



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, September 27, 2018
SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 2. Chief Administrative Officer
Budget Project Status Review Report
(Voting – All Directors) | Annex A
Pages 1-9 |
| 3. Chief Administrative Officer
2015-2018 Board Strategic Plan Report Card
(Voting – All Directors) | Annex B
pp. 10-30 |
| 4. Senior Manager, Administration and Legislative Services
2018 Q4 Meeting Schedule Changes
(Voting – All Directors) | Annex C
pp. 31-32 |
| 5. Deputy Corporate Officer
2019 Meeting Schedule
(Voting – All Directors) | Annex D
pp. 33-46 |
| 6. Chief Administrative Officer
Rural Areas' Grant-in-Aid Policy - Amended
(Voting – Electoral Area Directors) | Annex E
pp. 47-53 |
| 7. General Manager, Corporate Services / Chief Financial Officer
Directors' Constituency and Travel Expenses for Period Ending
August 31, 2018
(Voting – All Directors) | Annex F
pp. 54-55 |
| 8. Financial Analyst
Grants Status Update
(Voting – All Directors) | Annex G
pp. 56-60 |

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| 9. | Financial Analyst
Gas Tax Agreement - Community Works Fund
(Voting – Electoral Area Directors) | Annex H
pp. 61-63 |
| 10. | General Manger, Planning and Community Development
Granthams Hall Rehabilitation Project Update and Funding Plan
(Voting – Electoral Area Directors) | Annex I
pp. 64-69 |
| 11. | General Manger, Planning and Community Development
Coopers Green Hall Replacement Design – Mid-Project Update
(Voting – Electoral Area Directors) | Annex J
pp. 70-73 |
| 12. | General Manager, Corporate Services / Chief Financial Officer
North Thormanby Community Association Rural Areas' Grant-in-Aid Request
(Voting – Electoral Area Directors) | Annex K
pp. 74-78 |
| 13. | General Manager, Corporate Services / Chief Financial Officer
Coast Rogue Arts Society – Request for Support
(Voting – Electoral Area Directors) | Annex L
pp. 79-80 |

COMMUNICATIONS

- | | | |
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| 14. | Sunshine Coast Economic Development Organization – Mid-Year Program Update dated August 2, 2018
(Voting – All Directors) | Annex M
pp. 81-98 |
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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”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

AUTHOR: SCRD Senior Leadership Team

RE: **BUDGET PROJECT STATUS REPORT – SEPTEMBER 2018**

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – September 2018 be received.

BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2018 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

Staff have updated the report and welcome comments / questions on the progress being made on the listed projects.

New information on this edition of the BPSR includes a tally of the open projects by the year that they were approved. The 2018 budget projects are included in this report.

STRATEGIC PLAN AND RELATED POLICIES

The BPSR is a metric for reporting on projects that move the Strategic Plan forward. It also meets the Core Value of “*Transparency*” and measures our Mission of being an “*effective and responsive government*”.

CONCLUSION

The goal of the BPSR is to provide project status in a concise manner to the Board.

Reviewed by:			
Manager		Finance/CFO	X – T. Perreault
GM	X – R. Rosenboom X – I. Hall	Legislative	X – A. Legault
CAO	X – J. Loveys	Human Resources	

Sep-18

2018 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	IS	312	Dykstra	\$20,000	\$0	Capital Reserve	2017	Sep-17		All	Regional	Rear Overhead Door on Fleet Wash Bay	Tendering process is ongoing	Carryforward	In Progress 25%
2	PCD	220	Loveys	\$97,500	\$0	Capital Reserves	2014	Oct-17		All	All	Replace Gibsons Tower	Assessment of radio channels ongoing. Meeting to review scheduled for September. Emergency Services staff are completing a full evaluation of the project. Update in Q3 2018 to come forward.	Carryforward	In Progress 50%
3	PCD	220	Loveys	\$180,000	\$0	Taxation / Capital Reserves	2015	Dec-17		All including Islands	All	Chapman Creek Tower	Assessment of radio channels ongoing. Emergency Services staff are completing a full evaluation of the project. Update in Q3 2018 to come forward.	Carryforward	In Progress 50%
4	IS	370	Walkey	\$75,000	\$0	Existing User Fees	2015	Dec-17		Regional	All	Zone 2 Reservoir Repairs	Reservoir underdrain water capture - infrastructure design complete and construction started in September and to be completed by the end of the year.	Carryforward	In Progress 75%
5	IS	381-394	Walkey	\$977,303	\$420,745	Operating Reserve	2016	Dec-17		B	B	Square Bay Waste Water Treatment Plant [387] Replacement - Detailed Engineering Design	Concrete forming work and the concrete pour has been completed for the main part of the plant. Leak test of tanks have been completed and passed. Equipment has been ordered by contractor and fabrication of plant components is ongoing.	Carryforward	In Progress 50%
6	IS	370	Crosby	\$200,000	\$156,944	Existing User Fees	2015	Feb-18		Regional	F	Soames Well Chlorination Project	New chlorination station has been commissioned and is now online. Security fencing has yet to be completed.	Carryforward	In Progress 75%
7	IS	370	Crosby	\$5,545,000	\$5,191,297	Grant / Capital Reserves	2016	Feb-18		A, B, D, E, F, F Islands and DoS	A, B, D, E, F	Universal Metering Phase 2 - Rural Areas	Meter installations are continuing in all the rural areas. The project is approximately 99% (4,748 meters installed) complete. As of August 29, 2018, 11 meters remain to be installed.	Carryforward	In Progress 75%
8	PCD	650	Hall	\$379,614	\$18,319	Capital Reserves	2015	Apr-18		All EA's including Islands	F	Granthams Hall Restoration Design and Engineering	Working with Community to support grant opportunities and fundraising initiatives. An Architect has been selected and staff continue to work with community. Drawings of existing structure received. Site survey to be completed. Hazardous material testing complete. Received renovation options. Open house/option selection on September 22, 2016. Design option selected, waiting on grant updates. Design and engineering complete; implementation funding plan in place pending grant application results. Report provided to January 2018 ISC. Grant resubmitted and report to September CAS Committee.	Carryforward	In Progress 75%
9	IS	365	Crosby	\$20,000	\$18,350	Capital Reserves	2016	May-18		A and SIGD	A	Pool Road Waterline Replacement	Waterline installation completed May 25, 2017. Right-of-Way survey and acquisition of same yet to be completed.	Carryforward	In Progress 75%
10	PCD	613	Robinson	\$19,150	\$0	Taxation	2017	Jun-18		B, D, E, F (except F Islands)	ToG	Fall Protection Audit and Hazardous Materials Audit for Recreation Facilities	Scoping complete. Project brief complete. Fall 2018 tender.	Carryforward	In Progress 25%
11	PCD	650	Allen	\$60,000	\$45,237	Taxation	2015, 2016, 2017	Jun-18		All EA including Islands	All EA including Islands	Signage Upgrade	Ongoing installation of Phase 1 and 2. Phase 3 \$20,000 taxed in 2017. Collaboration with First Nations on names/translation in progress. Local woodworker currently preparing sign post for large signs. Sign mockups being confirmed with shishalh Nation. Production anticipated in Q3.	Carryforward	In Progress 50%

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12	PCD	650	Hall	\$113,033	\$18,382	Gas Tax	2016	Jun-18		All EA's including Islands	B	Coopers Green Park - Hall and Parking Design Plans	Approval from MoTI for parking on road right of way received. Application approved by Board of Variance (2016-Sep-30). Consulting with shishálh Nation re archaeological review. Engagement activities completed. RFP released May 19. Archaeology permit application confirmed. Task Force applications being collated for Board appointment. Architect hired; Task Force underway. Report to community on progress and open house March 2018. Design revised following open house. Project update included in Q2 departmental report. Schematic design completed. Design development and project update report to CAS Committee in Q3.	Carryforward	In Progress 50%
13	IS	352	Cooper	\$25,000	\$0	Reserves	2018	Jul-18		Regional	Regional	Sechelt Landfill 4 x 4 Truck Replacement	Purchase of the to-be-replaced truck of the GVFD Chief is confirmed	Mandatory / BC	In Progress 50%
14	PCD	210 / 650	Michael / Robinson	\$150,000	\$0	Capital Reserves	2017	Jul-18		A, B, D, E, F and ToG	E	Frank West Hall / Cliff Mahlman Fire Station Roof Replacement	Project brief drafted. Contractor quotes for project scope in progress. Scope of work being reviewed and project being carried forward to 2018 due to the seasonality of the project. The RFP has been developed. Tender released in August for fall construction. No bids received. Staff are preparing to retender for spring construction. Maintenance to be completed on roof for winter.	Carryforward	In Progress 25%
15	CA	114	Perreault	\$75,000	\$0	Reserves / SS	2017	Sep-18		All	Regional	SCRD Corporate Space and Site Planning (including Field Road, Mason Works Yard and South Pender Water Office)	Project delayed in 2017 due to staff capacity. Project Charter/Plan completed and scheduled to go for RFP in Sept/Oct 2018.	Carryforward	In Progress 25%
16	CA	506 / 510	Nelson	\$80,000	\$38,201	Reserves / SS	2017	Sep-18		All	All	Ortho-Photo Acquisition	RFP issued and vendor selection completed. New aerial photographs taken in May 2018. Project completion will be Fall 2018 to allow for image consistency QA work.	Carryforward	In Progress 75%
17	IS	351	Cooper	\$10,000	\$2,650	Reserves	2018	Sep-18		Regional	Regional	Site Improvement at Pender Harbour Transfer Station	Estimated completion by end of September 2018.	Other	In Progress 75%
18	PCD	540	Hall	\$10,000	\$0	Taxation	2018	Sep-18		Regional	F	Dike Maintenance (Dakota Creek)	Planning ongoing. Project brief developed. Tender prepared for fall work.	Regulatory Compliance	In Progress 25%
19	PCD	615	Hall	\$25,000	\$0	Reserves	2018	Sep-18		All excluding A and F Islands	DoS	Water Efficiency Plan Sunshine Coast Arena (SCA)	Scoping underway. Project report at May PCDC. Proceeding with engineering for higher efficiency condenser. Condenser project scheduled for completion Q3.	Integrated 5-Year Plan	In Progress 25%
20	PCD	650	Robinson	\$6,000	\$2,651	Taxation	2017	Oct-18		A, B, D, E, F	A-F including Islands	Hazard Tree Assessment Plan / Phase 1 Assessment	Plan started. Progress on internal assessments, scopes of work. Training conducted in hazard tree assessments and chain saw safety to aid in implementation. Additional training completed. Remaining hazard assessment training to take place in Q4 2018.	Carryforward	In Progress 75%
21	PCD	650	Robinson	\$25,000	\$10,521	Taxation	2017	Oct-18		A, B, D, E, F	A-F including Islands	Parks Bridge Capital Maintenance	Project brief for Cliff Gilker Purple Bridge complete. Selection of new area for bridge and trees to use for bridge has been confirmed. New Cliff Gilker Purple Trail Bridge completed, open for use November 10. Work on additional bridges moving forward based on engineering assessments completed Q4 2017. Lions Park bridge deck improvement planned, to be completed in Q4, 2018.	Carryforward	In Progress 50%

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22	IS	350	Cooper	\$5,500	\$5,500	Taxation	2018	Nov-18		Regional	Regional	2018 Wildsafe BC Program	WildSafeBC has hired the Program Coordinator and program commenced on May 22, 2018 and runs until mid-late Novovember 2018.	Low Cost / High Value	In Progress 75%
23	CA	113	Perreault	\$412,000	\$165,601	Reserves / Grant	2016	Dec-18		All	Corporate	Asset Management / Maintenance Management System project	Total project \$412,000 - Cityworks portion of total \$285,111. First phase of Cityworks implementation went live January 2017. Grant funds still available and staff requested / received an extension from UBCM to December 31, 2018. Work Management usability improvements are underway through Q2 2018. Next phase focuses on enhancing the system for Asset Management and extending condition assessments. Asset Management Coordinator (temp), hired late March, is scoping final phase of the project to satisfy grant conditions and will comprise the key remaining initiatives for Q2 to Q4 2018 to complete. Grant scope/agreement amended with UBCM (Board approved) to include condition assessments. Project scope being developed for waste water facilities to assist with asset management planning for these facilities and scheduled completion by Q4 2018.	Carryforward	In Progress 50%
24	PCD	667	Allen	\$161,461	\$952	Gas Tax	2013	Dec-18		A	A	Lily Lake Path (Area A) - Planning and Engineering	Engineering is complete for all sections. Applied to MOTI for construction permits. Construction on hold. Discussions with MoTI resumed since UBCM and a report will come forward.	Carryforward	In Progress 75%
25	PCD	650	Allen	\$60,500	\$ 877	Taxation	2016	Dec-18		All EA's including Islands	B, D, E, F	Suncoaster Trail Planning	Public open houses held for February 27 and March 1 2017. Proposed Route has been linked to Google Earth. SCRД has approval for a grant from VCH Healthy Communities for \$57,500 for detailed trail planning. Grant funding has been received and drafting scope of work for RFP for detailed planning work in 2018. Tendering underway. Call for public participation planned in Q1/early Q2 2018. Procurement phase complete and Diamond Head Consulting is selected. Consultant confirmed; project proceeding. Invitations to First Nations, local governments, technical advisory group and stakeholders extended.	Carryforward	In Progress 25%
26	PCD	665	Allen	\$100,000	\$10,811	Gas Tax	2015	Dec-18		B, D, E, F	F	Area E - Gower to Gibsons - Construction	Survey completed. SROW's required with property owners. Project on hold. Discussions with MoTI resumed since UBCM.	Carryforward	In Progress 25%
27	PCD	665	Allen	\$158,557	\$17,592	Gas Tax	2015	Dec-18		B, D, E, F	B	Area B Highway 101 to Mintie Road - Planning and Construction	Waiting for permit from MoTI. Applied for 2016 Bike BC grant. ROW denied so rerouting and engineering plan is completed. Legal survey complete. Project on hold. Discussions with MoTI resumed since UBCM.	Carryforward	In Progress 25%
28	PCD	665	Allen	\$46,000	\$1,457	Gas Tax	2015	Dec-18		B, D, E, F	D	Area D - Beach Avenue (south of Flume Park) curb retrofit - Construction	Drainage issues and catch basin required. Plans are being reviewed by MoTI. Project on hold. Discussions with MoTI resumed since UBCM.	Carryforward	In Progress 50%
29	PCD	665	Allen	\$40,000	\$2,875	Gas Tax	2014	Dec-18		B D E F	E	Area E - Highway 101 Maintenance Repairs - East of Poplars Park (Phase I)	MoTI has completed internal engineering survey and is examining their funding and options. Pending response from MoTI. Project on hold. Discussions with MoTI resumed since UBCM.	Carryforward	In Progress 25%
30	PCD	665	Allen	\$20,000	\$11,306	Gas Tax	2015	Dec-18		B, D, E, F	D	Area D - Lower Road - Planning	Concept plans being reviewed by MoTI. Consultation required. Project on hold. Discussions with MoTI resumed since UBCM.	Carryforward	In Progress 50%

