



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

Monday, March 5, 2018

SCRD Boardroom, 1975 Field Road

AMENDED AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Chief Administrative Officer – 2018 Round 2 Budget Introduction VERBAL
3. General Manager, Corporate Services / Chief Financial Officer
Final 2017 Project Carry-Forwards Annex A
(Voting – All Directors) Pages 1-3
4. General Manager, Corporate Services / Chief Financial Officer –
2017 Final Surplus / Deficits Annex B
(Voting – All Directors) pp. 4-7
5. Manager, Information Technology and Geographical Information
Systems - 2018 Round 2 Budget Proposal [117] Information Annex C
Technology pp. 8-10
(Voting – All Directors)
6. Chief Administrative Officer - 2018 Round 2 Budget Proposal
[210] Gibsons and District Fire Protection Annex D
(Voting – E, F and ToG) pp. 11-13
7. Chief Administrative Officer - 2018 Round 2 Budget Proposal
[222] Sunshine Coast Emergency Planning Annex E
(Voting – All Directors) pp. 14-16
8. Manager, Solid Waste Services – 2018 Round 2 Budget
Proposal [350-353] Solid Waste Annex F
(Voting – All Directors) pp. 17-20

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|-----|---|----------------------|
| 9. | Manager, Utility Services and Operations Support Technician - 2018 Round 2 Budget Proposal [370] Regional Water Services
(Voting – A, B, D, E, F and DoS) | Annex G
pp. 21-28 |
| 10. | General Manager, Planning and Community Development – 2018 Round 2 Budget Proposal [345] Ports
(Voting – B, D, E and F) | Annex H
pp. 29-31 |
| 11. | Manager, Planning and Development – 2018 Round 2 Budget Proposal [540] Hillside Development Project
(Voting – All Directors) | Annex I
pp.32-34 |
| 12. | Manager, Facility Services and Parks – 2018 Round 2 Budget Proposal [615] Recreation
(Voting – B, D, E, F, DoS, SIGD and ToG) | Annex J
pp. 35-38 |
| 13. | Manager, Facility Services and Parks – 2018 Round 2 Budget Proposal [650] Community Parks
(Voting – A, B, D, E and F) | Annex K
pp. 39-41 |
| 14. | General Manager, Planning and Community Development – 2018 Round 2 Budget Proposal [670] Regional Recreation
(Voting-All Directors) | Annex L
pp. 42-43 |

COMMUNITY PARTNERS AND STAKEHOLDERS

- | | | |
|-----|---|-----------------------------|
| 15. | Sechelt Public Library – 2018 Special Project Request
(Voting – All Directors) | Annex M
pp. 44-48 |
| 16. | ⇒REPLACE Pender Harbour Health Centre – 2018 Budget Submission and Special Project Request
(Voting – All Directors) | Annex N
pp.49-52a |
| 17. | ⇒REMOVE General Manager, Corporate Services / Chief Financial Officer – Pender Harbour Health Clinic – Funding Options for Special Project and Allocation Options for Electoral Area B
(Voting – All Directors) | Annex O
pp. 53-55 |
| 18. | Roberts Creek Community Library – 2018 Budget Submission (approved and incorporated but referred for consideration)
(Voting – All Directors) | Annex P
p. 56 |
| 19. | Pender Harbour Reading Centre – 2018 Budget Submission (approved and incorporated but referred for consideration)
(Voting – All Directors) | Annex Q
pp. 57-59 |

- 20. General Manager, Corporate Services / Chief Financial Officer –
Rural Areas' Grant-in-Aid and Economic Development
(Voting – A, B, D, E, F)**

Annex R
pp. 60-61

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

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

CORPORATE AND ADMINISTRATIVE SERVICES

Function	Name
110	General Government
113	Finance
114	Administrative Offices Building Maintenance
115	Human Resources
117	Information Technology
118	Sunshine Coast Regional Hospital District Administration
121	Grants-In-Aid (Area A Only)
122	Grants-In- Aid (Area B Only)
123	Grants-In-Aid (Areas E and F Only)
125	Grants-In-Aid (Community Schools)
126	Greater Gibsons Community Participation
127	Grants-In-Aid (Area D Only)
128	Grants-In-Aid (Area E Only)
129	Grants-In-Aid (Area F Only)
130	UBCM / AVICC Electoral Area Services
131	Elections – Electoral Area Services
135	Corporate Sustainability Services
136	Regional Sustainability Services
140	Member Municipality Debt
151	Area A Feasibility
200	Bylaw Enforcement
290	Animal Control
291	Keats Island Dog Control
410	Pender Harbour Health Clinic
506	Geographic Information Services
510	Civic Addressing
531	Economic Development “A”
532	Economic Development “B”
533	Economic Development “D”
534	Economic Development “E”

535	Economic Development “F”
640	Gibsons and Area Library
643	Egmont / Pender Harbour Library Service
645	Halfmoon Bay Library Service
646	Roberts Creek Library Service
648	Museum Service

