\$	9,580.00	\$	8,708.00	\$	11,748.00	-\$	2,168.00	-23%								
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
Sub Total	\$	9,580.00	\$	8,708.00	\$	11,748.00	-\$	2,168.00	-23%	\$	-	\$	-	\$	-	\$	-

Training / Development																	
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
Sub Total	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-

TOTAL EXPENSES	\$	46,570.00	\$	39,669.00	\$	39,736.00	\$	6,834.00	15%	\$	-	\$	-	\$	-	\$	-
-----------------------	----	-----------	----	-----------	----	-----------	----	----------	-----	----	---	----	---	----	---	----	---

	2018 Budget	Acutals to Sep-17	2017 Budget	Variance	% Variance 2018	2018	Financial Planning				2019	2020	2021	2022
--	----------------	----------------------	----------------	----------	--------------------	------	--------------------	--	--	--	------	------	------	------

CAPITAL REQUIREMENT

Purchases:																	
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
Subtotal Purchased	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-
Proposed Exenditures:																	
-						\$	-	#DIV/0!									
-						\$	-	#DIV/0!									
Sub Total Proposed	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-
TOTAL CAPITAL	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-

TOTAL COMMITTED EXPENDITURES	\$	46,570.00	\$	39,669.00	\$	39,736.00	\$	6,834.00	15%	\$	-	\$	-	\$	-	\$	-
LESS PROPOSED EXPENDITURES	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-
LESS ORGANIZATION REVENUE	\$	32,226.00	\$	22,486.00	\$	24,589.00	\$	7,637.00	24%	\$	-	\$	-	\$	-	\$	-
TOTAL TAX REQUISITION	\$	14,344.00	\$	17,183.00	\$	15,147.00	-\$	803.00	-6%	\$	-	\$	-	\$	-	\$	-

Pender Harbour & District Chamber of Commerce
Actual 2017 vs Budget 2018
October 2017 - September 2018

	<u>1 st Qtr, Oct - Dec,</u>		<u>2nd Qtr, Jan - Mar,</u>		<u>3rd Qtr, Apr - Jun,</u>		<u>4th Qtr, Jul - Sep, 2018</u>		Totals	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income										
Brochure Racking Fees - current	1,200	1,050	-	50			-	100	1,050	1,050
Community Fundraising		1,000	1,270	1,000		1,000			1,270	3,000
Community Gardens		-							-	-
Interest/Dividend Income		-	2						2	-
Internal Allocations							10,500		10,500	-
Marquee Tent Rental	200	200				200	200		400	400
Membership Dues - Current	8,670	8,500	-		230		-	460	8,440	8,500
Sandwich Board Fees	50	50							50	50
SCRD - Community Engagement Funding	1,200	1,400						-	1,200	1,400
SCRD - Economic Development Funding							2,500	2,500	2,500	2,500
SCRD Sanitation Service Grant		-				2,500	2,290		2,290	2,500
Sign Board Rental - Current	7,575	7,500	-	400			175		7,350	7,500
Visitor Information Center									-	-
- Employment grant							5,008	7,000	5,008	7,000
- SCRD funding							8,000	8,000	8,000	8,000
- Washroom funding						4,476	4,476	-	4,476	4,476
- Guides & Maps sales							414	400	414	400
- Washroom subsidy from Merchants							2,310	2,400	2,310	2,400
SCREDO revenue		200		200		200		200		800
		-							-	-
Total Income	18,895	19,900	822	1,200	230	8,376	35,313	20,500	55,260	49,976
Expenses										
Advertising	163	150	965	900	202	200		100	1,330	1,350
Bad Debts							250		250	-
Computer and Internet supply	204	170	134	170	134	170	202	170	675	680
Contract Labour (director)	788	787	788	787	788	787	788	789	3,150	3,150
Dues and Subscriptions		-	683	700					683	700
Insurance Expense		-			575	600			575	600

Internal Allocations-exp	-					10,500		10,500	-
Marketing Expense (Economic Dev)	-		1,000	1,575	1,500	925		2,500	2,500
Networking Events	100		100		100		100		1,400
Office Supplies	100	11	50	6	50		50	16	250
Payroll Expenses (VIB)	-			1,658	1,500	15,369	15,500	17,027	17,000
Postage and Delivery	164	150	107	50	49	50	100	320	350
SCRD - Community Engagement (Harbour lights)	1,010	1,800	191					1,201	1,800
SCRD - Economic Dev Initiatives		1,100				1,000	1,600	1,600	2,100
SCRD Portable Toilet Services		-		2,184	2,185			2,184	2,185
Sign Maintenance		-						-	-
Guides/Trail Booklets costs				80	400	326		406	400
Visitor Information Centre									
- Admin						281	200	281	200
- Supplies						1,550	1,500	1,550	1,500
- Cleaning washrooms		920		920		920	920	3,340	3,680
- Maintenance						500	1,228	1,228	500
- Telephone		625		625		625	625	2,506	2,500
- Utility						1,300	1,300	1,300	1,300
	-	-	-	-	-	-	-	-	-
Website & Social Media (Ecomonic Dev)		600	137	600		600	2,400	600	2,537
Worksafe BC (VIB)		-	19	25				19	25
Total Expenses	2,328	6,502	3,035	5,927	7,250	11,187	42,565	21,954	55,178
Net Income	16,567	13,398	- 2,213	- 4,727	- 7,020	- 2,811	- 7,252	- 1,454	82
									3,406

BUDGET COMPARISONS	ECONOMIC DEV...		Proposed GIA request		SANITATION SERV..		VIB WASHROOMS		VIB.. INFO CTRE	
	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018
SCRD Funding	2500	2500	1400	1400	2290	2290	4476	4750	8000	8000
Chamber Share	4000	4000	500	600				300	6000	6000
Merchants share							1824	2250		
	6500	6500	1900	2000	2290	2290	6300	7300	14000	14000
Proposed Spending										
Utilities							1300	1300		

Washroom cleaning							3900	3900		
Washroom supplies					2184	2290	600	1600		
Maintenance							500	500	1164	1000
Phone/Internet									2400	2500
Admin					106	0				
Summer help/net of grant									10436	10500
Tradeshows/Marketing	2500	2500								
Social Media	2400	2500								
Visual assets/data collection	1600	1500								
Pender Light up, etc..		0	1900	2000						
Total Budget	6,500	6,500	1,900	2,000	2,290	2,290	6,300	7,300	14,000	14,000
Total Actual for 2016-17	6,500				2,184		6,190		15,753	