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31	PCD	665	Allen	\$20,000	\$10,153	Gas Tax	2015	Dec-18		B, D, E, F	D	Area D - Roberts Creek Village to Pier - Planning	Concept plans being reviewed by MoTI. Project on hold. Discussions with MoTI resumed since UBCM.	Carryforward	In Progress 50%
32	IS	135	Hall	\$60,000	\$0	CARIP / SS	2017	Dec-18		All	Regional	Corporate Energy Management Program	Scope of work for energy audits coordinated with Asset Management Plan completed. Tendering for energy audits planned for Q4 2018 .	Carryforward	Started
33	PCD	345	Hall	\$20,000	\$0	Reserves	2018	Dec-18		B, D, E, F and Islands	B, D, E, F and Islands	Ports Approach Load Rating and Ports Safety Audit	Scope developed. Tendering in Q3 .	Safety	In Progress 25%
34	PCD	345	Hall	\$130,000	\$0	Taxation	2018	Dec-18		B, D, E, F and Islands	B, D, E, F and Islands	Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float)	Design work complete. Recruiting consulting engineer. Reviewing condition reports in preparation for design review. Early Q4 outreach to community planned.	Mandatory / BC	In Progress 25%
35	PCD	345	Hall	\$450,000	\$0	Short Term Debt	2018	Dec-18		B, D, E, F and Islands	B	Ports - Vaucroft Capital Works	Recruiting consulting engineer. Reviewing condition reports in preparation for design review. Early Q4 outreach to community planned.	Mandatory / BC	In Progress 25%
36	IS	350	Cooper	\$10,000	\$0	Eco-Fee	2017	Dec-18		All	Regional	Solid Waste Management Plan (SWMP) 5-Year Effectiveness Review	Scope of work being considered with cross reference to legislation changes.	Carryforward	Started
37	PCD	400	Hall	\$25,000	\$0	Reserves	2018	Dec-18		All	D and E with Regional Impact	Cemetery Business Plan	Planned for initiation of project in Q4.	Mandatory / BC	Not Started
38	PCD	540	Hall	\$60,000	\$0	Grant / Operating Reserves	2018	Dec-18		Regional	F	Hillside Development Project Investment Attraction Analysis	Economic Development Readiness Program - Grant Application pending.	Low Cost / High Value	Started
39	PCD	615	Hall	\$251,650	\$0	Reserves	2018	Dec-18		All excluding A and F Islands	DoS and ToG	Recreation Fitness Equipment Replacement	Project brief and plan developed. Tender documents prepared for Q3. Tender scheduled for release, with installation planned for near year end.	Mandatory / BC	In Progress 25%
40	PCD	650	Robinson	\$20,000	\$2,805	Reserves	2018	Dec-18		A, B, D, E, F	A, B, D, E, F	Regional Parks - Minor Capital Repairs Funding	Workplan and asset management analysis being completed. Fall work scheduling underway to see project completed by year end.	Mandatory / BC	In Progress 25%
41	IS	370	Crosby	\$4,853,915	\$367,586	Debt / DCCs	2016	Dec-18		Regional	D	Chapman Lake Supply Expansion - Construction, Engineering, Environmental Assessment	BC Parks' Public Consultation process on amending the Management Plan for the Tetrahedron Park concluded June 8, 2018. Recommendation from Minister to Cabinet on approval of amended management plan expect fall 2018, with potential legislative amendment early spring 2019.	Carryforward	In Progress 50%
42	PCD	504	Allen	\$75,000	\$29,718	Reserves	2017	Apr-19		A-F	B-F	Zoning Bylaw 310	Consultant selected August 2017. Initial meeting conducted in August. Consultant has prepared background report identifying areas of interest with preliminary set of recommendations. Staff and consultant met in October to review background report. White paper coming to Q1 2018 Committee meeting. White paper and questionnaire in development. Status report presented to PCDC February 2018. SCRD advisory committee engagement to commence March 2018. Advisory Committee referral has been conducted and planning is underway for two-part advisory summit. Advisory Summit 1 took place on June 4th and meeting 2 is scheduled for June 20th. Advisory committee members are assisting in setting the scope for and context for upcoming engagement with stakeholders and general public. Advisory summits completed and feedback summary provided to committees. Focus group consultation currently underway.	Carryforward	In Progress 50%
43	PCD	110	Legault	\$25,000	\$0	Reserves	2018	Jun-19		Regional	Regional	Consulting Services - 2019-2022 Strategic Plan Development	Services secured.	Strategic Plan	In Progress 25%

Sep-18

2018 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
44	PCD	110	Legault	\$50,000	\$0	Reserves	2018	Q2 2019		Regional	Regional	Update Electronic Document Management System to a new version of Content Server 16	Scoping complete and RFP issued Spetember 2018.	Mandatory / BC	In Progress 25%
45	PCD	210	Michael	\$15,000	\$0	Taxation	2018	Q3 2018		E, F and ToG	ToG	Gibsons and District Volunteer Fire Department - Paint Exterior of the North Road Fire Hall	Obtaining quotes. Purchase order issued/scheduling work. Painting completed.	Low Cost / High Value	In Progress 75%
46	PCD	210	Michael	\$75,000	\$0	Reserves	2018	Q3 2018		E, F and ToG	E, F and ToG	Fire Prevention Officer Vehicle	Scoping complete. Working with other departments on procurement efficiencies. RFQ issued 2018-Jul-09.	Other	Started
47	PCD	212	Loveys	\$150,000	\$0	Reserves	2018			D	D	Roberts Creek VFD Roof Replacement	Scoping being prepared.	Imminent Asset Failure	In Progress 25%
48	PCD	212	Loveys	\$5,000	\$0	Reserves	2018			D	D	Roberts Creek VFD Site Design	Scoping being prepared.	Other	In Progress 25%
49	IS	365	Walkey	\$1,650,000	\$85,815		2017			A and SIGD	A	North Pender Harbour Water Main Upgrades	Tender review and award of the construction portion of the project is underway. Report to June CAS IC. Tender awarded by Board June 28, 2018. Project to commence October 2018.	Carryforward	Started
50	IS	365	Walkey	\$1,500	\$0	User Fees	2018			A and SIGD	A	North Pender Harbour Water - Demand Reduction Rebate Programs	Draft project plan completed and under review for implementation.	Strategic Plan	In Progress 75%
51	IS	366	Walkey	\$1,650,000	\$90,667		2017			A	A	South Pender Harbour Water Main Upgrades	Tender review and award of the construction portion of the project is underway. Tender awarded by Board June 28, 2018. Project to commence October 2018.	Carryforward	Started
52	IS	366	Walkey	\$2,000	\$0	User Fees	2018			A	A	South Pender Harbour Water - Demand Reduction Rebate Programs	Draft project plan completed and under review for implementation.	Strategic Plan	In Progress 75%
53	IS	370	Crosby	\$100,000	\$5,649	Reserves	2018			Regional	F	Langdale Well - Pump Station Upgrade	Design and planning underway. Preliminary design of pump station upgrading is 75% complete and ready for team review.	Imminent Asset Failure	In Progress 25%
54	IS	370	Walkey	\$50,000	\$0	Reserves	2018			Regional	E	Regional Water - Well Protection Planning - Phase 2	Interim planning and coordination continuing.	Regulatory Compliance	In Progress 25%
55	IS	370	Crosby	\$112,500	\$0	Reserves	2018			Regional	B, D and Dos	Regional Water - Exposed Water Main Rehabilitation	Tendering process closed and bids are currently being reviewed	Mandatory / BC	In Progress 25%
56	IS	370	Walkey	\$25,000	\$0	User Fees	2018			Regional	A, B, D, E, F and DoS	Regional Water - Demand Reduction Rebate Programs	Draft project plan completed and under review for implementation.	Strategic Plan	In Progress 75%
57	IS	370	Walkey	\$692,000	\$0	Reserves	2018			Regional	B, D, E, F and DoS	Chapman Water Treatment Plan Chlorination System Upgrade	Tendering process to start on October 2018	Integrated 5-Year Plan	Started
58	IS	370	Rosenboom	\$325,000	\$0	Reserves	2018			Regional	E, F and DoS	Regional Water - Groundwater Investigation - Stage 2	Test well drilling has started mid-September and testing of drilled wells will take place early October	Integrated 5-Year Plan	In Progress 25%
59	IS	370	Crosby	\$5,896,550	\$0	Long Term Debt	2018			Regional	DoS and SIGD	Regional Water - Universal Water Meter Installations - Phase 3 - District of Sechelt	Alternative Approval Process did not pass. Further staff report to follow at September Committee meeting.	Integrated 5-Year Plan	Started
60	IS	370	Rosenboom	\$200,000	\$0	DDC's	2018			Regional	Regional	Regional Water Storage Capacity	Project has started . Update report in 2019.	Integrated 5-Year Plan	Started
61	IS	370	Walkey	\$200,000	\$0	5 Year Loan	2018			Regional	All	Regional Water (Utility Services) - Vehicle Replacements	Vehicle tender specifications are finalized. Tendering process underway. Vehicle tenders have been reviewed and award report to go to committee.	Other	In Progress 75%
62	IS	389	Crosby	\$75,000	\$9,620	Grant/Loan	2017			A	A	Canoe Road Septic Field System Replacement	Engineering awarded and underway. Preliminary design discussed with staff in August, 2018. Further investigative work required by Consultant. Update to be provided in Q1 of 2019.	Carryforward	In Progress 25%
63	IS	390	Crosby	\$65,000	\$8,441	Grant/Loan	2017			A	A	Merrill Crescent Septic Field Replacement	Engineering awarded and underway. Preliminary design received August 29, 2018 for staff review. Update to be provided in Q1 of 2019.	Carryforward	In Progress 25%
64	PCD	615	Robinson	\$12,000		Reserves	2018			All excluding A and F Islands	ToG	Recommission hot water heat recovery system. Gibsons and Area Community Centre (GACC)	Regulatory changes regarding ammonia in secondary heating systems mean this project is recommended for cancellation. Project cancelled.	Integrated 5-Year Plan	Cancelled
65	PCD	625	Cole	\$9,000	\$0	Reserves	2018			A	A	Pender Harbour Aquatic and Fitness Centre Hot Water Tank Replacement	Contractor confirmed. Work to be completed in Q3.	Imminent Asset Failure	In Progress 75%

Sep-18

2018 BUDGET PROJECT STATUS REPORT

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66	PCD	650	Robinson	\$30,000	\$0	Reserves	2018			A, B, D, E, F	B, D, F	Sports Field Potable Water Use Reduction	Grant successful in second round (September 2018). Project plan to be confirmed Q4 of 2018.	Integrated 5-Year Plan	Started
Line No.	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	IS	352	Cooper	\$12,000		Reserves	2018	Apr-18	Mar-18	Regional	Regional	Sechelt Landfill Generator Replacement	Completed. Generator was replaced March 26, 2018. Have not received invoice yet.	Imminent Asset Failure	Completed
2	PCD	615	Hall	\$309,174		Capital Maintenance Budget / Reserves	2016	Mar-18	Mar-18	B, D, E, F (no islands), DoS, ToG and SIGD	ToG	Gibsons and District Aquatic Facility (GDAF) Hot Tub Replacement	Construction manager and trades hired. Demolition completed. Communications plan to support new timeline in place. Concrete work completed. Main pool reopened December. Construction complete. Hot tub planned opening early March 2018, subject to health and building inspection. Completed and opened March 2018.	Carryforward	Completed
3	PCD	210	Michael	\$840,000		Capital Reserves	2016	Jan-18	Apr-18	E, F and ToG	ToG	Ladder Truck Replacement for GDVFD	Construction has begun on ladder truck and anticipated delivery date is Jan 1, 2018 Ladder truck has arrived and training is ongoing prior to putting into service.	Carryforward	Completed
4	IS	370	Crosby	\$149,859		TBD	2016	Mar-18	Apr-18	Regional	D, E, F, TOG, DOS	Regional Water Groundwater Investigation Stage 1	Draft report received for review September 19, 2017. Report and presentation by Consultant to be presented to Committee in the 4th Quarter. Final report presented by Consultant at October 19, 2017 Infrastructure Services Committee with subsequent recommendations adopted at October 26, 2017 Board meeting. Groundwater Task Force meetings completed as of February 14, 2018. Report to March ISC to follow. The Regional Groundwater Task Force - Next Steps report was received at the March 15, 2018 ISC meeting and a subsequent staff report will be provided at the April 19, 2018 ISC meeting.	Carryforward	Completed
5	IS	352	Cooper	\$6,200		Reserves	2018	May-18	May-18	Regional	Regional	Sechelt Landfill Geotechnical and Seismic Assessment Update	Completed. Submitted to MoE May 29, 2018.	Regulatory Compliance	Completed
6	CA	640	Perreault	\$125,000		Reserves / Loan	2017	Sep-18	Jul-18	E, F and ToG	E, F and ToG	HVAC Unit Replacement (controls) - Gibsons and District Public Library	Project Plan developed. Work underway. Project scope developed in preparation for preparing tender. Staff also exploring alternative funding sources through grants. Tender closed and awarded June 15th. Work to be scheduled with successful proponent and should be complete by Q3 2018. Project Completed late July 2018, well under budget.	Carryforward	Completed
7	PCD	613	Robinson	\$36,000		Capital Reserve	2015	Aug-18	Aug-18	All excluding A	All excluding A	Gibsons and Area Community Centre (GACC) - Plant Room Ventilation Extension Scope	Scope of work developed by Engineer. Equipment order in progress. Carryforward; installation planned for 2018 shutdown. Project requires re-engineering. Engineering in progress. Engineering completed. Equipment ordered. Construction tendering in Q2. Project Completed - Working on deficiencies.	Carryforward	Completed
8	PCD	210-218	Loveys	\$10,000		Reserves	2018		Aug-18	A, B, D, E, F and ToG	A, B, D, E, F and ToG	VFD Document System - Fire Pro 2 Software Package	RFP completed and package installed.	Other	Completed
9	PCD	625	Cole	\$10,000		Reserves	2018		Sep-18	A	A	Bathroom Partitions	Contractor confirmed. Work completed in Q3.	Mandatory / BC	Completed
10	PCD	650	Robinson	\$28,000		Surplus	2016	Jun-18	Sep-18	All EA's including Islands	A, B, D, E	Playground Surface Replacements	Some surface replacements have been completed and planning for the remaining work is underway. Shirley Macey Water Park resurfacing tendered. Tender awarded. Project completed in September 2018.	Carryforward	Completed

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
11	PCD	625	Cole	\$11,000		Reserves	2018		Sep-18	A	A	Replacement of Stereo System	Contractor confirmed. Work completed in Q3 2018	Low Cost / High Value	Completed
12	PCD	210	Michael	\$32,481		Reserves	2018	Q3 2018	Sep-18	E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Scoping complete. RFQ issued 2018-May-25. Purchase order issued and pagers received.	Mandatory / BC	Completed
13	PCD	212	Loveys	\$19,489		Reserves	2018		Sep-18	D	D	Roberts Creek Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Scoping complete. RFQ issued 2018-May-25.	Mandatory / BC	Completed
14	PCD	216	Loveys	\$22,737		Reserves	2018		Sep-18	B	B	Halfmoon Bay Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Scoping complete. RFQ issued 2018-May-25. Purchase order issued and pagers received.	Mandatory / BC	Completed
15	PCD	218	Loveys	\$11,693		Reserves	2018		Sep-18	A	A	Egmont and District Volunteer Fire Department Pager Replacement (All Fire Chiefs Initiative)	Scoping complete. RFQ issued 2018-May-25. Purchase order issued and pagers received.	Mandatory / BC	Completed
16	IS	366	Walkey	\$30,000		5 Year Loan	2018		Sep-18	A	A	South Pender Harbour Water (Utility Services) - Vehicle Replacement	Vehicle tender specifications and tendering complete. Vehicle (truck) onsite and in use.	Other	Completed
17	IS	350	Cooper	\$31,000		Taxation	2018	Sep-18	Sep-18	Regional	A	Islands Clean-up Service Expansion	Planning work for 2018 service has commenced. Schedule released. Events completed to date: Gambier and surrounding islands flag stops (Jul 7), Nelson Island flag stops (Jul 14),Trail Island flag stops and Thormanby Island (Aug 11), Keats Island flag stop & on-land (Aug 25), Gambier on-land (Aug 25). No contracted service expenses noted as no invoices have been received yet.	Other	Completed
18	PCD	345	Hall	\$99,594		Taxation	2016	Apr-18		B, D, E, F including Islands	F Islands	Gambier Float Replacement	Awarded in March 2017. Engineering completed September 2017. Environmental review complete. Construction completed in 2018 Q1. Installation/project completion scheduled for early Q2 2018. Construction completed. Field inspection and closure documentation late Q2. Final invoicing to occur.	Carryforward	Completed
19	PCD	345	Hall	\$426,831		Taxation / Reserves / Grant	2017	Apr-18		B, D, E, F and Islands	B, D, E, F and Islands	Ports Repairs	Scoping work underway. Engineer/project manager hired; material specifications and project designs to be completed in September, tendering to follow. Timber procured, construction tendering complete. Work underway, with supporting communications to community/affected users. Scheduled for completion early Q2, 2018. Construction completed. Field inspection and closure documentation late Q2. Final invoicing to occur.	Carryforward	Completed
20	PCD	650	Allen	\$4,500		Taxation	2015	Apr-18		All excluding Munis	F	Gambier Island Community Information and Amenities	Trail planning process task force commenced 2017-May-27. Task Force work complete. Public engagement session held on Gambier Island in October. Reports to follow. Public engagement summary presented to December PCDC. Report on trail development options to follow, 2018 Q2. Board direction to pursue trail development for West Connector. Staff will report on options. Project as scoped completed.	Carryforward	Completed
21	PCD	615-621	Robinson	\$40,000		Capital Maintenance Budget	2016	Dec-18		B, D, E, F (no islands), DoS, ToG and SIGD	ToG	Gibsons and Area Community Centre (GACC) - RTU Controls.	Lighting replacement portion of project cancelled. PO has been issued. PO was issued 2016. Detailed schedule to be confirmed; anticipated to require carryforward for completion in 2017. This project is now completed and final invoices submitted. Additional work identified as required, resulted in this item being carried forward. Additional scope of work and quotations being obtained. Completed.	Carryforward	Completed

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
22	CA	117	Nelson	\$50,000		Support Services	2018			All	All	Increase Capital Replacements of Information Technology Equipment	2018 plan prepared. Replacement of backup data storage equipment procured and deployment in progress. Completed with 2018 Budget process.	Mandatory / BC	Completed

Open Projects by Year	
Prior to 2015	4
2015	9
2016	7
2017	14
2018	32
TOTAL	66

% Complete Summary		DEFINITION
Not Started	1	1.1% Work has not been started for project.
Started	10	11.4% Work is in preliminary stages.
In Progress 25%	25	28.4% Up to 25% progress
In Progress 50%	13	14.8% Up to 50% progress
In Progress 75%	16	18.2% Up to 75% progress
Completed	22	25.0% 100% Finished
Deferred	0	0.0% Project was deferred by motion.
Cancelled	1	1.1% The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)
TOTAL	88	

Policy Codes Key
SP - Strategic Plan
WE - We Envision
ITSP - Integrated Transportation Study Plan
CRWP - Comprehensive Regional Water Plan
PRM - Parks and Rec Master Plan
SARP - Chapman Creek Watershed Source Assessment Response Plan
EVDF, HMBF, RCF, GF - Fire Departments (strategic plans)
PDTNP - Parks Division Trail Network Plan
TFP - Transit Future Plan
AAP - Agricultural Area Plan
AMP - Asset Management Plan
ZW/S - Zero Waste / Sustainability

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee, September 27, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: 2015-2018 BOARD STRATEGIC PLAN – ACCOMPLISHMENTS

RECOMMENDATION(S)

THAT the report titled 2015-2018 Board Strategic Plan – Accomplishments be received.