INFRASTRUCTURE SERVICES

Function	Name
310	Public Transit
312	Maintenance Facility
320	Regional Street Lighting
322	Langdale Street Lighting
324	Granthams Street Lighting
326	Veterans Street Lighting
328	Spruce Street Lighting
330	Woodcreek Street Lighting
332	Fircrest Street Lighting
334	Hydaway Street Lighting
336	Sunnyside Street Lighting
340	Burns Road Street Lighting
342	Stewart Road Street Lighting
350	Regional Solid Waste
355	Refuse Collection
365	North Pender Harbour Water Service
366	South Pender Harbour Water Service
370	Regional Water Services (RWS)
381	Greaves Road Waste Water Plant
382	Woodcreek Park Waste Water Plant
383	Sunnyside Waste Water Plant
384	Jolly Roger Waste Water Plant
385	Secret Cove Waste Water Plant
386	Lee Bay Waste Water Plant
387	Square Bay Waste Water Plant
388	Langdale Waste Water Plant
389	Canoe Road Waste Water Plant
390	Merrill Crescent Waste Water Plant
391	Curran Road Waste Water Plant
392	Roberts Creek Cohousing Treatment Plant
393	Lily` s Lake Waste Water Plant
394	Painted Boat Waste Water Plant
395	Sakinaw Ridge Waste Water Plant

PLANNING AND COMMUNITY DEVELOPMENT

Function	Name
204	Halfmoon Bay Smoke Control
206	Roberts Creek Smoke Control
210	Gibsons and District Fire Protection
212	Roberts Creek Fire Protection

216	Halfmoon Bay Fire Protection
218	Egmont Fire Protection
220	Emergency Telephone - 911
222	Sunshine Coast Emergency Planning
313	Building Maintenance Services
345	Ports Services
346	Langdale Dock
400	Cemetery
500	Regional Planning
504	Rural Planning Services
515	Heritage Conservation Service
520	Building Inspection Services
540	Hillside Development Project
615	Community Recreation Facilities
625	Pender Harbour Pool
630	School Facilities – Joint Use
650	Community Parks
665	Bicycle and Walking Paths
667	Area A Bicycle and Walking Paths
670	Regional Recreation Programs
680	Dakota Ridge Recreation Service Area

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – March 5, 2018

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

SUBJECT: **PENDER HARBOUR HEALTH CENTRE AMENDED 2018 BUDGET SPECIAL PROJECT SUBMISSION**

RECOMMENDATION(S)

THAT the report titled Pender Harbour Health Centre Amended 2018 Budget Special Project Submission be received.

BACKGROUND

At the February 8, 2018 Regular Board meeting the following resolution was adopted:

061/18 **Recommendation No. 12** *Pender Harbour Health Centre*

THAT the following new information from the Pender Harbour Health Centre be received:

- Correspondence dated January 2, 2018 regarding Special Project Request;

AND THAT the 2018 budget submission of \$126,040.39 for the Pender Harbour Health Centre be incorporated into the 2018 Round 2 Budget for Pender Harbour Health Clinic [410];

AND THAT the 2018 budget submission and special request be referred to 2018 Round 2 Budget for further consideration;

AND FURTHER THAT the staff report titled Pender Harbour Health Clinic-Funding Options for Special Project and Allocation Options for Electoral Area B be referred to 2018 Round 2 Budget.

On February 28, 2018 the Pender Harbour Health Centre responded to the above resolution with a replacement request for 2018 Special Project.

DISCUSSION

Per the staff report to January 23, 2018 Special Corporate and Administrative Services Committee meeting the Pender Harbour Health Centre Special Project Request to this same meeting for comprehensive needs survey would not qualify as a capital reserve project and therefore staff provided a funding option from taxation.

Pender Harbour Health Centre corresponded with staff and Area Director on February 28, 2018 (Attachment A) that they would prefer to change the Special Project request to the lobby flooring project (previously mentioned in their November 10, 2017 correspondence – Attachment B). Pender Harbour Health Centre requests \$12,000 from capital reserves though in their correspondence proposed a \$2,500 request towards the project.

CONCLUSION

Pender Harbour Health Centre has requested a change to their original special project request from 2018 Round 1 Budget. Staff have included information regarding the previous request and the new request to 2018 Round 2 Budget for the Committee's consideration.

Attachment A – Correspondence from Pender Harbour Health Centre dated February 28, 2018

Attachment B – Correspondence from Pender Harbour Health Centre dated November 10, 2018

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	

Attachment A

From: Rick MacDonald
To: [Tara Crosby](#)
Cc: [Frank Mauro](#); [John Rathbone](#)
Subject: 2018 budget submission - change request
Date: Wednesday, February 28, 2018 3:38:33 PM

Hello Tara,

I have read the staff report dated Jan 23 in response to the resolution 349/17 Recommendation No.6. We would like to amend our budget submission as noted.

- 1) We understand the special project request does not qualify for funding and withdraw the request from our budget. We will fund this ourselves from our Health Centre operational reserves.
- 2) We request a change to our capital improvement budget to have the full \$12,000 lobby flooring project funded from our capital reserve.

Please confirm that our request for budget changes has been received and if you require anything further from us. Thank you for your assistance in this matter.

John Rathbone our new Finance and Administration manager will attend the SCRD March 5th open budget meeting and introduce himself, so that folks can place a face to a name. We are very pleased to have John on board.

Regards...Rick

Rick MacDonald
Administrator
9604) 883-2764

This email was scanned by Bitdefender

Attachment B



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.

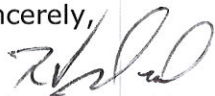
Planned projects for 2018-2019 – Capital improvement request (Attachment C)

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