BACKGROUND

The Sunshine Coast Regional District (SCRD) Board approved their 2015-2018 Strategic Plan on July 9, 2015 by Resolution 295/15. The report can be reviewed in the [agenda for July 9, 2015 pages 26-39](#).

The Key Strategic Priorities for 2015 – 2018 are:



On February 23, 2017, a review was undertaken by the Board and staff of the accomplishments to date and setting goals under the Key Priorities for the next two years. The report can be reviewed in the [Corporate and Administrative Services Committee Agenda of February 23, 2017 pages 1-8.](#)

The purpose of this report is to provide the current Board a report of the accomplishments for the 2017-2018 timeframe.

DISCUSSION

As in the mid-term Strategic Plan review, staff have used the same template to report accomplishments. Summaries for Corporate Services, Infrastructure Services and Planning and Community Development are attached (Attachments A, B and C).

With respect to continued bodies of work and priorities, staff can identify now, and bring forward as part of the newly elected Board's strategic plan discussions.

Enhanced Collaboration with the shíshálh and Skwxwú7mesh Nations

- There is a need to continue to strengthen our reconciliation and work with our First Nations partners.

Ensure Fiscal Sustainability

- Asset management work and our key assets in utilities services such as our water/wastewater facilities and ports.
- Review rate structures and establish reserve policies in conjunction with development of divisional Service Plans.

Retain, Retain and Acknowledge Staff and Volunteers

- A number of continuing initiatives and programs to support a respectful workplace.
- Initiatives to address the ageing workforce and competition in recruitment.
- Recognition and support for our many volunteers.

In addition to the continued work related to the Key Priorities, there is also ongoing work, to transfer information to the new Board, related to discussions with respect to regional growth, solid waste diversion initiatives and landfill capacity and water supply and policy development.

CONCLUSION

On February 23, 2017, a review was undertaken by the Board and staff of the 2015-2018 Strategic Plan accomplishments to date and goal-setting under the Key Priorities for the next two years 2017-2018.

As in the mid-term Strategic Plan review, staff have used the same template to report accomplishments. Summaries for Corporate Services, Infrastructure Services and Planning and Community Development are attached.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – R. Rosenboom X – I. Hall	Legislative	X – A. Legault
CAO	X – J. Loveys	HR	X – G. Parker

Attachment A: Summary for Corporate Services
Attachment B: Summary for Infrastructure Services
Attachment C: Summary for Planning and Community Development



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

Department: Corporate Services

Divisions:	Chief Administrative Officer (CAO)	Human Resources (HR)	
	Finance (F)	Administration and Legislative Services (ALS)	Purchasing and Risk Management (PRM)
	Emergency Planning (SCEP)	Information Technology and Geographic Information Systems (ITGIS)	

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Values: Collaboration, Equity, Environmental Leadership, Respect and Equality and Transparency.

Below is a template to assist staff in highlighting and better organize accomplishments and goals aligned with the SCRD Board's approved Strategic Plan.

Key Priorities Key Areas where we will focus our efforts.	Objectives What we will achieve	2017 - 2018 Accomplishments Departmental and Divisional
Ensure Fiscal Sustainability	Update the current financial sustainability policy.	CAO - Introduced corporate project management process to ensure projects are delivered on time and on budget.
		F - 2018 Budget Process refined.
		F - Asset Management Plan Development-Wastewater, Facilities and Parks; and more work on asset management software implementation as part of SPF Grant.
		ITGIS - Completed IT Asset Management plans to highlight IT asset sustainment funding needs.
	Create an integrated five-year service plan that incorporates all major plans.	F-Completed Business Plan for Finance for 2018.
		ITGIS - Completed ITGIS Business Service Plans for 2017 and 2018.
		PRM-Completed Purchasing & Risk Management Business Plans for 2018-19.
	Align service levels with the sustainable funding policy.	ALS - Completed review and updated bylaw contravention penalties.
		ALS - Partnering with School District 46 and Islands Trust on election administration.
		CAO - Integrated service levels into department work plans and budgets.
		ITGIS - Established continuous improvement governance structures to sustain businesses systems.
		SCEP - Successful grants - radio system upgrades (EOC), group lodging (ESS) and Emergency Operation Centre training.



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Key Priorities Key Areas where we will focus our efforts.	Objectives What we will achieve	2017 - 2018 Accomplishments Departmental and Divisional
Embed Environmental Leadership	Define and articulate our environmental values.	CAO - Integrated organization's values and practices into the workplace.
		CAO - Supported internal staff initiatives.
		F - Documenting business processes and identifying areas where efficiencies can be achieved, especially via the elimination of manual and paper processes and the implementation of automated processes.
		F - Refining processes to minimize use and storage of paper while ensuring compliance with records management standards.
		ITGIS - Established plans to account for printing requests per user to reduce paper use.
Support Sustainable Economic Development	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	ALS - Established new wastewater service for Sakinaw Ridge.
		CAO - Initiated work with member municipalities and First Nations to strengthen and better coordinate regional development.
	Approve and implement a regional economic development charter.	CAO - Introduction and implementation of Service Agreements.
		CAO - Ensure transparency in the public reporting of funds.
	Support existing community and economic development organizations.	F - Payment via EFT has been communicated to suppliers. For the first 2 quarters of 2018, approximately 42% of payments issued were electronic payments.
Support Sustainable Economic Development	Incorporate land-use planning and policies to support local economic development.	



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

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Key Priorities Key Areas where we will focus our efforts.	Objectives What we will achieve	2017 - 2018 Accomplishments Departmental and Divisional
Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations	Enhance our understanding of our First Nations' Cultures.	
	Strengthen communication, planning and collaboration with the shíshálh Nation.	ALS - Partnership with SIGD for co-location of voting place in Garden Bay .
		CAO - Continue to create opportunities for respectful learning.
		CAO - Review of existing Protocols and Agreement.
		CAO - Strengthen work relationship with shíshálh Nation staff.
	Strengthen communication, planning and collaboration with the Skwxwú7mesh Nation.	HR - SCRD Human Resources staff and shíshálh Nation Human Resources staff discussions regarding collaborative training options / offerings.
		CAO - Working toward Protocol Agreement.
		CAO - Continue to create opportunities for respectful learning.
Facilitate Community Development	Collaborate with community groups and organizations to support their objectives and capacity	ALS - Co-presented at the Women's Campaign School.
		CAO - Support and integrate departments who work with volunteers.
		HR - Participated in the Open Door Group career fairs at the Gibsons and Area Community Centre in 2017 and 2018.
		SCEP - Sunshine Coast Search and Rescue lease renewed.
	Increase, retain and celebrate the work of our volunteers.	ALS - Coordinated full page advertisement for Volunteer Appreciation Week.



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Key Priorities Key Areas where we will focus our efforts.	Objectives What we will achieve	2017 - 2018 Accomplishments Departmental and Divisional
Recruit, Retain and Acknowledge Staff and Volunteers	Be an "Employer of Choice".	ALS - Supported professional development opportunities.
		CAO - Support a healthy work / life balance with staff.
		HR - 2017 North American Occupational Safety and Health (NAOSH) Committee participated in NAOSH week and the SCRD won Most Innovative and Honourable Mention Awards.
		HR - 2017/2018 - Continued expansion of BEST Corporate Training calendar offerings including new online courses via HR Downloads.
		HR - 2107 continued coaching on hiring processes.
	Celebrate the work of our staff.	ALL - Recognized history and accomplishments of SCRD during 50th Anniversary.
		ALL - The STAR and TIER recognition program has been promoted, and several staff nominated and received awards.
		HR - 2017 - PEERS – Promoting Excellence Employee Recognition System continued.
		Late 2017/2018 - PEERS Committee now being led by peers.
		i. STAR Program – (Sending Thanks Appreciation and Recognition). Peer-driven recognition of individuals ii. TIER Program - (Team Innovation, Excellence & Recognition. Nomination) Peer-driven for teams to recognize the contributions of other teams. iii. SOAREE award- (SCRD's Organizational Appreciation & Recognition for Exempt Employees) Exempt employee peer-driven recognition.



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Key Priorities Key Areas where we will focus our efforts.	Objectives What we will achieve	2017 - 2018 Accomplishments Departmental and Divisional
Recruit, Retain and Acknowledge Staff and Volunteers	Celebrate the work of our staff.	HR - 2017 Staff survey completed.
		HR - 2018 'Deep Dive' survey into topic of Communication was developed and conducted, based on the results a Focus Group to create actions plans has now been formed.
	Enhance succession planning.	ALS - Delivered report writing training.
		ALS - Provided workshop on parliamentary procedure.
		CAO - Ensuring fair and clear processes for succession planning.
		CAO - Leadership Forums successful and will continue.
		CAO - Aligning management competencies with the changes in the organization.
		CAO - CAO On the Go sessions with all staff.
		HR - Continue to support PEP talk program; leadership training available to new Managers and Supervisors.
		HR - Continued workforce development and led a leadership session on HR planning processes.
		HR - Hired a high number of internal applicants into vacated positions; both at bargaining unit and manager levels.
Enhance Board Structure and Process	Enhance our governance policies, procedures and practices.	ALS - New Board Procedures Bylaw adopted.
		ALS - New Delegation Bylaw adopted.
		ALS - Open House for Local Government Awareness Week.
		ALS - Public Participation Framework updated and adopted.



Sunshine Coast Regional District Board
2015-2018 Strategic Plan Review

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Key Priorities Key Areas where we will focus our efforts.	Objectives What we will achieve	2017 - 2018 Accomplishments Departmental and Divisional
Enhance Board Structure and Process	Enhance our governance policies, procedures and practices.	ALS - Coordinated and hosted candidate information session.
		CAO - Enhanced communications with stakeholders with respect to process and alignment of services.
		CAO - Work with local media for responsive and factual reporting.
		CAO - Coordinated and hosted candidate information session.



Sunshine Coast Regional District Board
2015-2018 Strategic Plan Review

Attachment B

Department: Infrastructure Services

Divisions:	Sustainability (SUS)	Transit and Fleet (T/F)
	Utility Services (US)	Solid Waste (SW)

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Ensure Fiscal Sustainability	Update the current financial sustainability policy.	
	Create an integrated five-year service plan that incorporates all major plans.	
		US - Completed annual review of financial model and Utilities rate structure and updated associated bylaw.
	Align service levels with the sustainable funding policy.	US - Pursued grant funding under New Build Canada Fund (NBCF), Clean Water and Wastewater Fund (CWWF), Strategic Priorities Fund (SPF), Investing in Canada Infrastructure Program (ICIP), Infrastructure Planning Grant Program (IPGP) programs. Successful in receiving grant funding towards various projects under the CWWF program as well as NBCF and IPGP programs.
		SW - Completed Solid Waste Rate Review and updated tipping fee bylaw based on the review.
Embed Environmental Leadership		T/F - Achieved goal of 10% increase in fare revenue in 2018.
		SW - Promoted and/or coordinated waste reduction campaigns to SCRD residents: Compost Awareness Week, Pitch-In Canada, Waste Reduction Week and "Make Memories, Not Garbage" holiday campaign.
	Define and articulate our environmental values.	SW - Expanded "Make Memories, Not Garbage" holiday campaign to include holidays throughout the year.
		SW - 12 corporate waste reduction events in total for SCRD staff over 2017 and 2018.
		SW - Implemented compost collection service for Field Road.



Sunshine Coast Regional District Board
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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Embed Environmental Leadership	Define and articulate our environmental values.	SW - Completed Solid Waste Web Pages Project in 2017 that included streamlined navigation and new pages.
		US - Enhanced promotion and outreach activities under Water Conservation Programs, such as Water Treatment Plant Tours, Water System Video and Booklet, Project Implementation Status.
		US - Amended Drought Management Plan to ban watering of lawns at Stage 3 to promote conservation.
		US - Conducting Feasibility Study for Raw Water Reservoirs to increase resilience to drought in Chapman System.
		US - Conducting Phase 2 of Groundwater Investigation project: test drilling to identify feasibility of new aquifers to diversify water supply and reduce strain on Chapman system during droughts.
		US - Improved reporting to Ministry of Environment and Climate Change Strategies on performance wastewater plant.
		SW - Developed and implemented integrated communication plan for waste reduction, recycling, landfills for social and traditional media.
		SW - Trash Bash Events - from 2012-2018 from West Howe Sound to Pender Harbour / Egmont. 2017 Event
	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	SW - Continued environmental lens for all Solid Waste initiatives.
		SW - Continued support for and collaboration with other SCRD departments regarding solid waste lens for regional initiatives.
		SW - Adoption of Regional Organics Diversion Strategy in 2018.



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Embed Environmental Leadership	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	US - Upgraded Chapman and Edwards Lake water release automation controls.
		US -Waste water treatment plants upgrade to replace the septic field systems for Canoe Road and Merrill Crescent. Project is subject to Clean Water and Wastewater Fund (CWWF) Grant application.
		US - Replace Square Bay Wastewater plant, improving effluent discharge for the environment. Project is
		US - Completed Phase 2 of water meter installations (Halfmoon Bay, Roberts Creek, Elphinstone, West Howe Sound) as identified in the Comprehensive Regional Water Plan (CRWP) as the primary water demand management tool.
		US - Collected meter data and assisted in the resolution of approximately 1,450 private infrastructure leaks, saving approximately 6.7 million litres of treated water per day.
		US - Improved procedures for internal and external referrals that would impact water systems.
		US - Completed the weather station at Mount Steele as per the Source Assessment Response Plan.
		US - Applying to secure Groundwater rights for all existing SCRD owned wells under Province's new Water Sustainability Act within sustainable yields of aquifers.
		US - Conducting Phase 2 of Groundwater Investigation project: test drilling to identify feasibility of new aquifers to diversify water supply and reduce strain on Chapman system during droughts.
		US - Replaced watermains at various locations to improve infrastructure reliability and reduces water wasted via leakages.
		US - Pump Station upgrades to improve energy efficiency and reliability.



Sunshine Coast Regional District Board
2015-2018 Strategic Plan Review

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Embed Environmental Leadership	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	US - Enforced Drought Management Plan.
		US - Calibrated Chapman Creek monitoring station to ensure correct environmental flows.
		US - Launched Rainwater Harvesting Rebate Program.
		SUS - Reported on energy and carbon emissions to facility managers and Province.
		US - Vehicle replacement to improve vehicle exhaust release.
		SUS - Real Ice system installed at Sunshine Coast Arena for efficiency.
		SUS - Shorter Showers signage developed for Recreation centres.
		SUS - Efficiency lens integrated into RFPs for lighting projects and HVAC replacements.
Support Sustainable Economic Development	Approve and implement a regional economic development charter.	
	Support existing community and economic development organizations.	T/F - Expansion of Transit system in 2017 to better serve communities and provide environmental friendly transportation alternative.
	Incorporate land-use planning and policies to support local economic development.	US - Ensure timely response to all referrals and enquires regarding infrastructure upgrades associated with developments



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

Department: Infrastructure Services

Divisions:	Sustainability (SUS)	Transit and Fleet (T/F)
	Utility Services (US)	Solid Waste (SW)

Vision: A community for all generations connected by our unique coastal culture, diverse economy and treasured natural environment.

Mission: To provide leadership and quality services to our community through effective and responsive government.

Values: Collaboration, Equity, Environmental Leadership, Respect and Equality and Transparency.

Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations	Enhance our understanding of our First Nations' Cultures.	
	Strengthen communication, planning and collaboration with the shíshálh Nation.	SW - Stakeholder engagement sessions were held with all member municipalities for the development and implementation Organics Diversion Strategy over 2017 and 2018.
		SW - Collaborative sessions were held with all member municipalities regarding opportunities for joint curbside collection services RFP in 2018.
		US - Staff presentation for shíshálh Nation Chief and Council on CRWP-projects and drought management
		US - Worked in collaboration with the shíshálh and Skwxwú7mesh Nations with all major excavation work regarding archeology during watermain replacements and CRWP projects.
Facilitate Community Development	Strengthen communication, planning and collaboration with the Skwxwú7mesh Nation.	
	Collaborate with community groups and organizations to support their objectives and capacity	SW - Awarded Waste Reduction Initiatives Program (WRIP) funding to 7 community groups in 2017-2018.
		SW - Annual Illegal Dumping Collaborative meetings in 2017 and 2018 in partnership with local governments and regional agencies.
		SW - Expanded Illegal Dumping Program to include outreach and education developed by AVICC in 2018.



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

Department: Infrastructure Services

Divisions:	Sustainability (SUS)	Transit and Fleet (T/F)
	Utility Services (US)	Solid Waste (SW)

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Facilitate Community Development	Collaborate with community groups and organizations to support their objectives and capacity	SW - Supported community-run Trash Bash in Pender Harbour in Spring 2018.
		SW - Solid Waste outreach booth at 16 community events in total over 2017 and 2018.
		SW - Solid Waste presentations to 2 community associations in total over 2017 and 2018.
	Increase, retain and celebrate the work of our volunteers.	T/F - Fire truck maintenance program in place and pump servicing capacity being developed.
		SW - Continued support and recognition of 82 Backroad Trash Bash volunteers in 2017 (2018 event Sep 15).
		SW - Continued to coordinate Waste Reduction Initiatives Program (WRIP).
Recruit, Retain and Acknowledge Staff and Volunteers	Be an "Employer of Choice".	US - Supported the successful upgrading of technical certification for Utilities Crew.
	Celebrate the work of our staff.	ALL - The STAR and TIER recognition program has been promoted, and several staff nominated and received awards.
		T/F - Celebration with recognition by BC Transit of quality fleet shop.
		ALL - Continue to recognize staff commitment with Service Awards for 5, 10, 15, 20, 25 years.
	Enhance succession planning.	ALL - Strategically development of staff to create redundancy in positions essential to the operation of a service.
Enhance Board Structure and Process	Enhance our governance policies, procedures and practices.	US - Started development of Water Sourcing Policy.
		US - Annual review of ERP documents for all water systems.



Sunshine Coast Regional District Board
2015-2018 Strategic Plan Review

Department: Planning and Community Development

Divisions:		
Volunteer Fire Departments (VFD)	Pender Harbour Aquatic and Fitness (PHAFC)	Building (BLD)
Recreation and Community Partnerships (RCP)	Facility Services and Parks (FSP)	Planning and Development (PD)
		Ports (PTS)

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Ensure Fiscal Sustainability	Update the current financial sustainability policy.	VFD (ALL) - Submitted information to the Fire Underwriters Survey to reduce insurance costs for the community.
		PTS - Ports 5 Year Capital Plan developed. Asset management planning underway.
		FSP - Preventative maintenance plans have been completed and implemented for many SCRD facilities, improving facility reliability and reducing costs/disruptions from breakdowns.
	Create an integrated five-year service plan that incorporates all major plans.	
	Align service levels with the sustainable funding policy.	BLD - Continued to provide quality and timely permitting and inspection services within the approved budget.
		GDVFD - Ladder truck was replaced in accordance with the 20 year capital plan.
		RCVFD - Ladder truck was replaced in accordance with the 20 year capital plan.
		FSP - Initiated asset review of parks, focusing on bridges and halls, and expanding to other areas. Results will support asset management plan for parks.
		RCP - Enhanced statistics captured and used to plan and evaluate programs.
		PTS - Completed three port repair and improvement projects using Western Economic Diversification (Canada 150) funding.
		PTS - New float installed at Gambier Harbour.
		RCP - Development of an SCRD Legacy Program initiated.
		FSP - Updated cemetery fees and charges to promote fiscal sustainability.



Sunshine Coast Regional District Board
2015-2018 Strategic Plan Review

Department: Planning and Community Development

Divisions:

Volunteer Fire Departments (VFD)	Pender Harbour Aquatic and Fitness (PHAFC)	Building (BLD)
Recreation and Community Partnerships (RCP)	Facility Services and Parks (FSP)	Planning and Development (PD)
		Ports (PTS)

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Embed Environmental Leadership	Define and articulate our environmental values.	RCP - Plan completed for lifecycle replacement of fitness equipment to maintain service levels and manage repair costs (delivery in winter 2018/2019).
		PHAFC - Capital projects completed to maintain service levels: stereo replacement, hot water tank replacement, bathroom and changeroom partition replacement.
		PTS - Environmental monitoring completed for ports capital projects.
		GDVFD - Deployed fire equipment and crew to assist with the 2017 and 2018 Provincial wildfires.
		RCSVFD - Deployed fire equipment and crew to assist with the 2017 and 2018 Provincial wildfires.
		HMBVFD - Deployed fire equipment and crew to assist with the 2017 and 2018 Provincial wildfires.
	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	PTS - Use of environmental review and monitoring on Canada 150 project and moving forward.
		FSP - Water saving measures were reviewed and, where possible, updates were made to reduce water consumption.
		FSP - Installation of water efficient condenser and closed-loop cooling system at Sunshine Coast Arena.
		FSP - Real Ice system installed at the Sunshine Coast Arena to reduce water and energy consumption.



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

Department: Planning and Community Development

Divisions:

Volunteer Fire Departments (VFD)	Pender Harbour Aquatic and Fitness (PHAFC)	Building (BLD)
Recreation and Community Partnerships (RCP)	Facility Services and Parks (FSP)	Planning and Development (PD)
		Ports (PTS)

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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Embed Environmental Leadership	Create and use an "environmental lens" for planning, policy development, service delivery and monitoring.	FSP - Energy controls upgrade completed at Gibsons and Area Community Centre (GACC).
		PD - In partnership with other coast land managers, completion of draft regional invasive plant management strategy.
		FSP - Installation of on-demand hot water system at Eric Cardinal Hall.
Support Sustainable Economic Development	Approve and implement a regional economic development charter.	PD - Referrals for moorage and other similar applications refer to shishálh Nation best management practice and similar environmental lens.
		FSP - Planning for energy audits in a number of SCRD facilities to drive continued energy efficiency gains and demand reduction.
	Support existing community and economic development organizations.	PD - Engage with local chambers of commerce and Sunshine Coast Tourism respecting densification strategies and short term vacation rental accommodations.
		RCP - Partner with community groups to host the Good Food Box Program.
	Incorporate land-use planning and policies to support local economic development.	PD - Hillside berm maintenance scheduled for 2018.
		PD - Adoption of Zoning Bylaw amendment to support mobile homes and a small-lot bare land strata subdivision to support affordable housing in a rural setting.



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

Department: Planning and Community Development

Divisions:

Volunteer Fire Departments (VFD)	Pender Harbour Aquatic and Fitness (PHAFC)	Building (BLD)
Recreation and Community Partnerships (RCP)	Facility Services and Parks (FSP)	Planning and Development (PD)
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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations	Enhance our understanding of our First Nations' Cultures.	PD and BLD - Participated in shíshálh Nation learning opportunity regarding settlement history and archeological interests.
	Strengthen communication, planning and collaboration with the shíshálh Nation.	PD - Egmont/Pender Harbour Official Community Plan. PTS - Coordination with shíshálh Nation for unloading of annual food fish harvest at an SCRD port.
	Strengthen communication, planning and collaboration with the Skwxwú7mesh Nation.	FSP - Engagement of Skwxwú7mesh Nation during planning for rehabilitation of Granthams Hall.
Facilitate Community Development	Collaborate with community groups and organizations to support their objectives and capacity	PHAFC - Initiated special events outreach/community outreach programs to engage more community participation in programs and events at the pool and gym.
		PD - Partnered with Sunshine Coast Search and Rescue Association to expand lease of SCRD land to enhance training and storage capacity.
		PD - Update Terms of Reference and establishment of new committee memberships for Agricultural Advisory Commission (AAC) and Natural Resources Advisory Committee (NRAC)
		PD - Complete the SW Peninsula Gambier Island trails initiative and establish a Trail Network Task Force
		FSP - Engage with a community task force and partner with the Halfmoon Bay Community Association on replacement of Coopers Green Hall



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

Department: Planning and Community Development

Divisions:

Volunteer Fire Departments (VFD)	Pender Harbour Aquatic and Fitness (PHAFC)	Building (BLD)
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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Facilitate Community Development	Collaborate with community groups and organizations to support their objectives and capacity	RCP - Launched the SCRD/School District 46 Joint Use Agreement. Expanded access to recreation and to facilities in the community.
		PD - Densification strategy to support affordable housing prepared.
		PD - Two-part summit meetings with advisory groups regarding Zoning Bylaw No. 310 update.
		PTS - Implemented a new system of providing updates on Ports service and repair updates to Ports Monitoring Committee (POMO), community groups, emergency services and marine transportation service providers.
		RCP - Collaborated with Vancouver Coastal Health on delivery of Happy Hearts rehabilitation program.
Recruit, Retain and Acknowledge Staff and Volunteers	Increase, retain and celebrate the work of our volunteers.	VFD (All) - Increased the membership (GDVFD reached goal of 45 members).
		PTS - Created a Ports Monitors Committee (POMO) to provide community input and feedback on the GDVFD - Self-contained breathing apparatus replaced with a focus on firefighter health and safety.
	Be an "Employer of Choice".	VFD (All) - Several staff members attended annual conferences.
		ALL - The STAR and TIER recognition program has been promoted, and several staff nominated and received awards.
	Enhance succession planning.	RCP - Development and delivery of three Aquatic communications and training sessions for staff (a new and ongoing development opportunity).



Sunshine Coast Regional District Board 2015-2018 Strategic Plan Review

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Divisions:

Volunteer Fire Departments (VFD)	Pender Harbour Aquatic and Fitness (PHAFC)	Building (BLD)
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Key Priorities	Objectives	2017 - 2018 Accomplishments
Key Areas where we will focus our efforts.	What we will achieve	Departmental and Divisional
Recruit, Retain and Acknowledge Staff and Volunteers	Enhance succession planning.	RCP - Development work underway toward an SCRd volunteer recognition program.
		GDVFD - Fire Prevention Officer recognized for 25 years of service.
		ALL - The STAR and TIER recognition program has been promoted, and several staff nominated and received awards.
		PD - Two Senior Planners attended the annual Planning Institute of BC conference in Victoria. The
		BLD - Successfully recruited for vacant positions and created a trainee position to build capacity.
Enhance Board Structure and Process	Enhance our governance policies, procedures and practices.	GDVFD - Hired volunteer member as fire prevention officer.
		FSP - Updated job descriptions in key areas to reflect new certification expectations and requirements.
		PD - Review and update of Ocean Beach Esplanade road closure policy.
		BLD - Developed Prospero software for inspection records and PDF document retrieval.
		BLD - Completed transfer of 4,000 pages of microfiche building permit records to Portable Document Format (PDF).
		PTS - Staff trained in ports capital and maintenance repairs best practices.
		RCP - Enhanced financial training provided to team leads.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

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

SUBJECT: 2018 Q4 MEETING SCHEDULE CHANGES

RECOMMENDATION(S)

THAT the report titled 2018 Q4 Meeting Schedule Changes be received;

AND THAT the 2018 Meeting Schedule be amended as follows:

- **Cancel October 18 Infrastructure Services, Policing and Transportation Advisory Committee meetings;**
 - **Cancel October 25 Corporate and Administrative Services Committee;**
 - **Add a Regional Hospital District Board meeting to follow the regular Board meeting on October 11;**
 - **Reschedule the November 2 Board orientation session to November 23;**
 - **Add Special Corporate and Administrative Services Committee (Pre-Budget) meetings for November 29 and 30; and**
 - **Cancel December 20 Infrastructure Services Committee and Corporate and Administrative Services Committee meeting.**
-

BACKGROUND

The schedule of meetings for the Sunshine Coast Regional District (SCRD) Board and Board Committees is adopted annually. Changes to the meeting schedule can be made throughout the year by resolution or in alignment with Board Procedures Bylaw No. 717.

With the general local election scheduled for October 20, staff have reviewed meeting schedules, work plans and strategic plan priorities with a goal of completing initiatives and providing a smooth transition for a new Board. Staff have also considered governance best practices with respect to advancing decisions during an election campaign period. As a result, staff have identified a number of recommended changes to the meeting schedule for the remainder of 2018.

DISCUSSION

Staff recommend the following changes to the meeting schedule:

1. **Cancel October 18 Infrastructure Services, Policing and Transportation Advisory Committee meetings and the October 25 Corporate and Administrative Services Committee meeting.**

No urgent agenda items have been identified for these meetings which were scheduled to occur two days prior to general voting day.

2. Schedule a Sunshine Coast Regional Hospital District (SCRHD) Board meeting on October 11 to follow the regular Board meeting in order to adopt the SCRHD provisional budget for 2019.

The provisional budget must be adopted by December 31. As the *Hospital District Act* provides that a new SCRHD Board Chair and Vice Chair are elected at the first meeting of the year, staff recommend that the current Board review and approve the provisional budget. The current Board has a thorough understanding of the budget and the incoming board will still have the opportunity to make changes through the budget process prior to the adoption of the financial plan.

3. Reschedule the November 2 Board orientation to November 23 as Municipal Directors will not be appointed by November 2nd.

This will ensure that all Directors have the opportunity to participate in the orientation program. Three days are currently allocated for this process.

4. Schedule Special Corporate and Administrative Services Committee (Pre-Budget) meetings for November 29 and 30.

These meetings were proposed as part of the Budget Debrief but not scheduled at that time.

5. Cancel the December 20 Infrastructure Services Committee and Corporate and Administrative Services Committee meetings.

Historically, these meetings have light agendas in December due to the work to align to budget processes.

STRATEGIC PLAN AND RELATED POLICIES

A review of the meeting schedule supports the Board's strategic priority to Enhance Board Structure and Processes and is in alignment with the strategic value of Transparency.

CONCLUSION

With the general local election scheduled for October 20, staff have reviewed meeting schedules, work plans and strategic plan priorities with a goal of completing initiatives and providing a smooth transition for a new board. As a result, staff recommend that the meeting schedule be amended as outlined in this report.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

AUTHOR: Sherry Reid, Deputy Corporate Officer

SUBJECT: 2019 MEETING SCHEDULE

RECOMMENDATION(S)

THAT the report titled 2019 Meeting Schedule be received;

AND THAT the 2019 Meeting Schedule be adopted as presented.

BACKGROUND

The schedule of meetings for the Sunshine Coast Regional District (SCRD) Board and Board Committees is adopted annually. Changes to the meeting schedule can be made throughout the year by resolution or in alignment with Board Procedures Bylaw No. 717.

DISCUSSION

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

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

Regional Hospital District meetings have also been added in January (election of Chair/Vice-Chair), March (budget adoption), April (Auditor’s report), and December (provisional budget).

The suggested exceptions to the above are as follows:

January

- To accommodate Directors attending the Local Government Leadership Academy (LGLA) Electoral Area Directors Seminar, Infrastructure Services, Policing and Transportation Advisory Committees moved to January 24th and Corporate and Administrative Services Committee and Regular Board moved to January 31st. (Note: LGLA holds the Elected Officials

Seminar series around the province in the first quarter of the year following local government elections.)

- Special Corporate and Administrative Services Committee (Round 1 Budget) scheduled for January 21st, 22nd and 23rd.

February

- Planning and Community Development Committee moved to February 7th and Regular Board moved to February 21st to accommodate municipal Directors attending the LGLA Elected Officials Seminar for Association of Vancouver Island Coastal Communities (AVICC) region (two options are offered).

March

- Special Corporate and Administrative Services Committee (Round 2 Budget) scheduled for March 4th and 5th.

August

- No meetings – summer break

September

- Corporate and Administrative Services Committee moved to 1:30 pm on September 19th following Infrastructure Services Committee to accommodate Directors attending the Union of BC Municipalities (UBCM) Convention. Only one Board meeting scheduled.

December

- Only one Board meeting scheduled in December.
- Special Corporate and Administrative Services Committee (Pre-Budget) scheduled for December 5th and 6th.
- No Infrastructure Services or Corporate and Administrative Services Committee meetings scheduled.
- Office closed on December 25th, 26th and January 1st statutory holidays. Office closed December 27th, 30th and 31st for the holiday office closure. Office to re-open on Thursday, January 2nd, 2020.

STRATEGIC PLAN AND RELATED POLICIES

The adoption of a 2019 Meeting Schedule supports the Board's strategic priority to Enhance Board Structure and Processes and is in alignment with the strategic value of Transparency.

CONCLUSION

Staff are requesting approval for the 2019 Meeting Schedule.

Attachment: 2019 Meeting Schedule

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

January 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 30	31	Jan 1, 19 New Year's Day	2	3	4	5
6	7	8	9	10 9:30am Planning & Community Development 1:30pm Regular Board Meeting (Board Room) Regional Hospital District Meeting (to follow Board)	11	12
13	14	15	16 LGLA Electoral Area Forum (Richmond)	17	18	19
20	21 9:30am SPECIAL Corporate & Administrative Services Committee - R1 BUDGET (Board Room)	22 9:30am SPECIAL Corporate & Administrative Services Committee - R1 BUDGET (Board Room)	23 9:30am SPECIAL Corporate & Administrative Services Committee - R1 BUDGET (Board Room)	24 9:30am Infrastructure Services Committee 1:30pm Policing Committee (Cedar) 2:45pm Transportation Advisory Committee	25	26
27	28	29	30	31 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board Meeting (Board Room)	Feb 1	2

February 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 27	28	29	30	31	Feb 1	2
3	4	5	6	7 9:30am Planning & Community Development Committee (Board Room)	8	9
10	11	12 LGLA Elected Officials Seminar for AVICC Region #1 (Parkville)	13 LGLA Elected Officials Seminar for AVICC Region #2 (Parkville)	14	15	16
17	18 Family Day	19	20	21 9:30am Infrastructure Services Committee (Board Room) 1:30pm Regular Board Meeting (Board Room)	22	23
24	25	26	27	28 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board Meeting (Board Room)	Mar 1	2

March 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 24	25	26	27	28	Mar 1	2
3	4 9:30am SPECIAL Corporate & Administrative Services Committee - R2 BUDGET	5 9:30am SPECIAL Corporate & Administrative Services Committee - R2 BUDGET	6	7	8	9
10	11	12	13	14 9:30am Planning & Community Development 1:30pm Regular Board Meeting (Board	15	16
17	18	19	20	21 9:30am Infrastructure Services Committee (Board Room)	22	23
24	25	26	27	28 9:30am Corporate & Administrative Services 1:30pm Regular Board Regional Hospital District Meeting (to follow Board)	29	30
31	Apr 1	2	3	4	5	6

April 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2	3	4	5	6
7	8	9	10	11 9:30am Planning & Community Development Committee 1:30pm Regular Board Meeting (Board Room)	12 AVICC Convention (Powell River)	13
14 AVICC Convention (Powe	15	16	17	18 9:30am Infrastructure Services Committee 1:30pm Policing Committee (Cedar 2:45pm Transportation Advisory Committee	19 Good Friday	20
21	22 Easter Monday	23	24	25 9:00am Regional Hospital District Meeting 9:30am Corporate & Administrative Services 1:30pm Regular Board Meeting (Board	26	27
28	29	30	May 1	2	3	4

May 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2	3	4
5	6	7	8	9 9:30am Planning & Community Development 1:30pm Regular Board Meeting (Board Room)	10	11
12	13	14	15	16 9:30am Infrastructure Services Committee (Board Room)	17	18
19	20 Victoria Day	21	22	23 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board Meeting (Board Room)	24	25
26	27	28	29	30 FCM Convention (Quebec City, QC) To Jun 2 →	31	Jun 1

June 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1 FCM Convention (Quebec)
2 FCM Convention (Quebec)	3	4	5	6	7	8
9	10	11	12	13 9:30am Planning & Community Development 1:30pm Regular Board Meeting (Board)	14	15
16	17	18	19	20 9:30am Infrastructure Services Committee (Board Room)	21 National Indigenous Peoples Day	22
23	24	25	26	27 9:30am Corporate & Administrative Services 1:30pm Regular Board Meeting (Board)	28	29
30	Jul 1	2	3	4	5	6

July 2019

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

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

August 2019

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

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

September 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2 Labour Day	3	4	5	6	7
8	9	10	11	12 9:30am Planning & Community Development Committee 1:30pm Regular Board Meeting (Board Room)	13	14
15	16	17	18	19 9:30am Infrastructure Services Committee (Board Room) 1:30pm Corporate & Administrative Services Committee	20	21
22	23 UBCM Convention (Vancouver)	24	25	26	27	28
29	30	Oct 1	2	3	4	5

October 2019

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

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

November 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1	2
3	4	5	6	7	8	9
10	11 Remembrance Day	12	13	14 9:30am Planning & Community Development 1:30pm Regular Board Meeting (Board Room)	15	16
17	18	19	20	21 9:30am Infrastructure Services Committee (Board Room)	22	23
24	25	26	27	28 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board Meeting (Board Room)	29	30

December 2019

December 2019							January 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2	3	4	5 9:30am SPECIAL Corporate and Administrative Services Committee (Pre-Budget Meeting) (Board Room)	6 9:30am SPECIAL Corporate and Administrative Services Committee (Pre-Budget Meeting) (Board Room)	7
8	9	10	11	12 9:30am Planning & Community Development 1:30pm Regular Board Meeting (Board Regional Hospital District Meeting (to follow Board)	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Day	26 Boxing Day	27 Field Road Holiday Office Closure	28
29	30 Field Road Holiday Office Closure	31 Field Road Holiday Office Closure	Jan 1, 20 New Year's Day	2	3	4

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: RURAL AREAS' GRANT-IN-AID POLICY - AMENDED

RECOMMENDATION(S)

THAT the report titled Rural Areas' Grant-in-Aid Policy - Amended be received;

AND THAT the Rural Areas' Grant-in-Aid Policy be approved as amended.

BACKGROUND

The Rural Areas' Grant-in-Aid (RAGIA) Board Policy was last reviewed and revised in October 8, 2015 approved by Board Resolution 385/15 Recommendation No. 6. The policy is used by staff and the Board to provide guideline and process for the RAGIA program.

DISCUSSION

Options and Analysis

In every effort to assist Directors in the RAGIA process, and with the new electronic agenda system, the procedures in the policy (Attachment A) have been amended. The electronic agenda and application provision reduces the amount of paper being consumed for printing multiple application copies for review.

Though much of the content did not change, staff reorganized the content of the policy to better align with the Section categories and the flow of the document.

To provide complete transparency and avoid confusion with community organizations or societies, under Section 1.10 a bullet was added as follows:

1.10 Rural Areas' Grant-in-Aid will not be approved for:

- Capital costs for equipment or improvements to owned properties;
- **Fire Suppression and Life or Emergency Safety Equipment;**

There were no changes made to the RAGIA application or Reporting Out form for the 2019 program.

Communications Strategy

Once the draft RAGIA Policy has been approved, staff will post the policy changes to the Sunshine Coast Regional District (SCRD) website under Rural Areas' Grant-in-Aid.

STRATEGIC PLAN AND RELATED POLICIES

The RAGIA program shows the Board's and staff's commitment to Facilitating Community Development while Enhancing Board Structure and Processes.

CONCLUSION

The RAGIA Board Policy was last reviewed and revised in October 8, 2015. In every effort to assist Directors in the RAGIA process, and with the new electronic agenda system, the procedures in the policy have been amended. Staff recommend the draft policy be approved for the next RAGIA program intake in 2019.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Grants to Organizations	1850
Title:	Rural Areas' Grant-in-Aid	1

1. POLICY

- 1.1 The funding of Rural Areas' Grant-in-Aid is provided by the Sunshine Coast Regional District's (SCRD) five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F). The Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents. Not all societies or organizations meeting the basic criteria will automatically receive a grant, funding is not guaranteed from year to year to encourage organizations to work toward financial independence.
- 1.2 The proposed project, program, service or special event ~~proposed~~ should fill a need in the community with no overlap to identifiable or competing projects, programs, services or special events.
- 1.3 Rural Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.
- 1.4 Grants will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD.
- 1.5 Grants may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 1.6 Grant allocation to SD46 for bursary funding for each of the four secondary schools is to be approved each year within the SCRD budget process. Unclaimed bursary funding provided to SD46 will be reported to the SCRD on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRD to be re-allocated as the SCRD Board sees fit.
- 1.7 No single Rural Areas' Grant-In-Aid will exceed the amount of \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations / societies / groups demonstrating a community need and / or whose objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization / society must be registered, or through a partner registered society / organization.
- 1.8 In the event that the Rural Areas' Grant-in-Aid funding results in a surplus to the applicant's needs or is no longer required for the project, program, service or special event for which it was intended or described in the application, the SCRD will be notified immediately and any remaining funding must be returned to the SCRD forthwith.

- 1.9 Recipients must acknowledge the SCRD as a sponsor in any program publications or marketing. Though the project, program, service or special event may not be represented as a project, program, service or special event of the SCRD nor may the society / organization hold itself out as an agent of the SCRD in anyway.
- 1.10 Rural Areas' Grant-in-Aid will not be approved for:
- Capital costs for equipment or improvements to owned properties;
 - Fire Suppression and Life or Emergency Safety Equipment;
 - Annual Expenses;
 - Remuneration (wages, salaries, other fees);
 - Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member or stakeholder), educational institutions hospitals / healthcare;
 - Religious organizations serving primarily their membership and / or their direct religious purpose;
 - Ethnocultural organizations serving primarily their membership and / or their own ethnic promotion;
 - Annual fundraising campaigns;
 - Endowment funds;
 - Debt retirement, interest payments or reserves;
 - Cost of developing a proposal or undertaking a facility study;
 - Non-profit societies operating at a regional, Provincial or Federal level and conducting fundraising by means of tag days, mail-outs or door-to-door campaigns.
- 1.11 Organizations funded ongoing through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.
- 1.12 The SCRD is subject to Provincial Freedom of Information and Privacy and Protection Act and cannot guarantee the information provided can or will be held in confidence.
- 1.13 All applications should detail how they contribute to the general interests and advantage of the Rural Areas. Those applications that have a measurable benefit to communities outside of the Rural Areas are required to apply to the appropriate municipal grants-of-assistance programs and provide confirmation of that application or provide details of other forms of assistance provided by the municipality or municipalities. Not doing so may result in an application being returned or denied.
- 1.14 Applicants are generally required to provide a local component of funding, either through fundraising, donation, work-in-kind, contribution from local municipalities or corporate support.
- 1.15 It should be noted that the Rural Areas' Grant-in-Aid process is very competitive and applicants should submit the best and most complete application possible.
- 1.16 On or before April 1st of each year, the SCRD will accept applications for Rural Areas' Grant-in-Aid funding. Applications arriving after the announced application deadline will be accepted in exceptional circumstances only. Applications will only be received from non-profit societies and organizations.
- 1.17 If an applicant's project, program, service or special event is time sensitive where:
- a. funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or

- b. funding for a project that was not realized by the announced application deadline date and / or the August 1st payment date;

the applicant may submit an application to the SCRD to be brought forward to a standing committee for review. The applicant must use the Rural Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.

1.18 Rural Areas' Grant-in-Aid preference will be given to the following:

- a. requests for one time only start up costs for new projects, programs, services or special events;
- b. requests that show a society's / organization's initiative to work toward financial independence;
- c. requests from societies / organizations showing a significant benefit to the SCRD or specific Electoral Areas - Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F) and that:
 - have a demonstrated financial need;
 - promote volunteer participation and citizen involvement;
 - use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents;
 - exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events;
- d. requests for operating costs only from those societies / organizations without the ability to become self-supporting; and
- e. requests from societies / organizations that have a demonstrated track record of community service.

1.19 The application form (Appendix A) must be used and accompanied by the required additional documentation listed below:

- a. latest financial statement (*Balance Sheet and Revenue and Expense Statement*)
- b. detailed project, program, service or special event budget (*including all funding sources for same*)
- c. summary budget for current year (*including anticipated grants*)
- d. annual report (*if available*).

1.20 Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be subject to review.

1.21 Applicants are required to explain how their project will benefit either the "Local" or "Regional" Community.

1.22 Applicants are required to indicate if they are submitting the application on behalf of another organization and that organization is also a non-profit organization.

- 1.23 Applicants must have a working set of rules, regulations and a bank account in the society's / organization's name.
- 1.24 Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive. No funding will be available until after the adoption of the Final Budget. Unless other arrangements have been approved by the Board, applicants will receive their funding after August 1st.
- 1.25 The society / organization will complete and submit the Reporting Out form no later than January 31 of the year immediately following the year for which the Rural Areas' Grant-in-Aid was provided.

2. REASON FOR POLICY

- 2.1 To provide a process to enable the Electoral Area Directors to make fair and equitable recommendations to the SCRD Board on behalf of their respective areas in the granting of funds to the community.
- 2.2 The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Rural Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.
- 2.3 The SCRD Board has an obligation to all of its citizenry to protect the SCRD from exposure to liability that could arise as a result of its funding relationships.

3. AUTHORITY TO ACT

3.1 Local Government Act, Section 176

~~3.13.2 Retained by the Board.~~ The SCRD Board has both statutory and budgetary limitations on Rural Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.

4. PROCEDURE

- 4.1 Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Rural Areas' Grant-in-Aid funding for the following year's budget.
- 4.2 In mid-February of each year, on the SCRD website and through local media, as appropriate, the SCRD will advertise for the five (5) Electoral Areas collectively inviting the submission of applications on or before April 1st (see policy sections 1.16 and 1.17)
- 4.3 After April 1st, staff will complete and attach the "office use only" summary report to each of the applications received, confirming eligibility requirements and criteria. Staff will redact personal information for individuals and photocopy all applications to provide and submit them to the Electoral Area Directors along with an alphabetized summary of applicants with requested amounts. The Electoral Area Directors will also receive a full set of applications electronically.-

- 4.4 Electoral Area Directors will each conduct a preliminary review of all applications to determine those that will be awarded a grant from their area and the desired contribution amount. Each Electoral Area Director may have a community consultative process to assist them in their deliberations. Once the individual review is completed, the Electoral Area Directors will meet as a group to review and discuss their decisions. When the award decisions are final, they will be brought forward to a standing committee for a recommendation directing staff to prepare cheques as well as award and denial letters for distribution to the applicants.
- 4.5 Due to the volume of applications, individual presentations to the Board are discouraged and will be considered only in exceptional circumstances.
- 4.6 Once grant monies have been expended, the successful applicants must notify the SCRD in writing, providing an evaluation of the use of the funds on the Reporting Out form supplied with the application or via letter to the SCRD Board. Future applications from recipients not fulfilling this requirement may be rejected.

Approval Date:	June 14, 2001	Resolution No.	336/01
Amendment Date:	March 13, 2003	Resolution No.	124/03
Amendment Date:	July 8, 2004	Resolution No.	428/04 Rec. #14
Amendment Date:	April 27, 2006	Resolution No.	358/06 Rec. #8
Amendment Date:	June 8, 2006	Resolution No.	471/06 Rec. #12
Amendment Date:	October 12, 2006	Resolution No.	652/06 Rec. #8
Amendment Date:	April 12, 2007	Resolution No.	231/07 Rec. #10
Amendment Date:	December 13, 2007	Resolution No.	597/07 Rec. #15
Amendment Date:	October 16, 2008	Resolution No.	468/08 Rec. #2
Amendment Date:	November 13, 2008	Resolution No.	512/08 Rec. #19
Amendment Date:	November 12, 2009	Resolution No.	455/09 Rec. #22
Amendment Date:	June 10, 2010	Resolution No.	263/10 Rec. #8
Amendment Date:	November 28, 2013	Resolution No.	500/13 Rec #9
Amendment Date:	October 8, 2015	Resolution No.	385/15 Rec #6

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

AUTHOR: Michelle Goetz, Accounts Payable Technician

SUBJECT: DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES
FOR PERIOD ENDING AUGUST 31, 2018

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending August 31, 2018 be received for information.

BACKGROUND

The 2018 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$19,800 (\$2,500 allowance per Director from [110] and \$1,000 for Electoral Area Directors from [130]) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Travel Expenses within Legislative Services and UBCM/AVICC – Electoral Area Services provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on Sunshine Coast Regional District (SCRD) business.

DISCUSSION

The total amount posted to Constituency Expenses for the period ending August 31, 2018 is \$5,004 leaving a surplus balance of \$14,796. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$22,700 leaving a surplus balance of \$13,444. Figures are based on expense reports submitted up to September 6, 2018 for the period ended August 31, 2018 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A	\$1,400	\$8,161	\$-
Director Area B	\$610	\$4,575	\$-
Director Area D	\$1,532	\$1,888	\$-
Director Area E	\$533	\$475	\$-
Director Area F/ Vice Chair	\$929	\$4,148	\$-
Director DOS/Chair	\$-	\$2,282	\$-
Director DOS	\$-	\$105	\$-
Director TOG	\$-	\$1,027	\$39
Director SIGD	\$-	\$-	\$-
Totals	\$5,004	\$22,661	\$39
Budget	\$19,800	\$36,144	
Surplus (Deficit)	\$14,796	\$13,444	*
* Alternate included with Director travel totals.			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Director Constituency and Travel Expenses aligns with the Board's Strategic Value of "*Transparency*".

CONCLUSION

The 2018 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$55,944. For the period ending August 31, 2018, the total amount posted to Constituency and Electoral Expenses is \$27,704 leaving a surplus balance of \$28,240.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee- September 27, 2018

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

SUBJECT: GRANTS STATUS UPDATE

RECOMMENDATION(S)

THAT the report titled **Grants Status Update** be received for information;

AND THAT staff consult with a BC Wildfire Service Wildfire Prevention Officer regarding a potential application to the Community Resiliency Investment program for the development of a Community Wildfire Protection Plan.

BACKGROUND

The Sunshine Coast Regional District (SCRD) applies regularly for grants available to undertake projects in every department each year. Staff diligently search for new grant opportunities and alignment where possible, with the Board's Strategic Plan, the Integrated Five-Year Service Plan or currently approved projects.

The purpose of this report is to update the Committee on any recent grant application notifications, pending applications, grants in progress and completed grants as well as provide information on potential new opportunities expected to be available in the near future.

The last grants status update was presented at the April 26, 2018 Corporate and Administrative Services Committee meeting.

DISCUSSION

Information on recent grant application notifications, pending applications, grants received and in progress and completed grants are detailed in the tables below.

A summary of upcoming opportunities is included at the end of this section.

Grant Application Notifications

The table below summarizes recent grant application notifications:

Program Name	Administered By	Project	Funding Requested / Received	Status	Area(s) Affected
Canada Summer Jobs (2018)	Employment and Social Development Canada	Community Parks - Seasonal Student Parks Workers	\$4,558	Approved	Regional

Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Sunshine Coast Arena and Sports Fields Water Efficiency Study	\$10,000	Approved	Regional
2018 Regional District Basic Grant	BC Ministry of Municipal Affairs and Housing	Unconditional Grant to Assist with Local Government Administration Costs	\$190,000	Annual Grant – No Application Process	Regional

Pending Grant Applications

Below is an updated summary of pending grant applications submitted or in progress for which no notification has been received to date:

Program Name	Administered By	Project	Funding Request	Submission Date	Area(s) Affected
Canada Cultural Spaces Fund	Department of Canadian Heritage	Granthams Community Hall Renovation	\$243,000	May 17, 2018	Regional
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Chapman Lake Water Supply Expansion	\$3,913,622	Aug. 29, 2018	A, B, D, E, F and DOS
Economic Development Readiness Program	Islands Coastal Economic Trust	Hillside Development Project Investment Attraction Analysis	TBD	Pending	Regional

Grants Received and in Progress

The table below summarizes approved grant funding received for project works and programs which are currently planned or in progress:

Program Name	Administered By	Project	Approved Funding	Project Completion Deadline	Area(s) Affected
Active Communities Grant Program	Vancouver Coastal Health	Suncoaster Trail Detailed Planning	\$57,500	Oct. 31, 2018	B, D, E, F,
Healthy Communities Capacity Building Fund	BC Healthy Communities Society	Resilient Streets Program – Roberts Creek	\$20,000	Nov. 30, 2018	D
Gas Tax Strategic Priorities Fund	Union of British Columbia Municipalities	Enterprise Asset Management Software Implementation	\$412,831	Dec. 31, 2018	Regional
Canada Summer Jobs (2018)	Employment and Social Development Canada	Community Parks - Seasonal Student Parks Workers	\$4,558	Dec. 31, 2018	Rural Areas

Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Social Services Group Lodging Resiliency Project	\$24,400	Jan. 31, 2019	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Operations Centre Telecommunications Upgrade Project	\$23,467	Mar. 29, 2019	Regional
New Build Canada Fund – Small Communities	BC Ministry of Municipal Affairs & Housing	Regional Water Cross Connection Control and Universal Metering Program – Phase 2	\$3,446,666	Mar. 31, 2019	A, B, D, E, F and DoS
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Square Bay Waste Water Treatment Plant Upgrade	\$697,303	Mar. 31, 2019	B
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Pender Harbour Water Systems Water Main Upgrades	\$2,739,000	Mar. 31, 2019	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Merill Crescent WWTP Septic System Replacement	\$53,950	Mar. 31, 2019	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Canoe Road WWTP Septic System Replacement	\$62,250	Mar. 31, 2019	A
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Regional Water Storage Capacity Planning	\$10,000	Mar. 31, 2020	A, B, D, E, F and DoS

Completed Grants

There have been no grants completed since the last grants update report in April.

Upcoming Opportunities

Organics Infrastructure Program

This \$30M program is intended to facilitate investment towards organics processing infrastructure that will result in the diversion of unprocessed organic waste from landfills. Staff are in the process of reviewing program requirements and objectives as they relate to current solid waste objectives and will bring a future report forward to present options for moving forward with the application process.

Investing in Canada Infrastructure Program

The Provincial Government recently announced the initial intake of the Community, Culture and Recreation Infrastructure; and Rural and Northern Communities Infrastructure funding streams under the Investing in Canada Infrastructure Program. These initial intakes will provide \$134 million and \$95 million in funding respectively for eligible projects. The application deadline is January 23, 2019.

Staff have completed an initial review of program details and identified the Coopers Green Hall replacement as a strong candidate for funding based on the grant criteria and project timelines. A report will be brought back to a future committee detailing this, and other potential projects, prior to development of any applications. A Board resolution is required in order to submit an application.

Community Resiliency Investment Program

The Community Resiliency Investment (CRI) program is a new provincial program intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land.

A requirement of this funding is that the applicant must have a current and acceptable Community Wildfire Protection Plan (CWPP) that includes assessment and identification of FireSmart priorities. The SCRD does not currently have such a plan but is eligible to apply for funding under this program to develop one.

The first step in the application process is to consult with a BC Wildfire Service Wildfire Prevention Officer. Staff recommend completing this step to confirm the scope of activities involved in developing a CWPP prior to developing an application. A report will be brought back at a future committee meeting with recommended next steps prior to the December 7, 2018 application deadline.

Financial Implications

Grants received and in progress have been incorporated into the 2018-2022 Financial Plan. Staff will bring a further report detailing any financial implications if the SCRD is successful in receiving funding for any of the pending grant applications.

Timeline for next steps or estimated completion date

Staff are continuously monitoring for grant funding opportunities that align with the Board's Strategic Plan and staff work plans and will bring forward further reports with details on any new application intakes and opportunities as program details are announced.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD Strategic Plan including Ensuring Fiscal Sustainability, Supporting Sustainable Economic Development and Facilitating Community Development and embodies the spirit of the Mission Statement "To provide leadership and quality services to our community through effective and responsive government."

CONCLUSION

The SCRD applies regularly for grants available to undertake projects in every department each year that align with the Board's Strategic Plan.

Details on recent application notifications, pending grant applications, grants received and in progress and completed grants are provided for information.

Staff are continuously monitoring for new funding opportunities and will report back on new application intakes and opportunities as program details are announced.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: GAS TAX AGREEMENT - COMMUNITY WORKS FUND

RECOMMENDATION(S)

THAT the report titled Gas Tax Agreement - Community Works Fund be received for information.

BACKGROUND

The purpose of this financial report is to provide the Committee with an update on the current status of the Community Works Fund (CWF) provided through the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement or GTA) including budgeted project commitments, year to date spending and uncommitted funds available to be spent on eligible projects.

Since 2005, \$6,967,294 has been received from the Gas Tax Fund under the 2005-2015 CWF Agreement and the renewed 2014-2024 CWF Agreement. Funding is based on Regional District population and payments are advanced on a semi-annual basis with funds allocated to the five rural areas per the following resolution adopted at the May 11, 2017 Board meeting:

163/17 **Recommendation No. 4** *Gas Tax Community Works Funding*

AND THAT 2016 Census population data be used as the basis for allocating Gas Tax Community Works Funding by Electoral Area for funds received after January 1, 2017.

DISCUSSION

Funding Allocation

CWF are allocated to all local governments in British Columbia based on a per capita funding formula with a funding floor. Consistent with this method, funding received since inception of the CWF has been allocated to each of the five electoral areas based on the most current census data.

Summary of Funding Commitments

Unspent funding received as at December 31, 2017 totaled \$3,753,080. This year's first installment payment estimated at \$338,940 was received on July 26. The second installment for the same amount is expected to be received in early December bringing the total available

funding for eligible projects in 2018 to \$4,430,961. Of this, \$947,326 is currently committed for projects and \$3,483,635 remains uncommitted.

A summary of CWF allocations and funding commitments by Electoral Area for 2018 is provided in Table 1 below with more detailed information in Attachment A, titled Gas Tax Community Works Fund Summary of Commitments.

Table 1: Summary of Gas Tax Community Works Funding				
Electoral Area	Unspent Funding as at December 31, 2017	2018 Funding Allocations	2018 Funding Commitments	Uncommitted Funds for Available for 2018
Area A- Egmont/Pender Harbour	\$ 960,337	\$ 122,859	\$ (160,509)	\$ 922,687
Area B - Halfmoon Bay	521,245	127,636	(435,655)	213,226
Area D - Roberts Creek	669,272	160,176	(63,084)	766,364
Area E - Elphinstone	926,018	171,554	(121,721)	975,851
Area F - West Howe Sound	676,208	95,656	(166,357)	605,507
Totals	\$ 3,753,080	\$ 677,881	\$ (947,326)	\$ 3,483,635

STRATEGIC PLAN AND RELATED POLICIES

The information provided in this report relates to the Key Strategic Priority of Ensuring Fiscal Sustainability and is consistent with the Sunshine Coast Regional District's Financial Sustainability Policy.

CONCLUSION

This report is an update on the current status of the CWF (provided through the Federal Gas Tax Fund) including funding commitments, year to date spending and uncommitted funds available to be spent on eligible projects. There is \$4,430,961 of CWF available to fund eligible projects in 2018. Of this, \$947,326 has been committed for projects and \$3,483,635 remains uncommitted.

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

Attachment A: Gas Tax Community Works Funds – Summary of Commitments

**Gas Tax Community Works Fund
Summary of Commitments
2018 Funding Year**

		A	B	D	E	F	Total
CWF Funding	Function	Z10159	Z10160	Z10161	Z10162	Z10163	
Balance of 2017 Uncommitted Funds to 2018		\$ 794,404	\$ 182,114	\$ 602,926	\$ 799,439	\$ 506,010	\$ 2,884,893
2017 Interest Earned		5,423	2,670	3,262	4,859	3,841	20,053.96
Balance of 2017 Committed Funds to 2018 (Carry Forwards)		160,509	336,462	63,084	121,721	166,357	848,133
Funding Available as at December 31, 2017		\$ 960,336	\$ 521,245	\$ 669,272	\$ 926,018	\$ 676,208	\$ 3,753,080
2018 Anticipated Funding Allocation (based on 2016 Census data)							
First Installment (August)		61,430	63,818	80,088	85,777	47,828	338,940
Second Installment (December)		61,430	63,818	80,088	85,777	47,828	338,940
Funding Available for Projects in 2018		\$ 1,083,196	\$ 648,881	\$ 829,448	\$ 1,097,572	\$ 771,864	\$ 4,430,961
2018 Budgeted Funding Commitments							
Area A - Lily Lake Area Bicycle/Walking Path (CF)	667	160,509					160,509
Area B - Redroofs Rd Bicycle/Walking Path - Hwy 101 to Mintie (CF)	665		140,964				140,964
Area B - Coopers Green Park - Hall & Parking Design Plans (CF)	650		94,691				94,691
Area B - Coopers Green Hall Replacement - \$100k in each of 2017, 2018 & 2019	650		200,000				200,000
Area D - Beach Avenue Bicycle Path, South of Flume (CF)	665			44,543			44,543
Area D - Lower Road, Remaining Sections - Planning (CF)	665			8,694			8,694
Area D - Village to Pier - Planning (CF)	665			9,847			9,847
Area E - Highway 101 Bicycle/Walking Path - Barrier Fencing Replacement (CF)	665				32,532		32,532
Area E - Gower Point Rd Bicycle/Walking Path - Secret Beach to Gibsons (CF)	665				89,189		89,189
Area F - Granthams Hall Restoration - Design & Engineering (CF)	650					166,357	166,357
		\$ 160,509	\$ 435,655	\$ 63,084	\$ 121,721	\$ 166,357	\$ 947,326
Uncommitted CWF Gas Tax Funds for 2018		\$ 922,687	\$ 213,226	\$ 766,364	\$ 975,851	\$ 605,507	\$ 3,483,635
CWF Funds allocation (per capita basis using 2016 Census data)		18.12%	18.83%	23.63%	25.31%	14.11%	100.00%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

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

SUBJECT: GRANTHAMS HALL REHABILITATION PROJECT UPDATE AND FUNDING PLAN

RECOMMENDATION(S)

THAT the report titled Granthams Hall Rehabilitation Project Update and Funding Plan be received;

AND THAT Granthams Hall Rehabilitation project budget be increased to \$427,000 funded through:

- Short Term Borrowing of up to \$100,000;
- Independent Power Projects (IPP) community benefit funds of up to \$100,000;
- Area F Gas Tax Agreement - Community Works Fund (CWF) of up to \$160,600 in addition to the \$66,400 previously committed;

AND THAT the 2018-2022 Financial Plan be amended accordingly;

AND THAT any grant support received for the Granthams Hall Rehabilitation project offset taxation required for Short Term Borrowing.

BACKGROUND

Granthams Landing Community Hall (Granthams Hall) has been closed since March 2015 due to building condition issues. Since the closure, with the involvement and support of a community steering committee, a rehabilitation plan has been completed and is ready for implementation, pending confirmation of funding.

The Sunshine Coast Regional District (SCRD) Board adopted the following resolution on September 14, 2017:

259/17 **Recommendation No. 1** *Granthams Hall*

THAT the report titled Granthams Hall Rehabilitation Project Update and Funding Plan be received;

AND THAT Granthams Hall Rehabilitation project budget be increased by \$338,600 to \$405,000 funded through:

- Short Term Borrowing of up to \$100,000;
- Independent Power Projects (IPP) community benefits funds of up to \$100,000;
- Area F Gas Tax Community Works Funds of up to \$138,600 in addition to the \$66,400 previously committed;

AND THAT the 2017-2021 Financial Plan be amended accordingly;

AND THAT if grant funding is successful it will be used to offset any funding required from the Community Parks [650] function;

AND FURTHER THAT staff report back in November 2017 to confirm the final funding mix pending notification of outstanding grant applications.

The SCRD Board adopted the following resolution on January 25, 2018:

027/18 **Recommendation No. 4** Granthams Hall

THAT the report titled Granthams Hall Rehabilitation Project Funding Plan be received;

AND THAT the Granthams Hall Rehabilitation Project Funding Plan be deferred.

In 2018, staff have received letters of community support for the Granthams Hall rehabilitation project, made further application to the Canada Cultural Spaces Fund grant program, and continued to communicate with the community steering committee.

Staff are aware there remains a strong community desire to see the hall rehabilitated and reopened.

The purpose of this report is update the SCRD Board on the project and to articulate options for the hall's rehabilitation to proceed.

DISCUSSION

Hall History, Context and Management

Granthams Hall was constructed in 1931 as a church. The land, building, and 16 benches were sold to the Granthams Landing Property Owners Association (GLPOA) in or around 1943 for use as a hall.

Throughout its life, the Granthams Hall has been subject to various fundraising efforts intended for the repair and upkeep of the building. Between 1994 and 1997, the *Granthams Hall Resurrection Project* was sponsored by the GLPOA. Extensive community and volunteer support was gathered to renovate the hall.

Ownership and responsibility of the hall was transferred to SCRD in 2009 as part of the dissolution of the Granthams Landing Improvement District (GLID). The dissolution/transfer process was largely focused on the transfer of the Granthams Landing water system; the hall was included in the transfer.

SCRD did not have a condition assessment for the hall at the time of acceptance, but records indicate it was in serviceable condition and well used.

While SCRD's preventative maintenance and asset management programs have recently been developed, no such programs existed at the time the hall was transferred to SCRD. Consequently, the hall's condition declined; a situation made worse by building components (roof, foundation, etc.) nearing or reaching end-of-useful-life. The building was closed due to safety concerns in March 2015.

Overview of Rehabilitation Work

The work to be completed through this project includes construction of a new foundation, a new roof, levelling of floors, construction of small addition for an accessible washroom, building envelope insulation, kitchen ventilation, electrical system upgrade, and construction of a wheelchair access ramp. External improvements including parking and septic system are also part of the project. The project is estimated to take 6 months to complete once a construction contract is initiated.

In preparation for making further grant application(s), and recognizing the increasing cost of construction on the Sunshine Coast, staff had an updated project costing prepared. The March 22, 2018 costing provided an estimated construction cost of \$427,147.

Financial Options and Implications

A budget of \$66,400 for design and engineering funded from Area F Gas Tax Agreement - Community Works Fund (CWF) was approved in 2015. Applying the remaining design and engineering funding, it is estimated that an additional \$404,452 in capital funding is required to complete the rehabilitation.

In July 2018, though the Box Canyon Independent Power Project, \$100,000 was received towards the Granthams Hall project.

Grant Application Result

The Government of Canada has not yet made a decision on the Canada Cultural Spaces Fund application. Based on the Department of Heritage's service standard, a response should be provided before mid-February 2019.

To see the project forward as quickly as possible, and taking into account the preferred tendering window of January 2019, staff recommend confirming a funding plan that does not rely on this grant. If grant support is received, it will be used to offset taxation. A January 2019 tender would mean that construction would not have started/project costs not be incurred prior to a grant decision.

Other Grants

Staff considered the just-announced *Investing in Canada Infrastructure Program* as a possible funding avenue for this project. However, the timelines for application and anticipated funding announcements would mean that construction would likely take place no sooner than 2020. In order to see this truly shovel-ready project move forward in 2019, applying for this grant is not recommended.

Option 1:

Reflecting that Granthams Hall is a core community social infrastructure and that avoided maintenance / repairs during the closure which would have been funded from taxation; capital reserves, borrowing or taxation should form part of the funding mix for this project. Of these, Short Term Borrowing best suits the planning and financial situation of SCRD and provides a timely and efficient approach.

Funding options for the \$338,600 include uncommitted Area F CWF (\$346,000), uncommitted Capital Reserves (\$175,000), Short or Long Term Borrowing, Taxation and Independent Power Project (IPP) community benefit funds.

Staff propose moving forward with a funding mix for the additional amount that is comprised of Short Term Borrowing (\$100,000), IPP Community Benefit Funds (\$100,000) and Area F CWF (\$160,600)

If grant resources are received they will be used to offset taxation required for short term borrowing.

Option 2: Divest the Hall

This option is not supported by staff, but was suggested by the community and is included for consideration.

Background to Acquisition

Board direction relating to the acquisition of Granthams Hall is captured in resolutions (summarized):

- October 11, 2007: 486/07, Recommendation No. 14 (in part): Adopt in principle the conversion and transfer of the Granthams Landing Improvement District; forward the report the Granthams Landing Improvement District Board for review and to ask which option they prefer.
- October 25, 2007: 523/07, Recommendation No. 25 (summary): Proceed with acquisition of hall by having building inspection done; developing acquisition and maintenance budget; inspecting septic system; pursuing course of action to bring septic into legal compliance; ask Granthams Landing Improvement District to pay for building and septic inspection costs.

- November 27, 2008: 536/08, Recommendation No. 1: SCRD Parks take over Granthams Hall and the adjoining lot to the Granthams Landing Community Hall; explore heritage designation; explore community management; report back on a plan for improvements.

The hall was accepted by SCRD during the transfer of the Grantham's Landing Improvement District water system assets in 2009. SCRD's records do not indicate any specific obligation with regard to the hall in terms of maintenance, operation or use.

Possibilities for Community Ownership

Through the process of considering transfer of assets, community ownership of the hall was offered by GLID to the Granthams Landing Wharf Association (May 2007) but was, at that time, declined.

Notwithstanding the decision of the day, frustration from having the building closed has resulted in a suggestion that returning the hall to the community be considered again. A responsible community group may have access to different funding opportunities or choose to apply a different standard of rehabilitation to manage costs.

Staff do not consider that a formal request for community ownership of the hall has been made. No community group has indicated they would accept ownership of the hall.

This option could include:

- Divestment of the park containing the hall, through an elector-approved bylaw per the *Local Government Act*; or
- A lease of the hall (only); with SCRD retaining the parkland; and/or
- A Regional District contribution toward community-led rehabilitation works, predicated on future community use of the facility. This could include designs and engineering work completed to date and/or funding.

If this option is selected, staff will prepare an options report that would include a process for engaging the community in next steps.

Communications Strategy

Once a preferred path has been confirmed, staff will update the Community Steering Committee for the project.

STRATEGIC PLAN AND RELATED POLICIES

SCRD community halls facilitate Community Development. As a venue for artistic and cultural production and exposition, halls contribute to sustainable economic development and foster our unique coastal culture.

CONCLUSION

Staff, with extensive support from a community steering committee, developed a rehabilitation plan for Granthams Hall. The plan is now ready for implementation, and several funding pathways are available to advance the work.

Staff recommend a funding plan combining grants, Short Term Borrowing and IPP community benefit funds and CWF-Gas Tax to move this project forward. If grant support is received it will offset taxation required.

Tendering in January 2019 is recommended to achieve best value and synchronize with a grant decision by the Government of Canada.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

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

SUBJECT: COOPERS GREEN HALL REPLACEMENT DESIGN – MID-PROJECT UPDATE

RECOMMENDATIONS

THAT the report titled Coopers Green Hall Replacement Design – Mid-Project Update be received;

AND THAT the Coopers Green Hall Replacement Design Task Force be acknowledged and thanked for their service to the community and the Sunshine Coast Regional District;

AND THAT the project budget be amended from \$115,000 to \$127,000 funded from Gas Tax Agreement - Community Works Fund (Area B – Halfmoon Bay);

AND THAT the 2018-2022 Financial Plan be updated accordingly;

AND FURTHER THAT a capital funding plan for a replacement hall in Coopers Green Park be provided to a future Committee in support of an application to the *Investing in Canada Infrastructure Program*.

BACKGROUND

The Sunshine Coast Regional District (SCRD) is planning for the replacement of the community hall located in Coopers Green Park. The park is a key venue for community connection, recreation and social activity for the Halfmoon Bay area and draws visitors from the entire Sunshine Coast. Renewal of the hall is a priority item in the Coopers Green Park Management Plan.

Community consultations on hall replacement were held in winter 2016/2017. In summer 2017 a Coopers Green Hall Replacement Design Community Task Force (Task Force) was recruited through an open call and appointed by the Board. Principle Architecture was contracted as the design consultant.

The Task Force worked through the fall and winter of 2017/2018 and then hosted an open house in March 2018 to gather feedback from the community on a schematic design for a new hall.

More than 40 people attended the open house with a number of follow-up written comments received. This input was very helpful to the Task Force in terms of testing elements of the design. A Public Feedback Summary was prepared and posted on the project website – www.scrd.ca/Coopers-Green.

Based on open house feedback, the Task Force provided further direction to the project architect and the schematic design was revised and finalized. An updated construction cost estimate was also prepared. The schematic design was included in the Planning and Community Development Department Q2 Report.

The final meeting of the Task Force took place on September 19, 2018.

DISCUSSION

Project Next Steps

Principle Architecture is now proceeding with design development. This stage will include design of building systems including a new septic system and examining opportunities to manage construction and maintenance costs through smart design choices.

SCRD Parks will apply to the Board of Variance for relief from setbacks to enable the new hall to be sited in the same location as the current hall.

Dialogue will continue with the shíshálh Nation about opportunities to showcase and interpret the Nation's culture and heritage in the design of the new hall. SCR D values and has benefited from the participation of Director / Councilor Keith Julius as a member of the Task Force.

Task Force Progress

The Task Force composed of Board-appointed volunteers and operating per Board-approved terms of reference has provided valuable input and feedback through the design process. The Task Force met 9 times and hosted a public open house. Community members attended many of the Task Force meetings and were provided opportunities to ask questions or contribute ideas. Agendas and minutes were published on the Coopers Green Park webpage.

With the schematic design confirmed, staff recommend that the Task Force be concluded and members be acknowledged and thanked for their service.

Design Project Budget

The Coopers Green Hall Design project has an approved budget of \$115,000. Currently, \$35,989 has been expended, primarily on design fees and related professional services.

Based on work to date, staff anticipate that an additional \$12,000 will be required to complete the project. This is due to:

- Expenses related to geotechnical, archaeological and land survey exceeded anticipated costs
- Additional design consultant time required during the schematic design phase (107 hours, \$7,500)
- Preparation of an additional construction cost estimate (\$1,500).

Staff recommend that the project budget be amended to \$127,000, with the increase funded from Area B – Halfmoon Bay Gas Tax Agreement - Community Works Fund (CWF). If the project budget is amended, the 2018-2022 Financial Plan will be updated accordingly.

Staff note that some minor costs associated with the next stage of the project such as variance application fee (\$1,000) are not eligible CWF expenses and will be funded as operating expenses.

Status of Construction Budget / Funding

In June 2018 a Class C (+/- 20%) estimate to construct the new hall in Coopers Green Park was \$1,895,000.

A capital budget for construction of a new hall has not been established.

Currently:

- The SCRD is holding \$207,859 in trust raised by the Halfmoon Bay Community Association (formerly the Welcome Beach Community Association) for the purpose of a new / improved hall. The agreement is supported by a Memorandum of Understanding (MOU) that facilitates continued cooperation on fundraising.
- There is a Bear Creek Independent Power Project community amenity contribution in the amount of \$137,046.
- A Narrows Inlet Independent Power Project community amenity contribution in the amount of \$10,000 has been received, along with a commitment to dialogue about a further contribution once project scope is confirmed.
- The Director for Electoral Area B, through Board resolution 209/17 No. 3, committed annual CWF funds to this capital project, at a level of \$100,000 per year for the years 2017, 2018 and 2019. Staff note that funds can be held for this project but, per CWF rules, can only be applied once an asset is being developed and expenditures are incurred.

Looking forward:

- The Community, Culture and Recreation stream of the Canada-BC *Investing in Canada Infrastructure Program* (ICIP) was recently announced and has a first intake deadline of January 23, 2019. This program provides a maximum of 73.33% of eligible project funding. Grant stacking rules apply; CWF would be considered a federal contribution and would not be able to be utilized as part of SCRD's funding contribution.

One of the key requirements of the ICIP grant program is that an applicant must be able to demonstrate that their share of project funding has been, or is being secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Staff recommend that a future report be brought forward with a capital funding plan for construction of the hall, in support of an application to the ICIP.

- As design development is completed, staff will develop a list of meaningful material donations that would assist with the project. SCRD has received indications of interest from a number of suppliers and are aware that the Halfmoon Bay Community Association has been contacted as well. The receipt of donations and gifts, including the issuance of income tax receipts, will be managed by the Finance Department in accordance with Canada Revenue Agency regulations and the SCRD's Donation Policy.

Financial Implications

Currently, Area B has \$213,226 of uncommitted funds in its CWF account available for projects in 2018. An additional \$127,635 will be received in 2019 of which \$100,000 has already been internally committed to this project.

Donations received will be managed in accordance with Canada Revenue Agency standards and SCRD Policy.

Communications Strategy

Staff will provide a copy of this report to members of the Task Force.

Task Force members will be acknowledged and thanked for their volunteer service to the community and to the SCRD.

Staff will continue to provide project updates as detailed design is completed.

STRATEGIC PLAN AND RELATED POLICIES

This project is aligned with the Parks and Recreation Master Plan and Coopers Green Park Management Plan. Recommendations are consistent with the SCRD Donation Policy.

Appropriately leveraging grants and community support contributes to Ensuring Fiscal Sustainability. A clear approach to managing fundraising supports the SCRD Value of Transparency.

CONCLUSION

Staff are working to advance the Coopers Green Hall replacement project. Schematic design is complete and design development is proceeding. Application for relief from setbacks will be made to the Board of Variance. Dialogue will continue with the shíshálh Nation about opportunities to showcase and interpret the Nation's culture and heritage in the design of the new hall.

The Task Force has done a commendable job and is now recommended to be dissolved. Members will be acknowledged and thanked for their contributions.

The replacement design project budget is recommended to be increased by \$12,000 to account for additional costs during the schematic design phase.

Staff recommend that a future report be brought forward with a capital funding plan for construction of the hall, in support of an application to the Community, Culture and Recreation stream of the Canada-BC ICIP.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

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

SUBJECT: NORTH THORMANBY COMMUNITY ASSOCIATION RURAL AREAS' GRANT-IN-AID REQUEST

RECOMMENDATION(S)

THAT the report titled North Thormanby Community Association Rural Areas' Grant-in-Aid Request be received;

AND THAT the Board provide direction as to options for assistance.

BACKGROUND

At the 2018 intake of Rural Areas' Grant-in-Aid (RAGIA) applications, North Thormanby Community Association submitted a grant request that was not fundable through the grant-in-aid process and Sunshine Coast Regional District (SCRD) policies. At the July 12, 2018 Board meeting the following resolution was adopted and due to the nature of the RAGIA original request the recommendation was changed to the Vaucroft Improvement District:

222/18 **Recommendation No. 12** *Vaucroft Improvement District – Rural Areas' Grant-in-Aid*

THAT a letter be sent to Vaucroft Improvement District to encourage a 2018 Rural Areas' Grant-in-Aid application submission for an alternative project;

AND THAT staff arrange a meeting with the Vaucroft Improvement District.

On August 22, 2018 staff met with the North Thormanby Community Association and members of the Vaucroft Improvement District to discuss options for assistance. The North Thormanby Community Association submitted a new RAGIA application (Attachment A) for consideration.

DISCUSSION

The North Thormanby Community Association submitted a new RAGIA application for \$2,200 towards the purchase of a water storage tank for consideration.

Staff Report to Corporate and Administrative Services Committee – September 27, 2018
North Thormanby Community Association Rural Areas' Grant-in-Aid Request Page 2 of 2

2018 Rural Areas' Grant-in-Aid balances remaining for each function are as follows:

Function	121 Area A	122 Area B	123 E&F	126 GGCP	127 Area D	128 Area E	129 Area F
Discretionary Balance	\$4,269	\$8,744	\$100	\$2,250	\$1,877	\$7,086	\$55

STRATEGIC PLAN AND RELATED POLICIES

The SCRD facilitates community development and ensures financial sustainability by supporting the Sunshine Coast communities through grants of assistance within the SCRD's approved Financial Plan.

CONCLUSION

On August 22, 2018 staff met with the North Thormanby Community Association and members of the Vaucroft Improvement District to discuss options for assistance. The North Thormanby Community Association submitted a new RAGIA application for \$2,200 towards the purchase of a water storage tank for consideration of funding this project through RAGIA based on discretionary balances remaining.

Attachment A: Rural Areas' Grant-in-Aid Application from North Thormanby Community Association received August 22, 2018.

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



RECEIVED

AUG 22 2018

**SUNSHINE COAST REGIONAL DISTRICT
RURAL AREAS' GRANT-IN-AID APPLICATION - 2018**

Note: 1) The funding of Rural Area Grant-in-Aid is provided by the unincorporated areas of Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound & Islands (Area F). 2) All project applications that have a measureable benefit to communities outside of these areas are required to apply to the appropriate municipal grants-of assistance programs.

Are you a Society submitting this application on behalf of another organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, name the benefitting organization: _____ (For applications exceeding \$500, applicant must be a registered Society. Proof of registration is required.)	
Society/Organization's Legal Name: <u>North Thormanby Community Association - Non Profit</u>	
Bank Account in Society / Organization Name: <input checked="" type="checkbox"/> Yes (payments will not be made to individuals)	
Societies Act No. (required for applications exceeding \$500) <u>S0068588</u>	
Business No. <u>779530286</u>	
Mailing Address: <u>P. O. Box 755</u> <u>Sechelt, BC V0N 3A0</u>	Phone No.: <u>604-613-9488</u> Cell No.: _____ E-mail: <u>wstarone@gmail.com</u>
Contact Person: <u>Shirley Higginson</u>	Title: <u>Secretary/Treasurer</u>
Did you receive Grant-in-Aid funding from the SCRD last year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, what was the amount of last year's grant? \$ _____	
If yes, have you complied with the SCRD reporting requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (see "Reporting Out" form attached)	
Which Rural Area(s) does your project, program, service or special event benefit? Egmont / Pender Harbour <input type="checkbox"/> Halfmoon Bay <input checked="" type="checkbox"/> Roberts Creek <input type="checkbox"/> Elphinstone <input type="checkbox"/> West Howe Sound & Islands <input type="checkbox"/>	
Does your project have a measurable benefit outside of the rural areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, have you applied to the appropriate municipal grant programs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, provide name _____ Amount \$ _____ (Municipal Areas being: Town of Gibsons, District of Sechelt, Sechelt Indian Government District)	
Amount of Rural Areas' Grant-in-Aid being requested: <u>\$ 2200.00</u>	
Category: Arts and Culture <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Social / Educational / Environmental / Other <input type="checkbox"/>	
Type of Request: One-Time Operations <input type="checkbox"/> One-Time Special Event <input type="checkbox"/> Specific Project in Special Event <input type="checkbox"/> Specific Project <input type="checkbox"/> New Program or Service <input checked="" type="checkbox"/>	

Describe your organization's purpose and goals (add pages where required).

Please see attached constitution.

Explain how your project, program, service or special event will benefit either the "Local" or "Regional" Community and promote volunteering, participation and citizen involvement (add pages where required). As you are aware, our island has no fire protection. This grant would allow our community association to buy a much needed water storage tank for fire fighting use only.

Our community membership are prepared to volunteer to do practice drills on turning on the water tank in the event of fire. We plan to put this tank up the hill to give double the water pressure which will aid in fighting fires.

Describe how the requested grant money will be used and how the SCRD contribution will be recognized (add pages where required).

We will use the grant money to purchase a 9000 litre water tank from a local supplier in Sechart.

We will also use a local barge operator to deliver this tank to the island.

We will use a local equipment operator to install the tank.

We will use volunteer labour and a trailer to move the tank from the barge to the site up hill.

This water tank will aid all 49 cabins in the lower section of the island to have water for fire fighting. We will post a bulletin on our bulletin board thanking the SCRD for their contribution to island fire safety.

Does your organization own it's own facility or rent / lease space?

☒ Own ☐ Rent / Lease

How many members does your organization currently have?

73 families

Do you charge a membership fee?

☒ Yes ☐ No

If yes, what is your annual fee?

\$ 10.00

Did you have a surplus last year?

☐ Yes ☒ No

If yes, briefly explain:

Just started up in December 2017.

ATTACHMENTS: Before forwarding, please ensure all requested documentation is included:



Detailed **project, program, service or special event** budget (including all funding sources for the project) or see attached template



Latest Financial Statement (Balance Sheet and Revenue / Expense Statement)



Organizational budget for current year (including anticipated grant)



Proof of Society's registration number (front page of tax return is sufficient)



Letter of support from society (if application is made on behalf of a second organization)



Annual Report (if available)

Sunshine Coast Regional District Rural Areas' Grant-in-Aid PROJECT Budget Template				
Organization Name:		North Thormanby Community Association		
For Period:		From	January 1, 2018	To December 31, 2018

REVENUE	
Grants (provide Names of Grantors) SCRD GIA	2200
e.g. Government SCRD WRIP	1500
e.g. Foundations	
e.g. Corporations	
Earned Income (i.e. interest)	
Individual Contributions	
Fundraising events and sales	
Membership Income	730
Additional Revenue (please specify):	
Canadian government - Canada Summer Jobs Program	7000
TOTAL INCOME	11430
EXPENSES	
Salaries and Wages - Summer Students	7000
Consultant and Professional Fees	
Travel	
Equipment	3700
Supplies	
Advertising and printing	
Rent	
Utilities	
Other Expenses (please specify):	
Legal/BC gov't fees for registering society	304
TOTAL EXPENSES	11004
IN KIND SUPPORT (PROVIDE DETAILS):	
Instructor on water tank use 6 hours @40/hr	240
Volunteer labour to move water tank from barge to trailer 10 ppl @50 each	500
Trailer \$50 for the day	50

GJA

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – September 27, 2018

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

SUBJECT: COAST ROGUE ARTS SOCIETY – REQUEST FOR SUPPORT

RECOMMENDATION(S)

THAT the report Coast Rogue Arts Society – Request for Support be received.

BACKGROUND

The Coast Rogue Arts Society received a Rural Areas' Grant-in-Aid award of \$2,500 in 2018.

DISCUSSION

The Coast Rogue Arts Society Board requests the Sunshine Coast Regional District's (SCRD) support for their application to Canadian Heritage for the "Building Communities through Arts and Heritage" for their 2019 Rogue Arts Festival by approving signature of the attached form "Confirmation of Support from Municipal Government or Equivalent Authority".

Financial Implications

There are no further financial implications to the SCRD.

Timeline for next steps or estimated completion date

The deadline for Coast Rogue Arts Society is September 30, 2018 and they are requesting acknowledgement and signature by September 29, 2018.

STRATEGIC PLAN AND RELATED POLICIES

By assisting small non-profit groups towards achieving self-sufficiency supports the Rural Areas' Grant-in-Aid Policy, the SCRD Vision and the Strategic Priority of Facilitating Community Development.

CONCLUSION

The Coast Rogue Arts Society Board requests the SCRD support for their application to Canadian Heritage for the "Building Communities through Arts and Heritage" for their 2019 Rogue Arts Festival by approving signature of the attached form.

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

Attachment: Canadian Heritage – Confirmation of Support from Municipal Government or Equivalent Authority



Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: Coast Rogue Arts Society

Name of festival: 2019 Rogue Arts Festival

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

CASH	
This amount must appear in the budget.	
Total:	

IN-KIND (monetary value)	The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.
	Production Items
\$2,500.00	Signage and Marketing Materials for Garbage, Recycling and Zero Waste
	Materials for Creation Station
Total: \$2,500.00	

Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.	
Title and municipality (required):	
Telephone number (required):	
Authorized representative's signature (required):	
Date YYYY-MM-DD (required):	



sunshine coast regional economic development organization

Mid-year Progress Update

August 2nd, 2018

Prepared by: C. Hergesheimer, Program Manager & SCREDO Board of Directors

SCREDO Mission and Vision:

We will:

“With **leadership** and **service**, enhance economic capacity in the Sunshine Coast community through **collaborative, sustainable** initiatives.”

We create:

Processes that are **inclusive, transparent, and democratic**.

We respect:

The importance of **diversity** and our **accountability** to the public.

We embrace:

A **dedicated** and **fun** working environment.

Executive Summary

We would like to take this opportunity to update our funders on the progress of Sunshine Coast Regional Economic Development Organization's work since you approved our annual plan this winter. We welcome comments and feedback.

The first half of 2018 has been an exciting and productive time for SCREDO. Our efforts in 2017-2018 have been primarily focused on projects within our Workforce Development program and conducting our regional business census with our partners from the business community. Once these projects are launched, stable and in the hands of our key partners, we will be able to turn our attention to the business attraction component of our larger BREA program.

We have successfully launched ten projects (as of July 2018) with three others projected to launch by Q3/Q4 2018. All these projects are built through collaborations with regional community partners and this contributes to their overall sustainability.

Our current suite of projects spans four program areas (BREA, Workforce Development, Community & Resources, Infrastructure) and serve many demographic segments. The projects are specifically targeted at, and/or have some connection to, some of the major challenges facing the Sunshine Coast population and workforce (housing, employment training, regional information hub, and entrepreneur/business support platforms).

The success of SCREDO's work relies on building trust through transparency within the community, creating ambassadors, and celebrating good news. We are proud of the work accomplished to date. We will continue to honor our commitment to the tenets of the mission and vision outlined above as we work towards achieving our three strategic goals

- Increase the number of growing businesses
- Increase the number of quality career opportunities
- Reduce economic disparity

Sunshine Coast Regional Economic Development Organization
Financial Summary
Program Year 2017-2018: September 1, 2017-August 31, 2018
As of June 30, 2018

	Program Year 2017-2018		Program Year 2018-2019	
	Budget	Actual	Budget	Actual
Funding Sources				
Local Government				
SCRD	\$ 155,580	\$ 155,580	\$ 155,580	
District of Sechelt	\$ 87,826	\$ 87,826	\$ 87,826	\$ 87,826
Town of Gibsons	\$ 40,583	\$ 40,558	\$ 40,583	
SIGD	\$ 7,876	\$ 7,876	\$ 7,876	\$ 7,876
	<u>\$ 291,865</u>	<u>\$ 291,840</u>	<u>\$ 291,865</u>	<u>\$ 95,702</u>
Programs				
FUSE Hub		\$ 210		
Total Receipts	<u>\$ 291,865</u>	<u>\$ 292,050</u>	<u>\$ 291,865</u>	<u>\$ 95,702</u>
Total Expenditures				
Admin/Payroll	\$ 117,865	\$ 35,941	\$ 117,865	
Programs				
Business Retention Expansion Attraction	\$ 65,000		\$ 64,000	
Business Roundup		\$ 64,748		
Investor Site		\$ 3,531		
Workforce Development	\$ 65,000		\$ 64,000	
Innovation Island		\$ 12,500		
This is the Coast		\$ 6,513		
HUB		\$ 12,946		
Service Excellence		\$ 926		
Community	\$ 22,000		\$ 20,000	
Regional Calendar		\$ 15,358		
Resource & Infrastructure	\$ 22,000		\$ 20,000	
Herring Habitat		\$ 4,214		
Executive			\$ 6,000	
Total Programs	<u>\$ 174,000</u>	<u>\$ 120,736</u>	<u>\$ 174,000</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 291,865</u>	<u>\$ 156,677</u>	<u>\$ 291,865</u>	<u>\$ -</u>
Carry Forward (Draw)	<u>\$ -</u>	<u>\$ 135,373</u>	<u>\$ -</u>	<u>\$ 95,702</u>

Financial Summary

Key Takeaways

- + We have chosen September 1 - August 31 as our fiscal year and programming year.
Therefore, there are 2 more months of expenditures to be included in this program year.
- + Funding for Calendar 2018 has been received from two of four local governments
- + It took more time than expected to bring our Program Manager on board
thus overall administrative spending will be under budget in this first program year.
- + While some programs were ready to roll-out as soon as initial funding was received,
others have taken more planning time in 2018 and will not see significant
expenditures until the fall
- + For simplification in reporting, only program area budgets are shown rather than
individual projects

2018 Organizational highlights to date:

- Recruitment of new directors (Ms. Sarah Ward)
- Program Manager hired (Dr. Chris Hergesheimer)
- We have further developed our values, board dynamics, as well as our administrative and decision support systems.
- We have developed a brand new committee (sponsorship) as a means to support small local initiatives in a structured and limited fashion while engaging our advising members.
- We have completed many of our key policies and engaged in rigorous review of previously drafted policies. These core policies can be found on our public website (www.scredo.ca)

2018 program and projects progress update

In our annual plan (2017-2018), we laid out 3 main categories of focus and objectives for each:

- **Business Retention, Expansion & Attraction**
 - Create a comprehensive business database and survey
 - Identify businesses that want to grow
 - Identify and remove barriers to growth
 - Foster a healthy and productive business culture
- **Workforce Development**
 - Increase the number of employers investing in training
 - Establish a technology and innovation hub
 - Work with existing agencies on assisting residents with barriers to enter the workforce and help build ladders for others to climb out of low wage employment.
- **Regional Information**
 - Create an indexed inventory of regional information sources
 - Establish regional data standards for economic and community information
 - Provide coastwide investor information resources

As of July 2018, SCREDO's four program areas are:

- **Business Retention, Expansion & Attraction**
- **Workforce Development**
- **Community**
- **Resources and Infrastructure**

At the time of this writing this report, we have initiated the following projects under these four program areas in order to achieve our goals and objectives.

Program area #1: Business Retention, Expansion and Attraction (BREA)

Project #1: Business Round Up

Pilot Project Goals (2017-2018): “To help businesses start, grow and thrive”

- Gain insight into the Coast’s business community
 - Take a census of Coast businesses and classify those seeking to grow/maintain/divest
 - Understand perceived barriers
- Foster a healthy business community culture
 - Monthly business networking events
 - Professional development
 - Community Involvement
- Develop world class businesses

Key Partner(s):

- Gibsons Chamber of Commerce
- Sechelt Chamber of Commerce
- Pender Harbour Chamber of Commerce

Project Overview:

The Business Round-Up project has four components. Census, Structured Interview, Meetings/Events, Governance training. All four components have been met with success during the pilot year.

Census:

Each Chamber has been provided with common software, web interfaces and training to create an integrated database of Coast businesses. Our estimate is that by September (2018) we will have 1200 businesses imported and categorized within the system. The goal of the census is to record information for at least 70% of businesses (by end of 2019) as well as to monitor trends amongst those that have left, ceased activity or newly arrived.

To date, the software has been configured, customized and deployed. Partners have received initial training. Rolling out new software of this sophistication to multiple groups proved to be a bit more time consuming than anticipated, but is now proceeding on pace.

Structured Interviewing:

In addition, each Chamber has been engaged in the delivery of an in person structured interview with Coast businesses. The purpose of this interview is two fold. First, to record responses in the common database and build a data set that highlights service gaps and the needs of the business community. Secondly, the in person structured interview provides a deeper opportunity for networking and business coaching opportunities as the chambers engage more deeply with both their membership and the business community at large. Preliminary analysis of the data from this interview reveal that many businesses in the survey sectors are owned by women. In addition, industrial businesses are unrepresented at the time. Specific efforts will be made with partners in 2018-2019 to capture industrial businesses in the structured interview work.

Meetings and Events:

Each Chamber has facilitated monthly professional development sessions as well as monthly social events amongst the business community. The total number of events and meetups has exceeded our expectations. Collectively the chambers have held 16 meet ups at various locations throughout the coast and events have seen on average, 15-18 participants. The Chambers meet jointly on a quarterly basis to report on progress and share findings as to the experience of these events.

Governance Training:

The cost of facilitated governance training can be prohibitive to some organizations individually. As such, SCREDO is providing an annual opportunity for shared governance training for all Round-Up partners. This training both helps individual organizations with carrying out their own strategic plans as well as facilitates shared visioning, values and dialogue about the larger opportunities and challenges with the Round-Up program as a coast wide, integrated initiative.

Reported KPI's

- Number of businesses imported into database and classified by sector and other details (estimate of 1200 entered into the software as of August 1st, 2018)
- 81 surveys completed (spread over two different versions, data to be amalgamated at survey midpoint (Q1 2019)
- 16 coastwide networking events held with more than 300 attendees
- Partners have participated in two formal professional development events
- Surveys recording participant feedback

Forward Timeline:

- 2nd and 3rd QTR 2018
 - Continue surveys
 - Quarterly progress joint review session
 - preliminary analysis
- 3rd and 4th QTR 2018

- Continue surveys and populating census database
- Aggregate survey findings, preliminary analysis
- Year end review with all partners
- Official database launch
- New offers and scope of work for all Round-Up partners

*Round Up expansion: August 2018-2019

The success of the Round-Up project to date and our work with the chambers has been very positive. SCREDO has been approached by a number of smaller business oriented groups who are requesting inclusion in the round up project. Our decision to expand the Round-up project to include these smaller and less formal groups speaks to our goals of regional integration and regional data sets. The business community on the Sunshine Coast must be united and all business contribute to economic development regardless of their size or location. These new groups offer insight into the smaller communities on the coast (Roberts Creek & Halfmoon Bay) as well as into the DOS downtown businesses (Sechelt Downtown Business Association). The inclusion of these three new groups into the project in the year to come will provide a much wider and more accurate data set for the census and interview. The new model also relies on a piecework contract with minimum and maximums for each partner by quarter. This model will allow our partners to effectively deliver the service contracts and allow us strict metrics to track ongoing successes.

Project #2: Regional Investor Attraction Website

Project Goals:

“Attract investors and entrepreneurs to buy, start, or relocate businesses on the Sunshine Coast”

- Provide a central source of data and resources across municipal and electoral lines
- Point investors in the right direction for additional information
- Enhance Sunshine Coast brand awareness and positive sentiment

Project plan: Update the existing website originally developed by Best Coast Initiatives a few years ago. Include coast-wide information and updated statistics and information.

Status: Complete

Key Partner(s):

- Heather Jeal

Reported KPIs:

- Website usage statistics (mean= 100 visitors a month)
- Number of direct inquiries (0)

Forward Timeline:

- 3rd-4th QTR 2018
 - Incorporate Sunshine Coast branding
 - Determine marketing plan and social media support
 - Evaluate platform change to more interactive software (www.localintel.com)

SCREDO's main priority with this project was re-launching a coast wide investor site with up to date information. Little to no effort was spent on re-branding.

August 2018-2019 Investor website expansion plan

- Ongoing audit and planned update of information
- New pictures
- Re-branding efforts and/or platform shift

Program Area #2: Workforce Development

Project: Innovation Island

Project goal: Increase the number of quality career opportunities

- Foster local entrepreneurs in high tech space to increase number of local businesses
- Develop workforce skills to better serve the high tech sector

Action: Contract with Sunshine Coast Community Futures, supported by Sunshine Coast Tech Hub, to administer a program of 8-10 workshops delivered by Innovation Island. As the regional voice for technology entrepreneurship, Innovation Island's goal is simple: support entrepreneurs to start and grow technology companies by providing them with programs and resources they need to succeed.

Reported Key Performance Indicators (KPI's)

- 3 workshops offered over 9 different modules
- 39 attendees
- 13 feedback surveys completed
- Self reported satisfaction levels of participants

- All attendees did some form of follow up Q&A with workshop facilitator

Forward timeline:

- 3rd-4th QTR 2018
 - Review workshop surveys and content with Innovation Island and community futures staff
- 4QTR 2018 - 1QTR 2019
 - Evaluate workshop and adjust as needed
 - Partner for second round of workshops if review justifies continuation

Project #2: Workforce Development Alliance (WDA)

The workforce Development Alliance (WDA) is a coordinated group of Human Resource professionals and non-profits who work to get people talking about the range of training opportunities that exist on the Sunshine Coast.

Project Goals:

- To develop a comprehensive database training services for all sectors on the sunshine coast (i.e. Inventory of types of training that is currently provided on the coast at different levels—what are the gaps?)
- To develop a centralized communication channel (newsletter) to share a list of these services and their upcoming offerings with our partners.

Key Partner(s):

- Open Door Group
- Capilano University

Reported project KPI's (July 2018)

- Developed list of relevant organizations and individuals and held preliminary preliminary meeting. Meeting on October 19th, 2017 (20 groups/individuals represented)
- Discussion revealed over 15 inter-related challenges. Challenges included, but are not limited to: housing, childcare, lack of on coast training, lack of skills for entry level employees, cooperation networks to grow pools of skilled workers
- Follow up WDA meeting planned (October, 2018)
- Development of training database for the coast (underway)

Past Actions:

- Initial meeting of partners (October, 2017)

Forward timeline:

- Follow up communication with upcoming objectives (September, 2018) and fall meeting date (October, 2018)
- Budget and Spending plan draft written (Q3-Q4 2018)
- Second meeting with new/specific objective (Q4 2018).

Project #3: Sunshine Coast Tech Hub

The SC tech hub is a networking group that brings together current and new coast residents for discussion and innovation regarding all things tech.

Project Objectives:

- Provide networking services for entrepreneurs and tech people both on and off coast
- Enhance Sunshine Coast brand awareness and positive sentiment as a place where tech related activities are supported and social interaction and innovation are encouraged
- Utilize network resources for potential classes/workshops/entrepreneur development workshops into the future

Key Partners:

- None to note

Reported KPI's:

- Online networking platform: 112 members with 3,297 messages sent.
- 'Active' weekly users range from 18-30
- New members since January, 2018: 4
- Number of in person meet-ups/events held since January, 2018: 1

Forward Timeline:

- Take over ownership of message forums, website and all social media (Q3, 2018)
- Craft email notice to members and organize summer and fall meet-up at FUSE (Q3-Q4, 2018)

Project #4: Service Excellence and Leadership

Project overview:

Improving the service and leadership skills of workers, managers, and business owners on the coast will enable them to out-compete their competitors in whatever sector their organizations operate within.

Project Objectives:

- Develop and execute a values-based customer service and leadership training program
- Develop strategic partnerships to assist with marketing the program, highlighting the benefits of investing in “Service Excellence” training at a “Service Excellence” program member.
- Plan and execute the semi-annual trainer workshops

Key Partners:

- Sunshine Coast Tourism
- Community Futures Sunshine Coast

Projected KPI's:

- Development of Sunshine Coast Service Charter
- Bi-annual delivery of values based training for existing customer service trainers
- 100 customer service employees through the program & trained (2019-2020)

Forward Timeline:

- Development of Sunshine Coast Service Charter and trainer assessment tools (Q3/Q4-2018)
- Develop RFP for branding and marketing (Q3-Q4 2018)
- Complete RFP by end of October (Q4 2018)
- Begin branding and marketing work (Q4 2018-Q1 2019)
- Marketing campaign launched (end of Q1 2019)

The Service Excellence and Leadership project is expected to have a rolling start (Q4 2018), with the facilitation of some training relationships and courses being offered while the development of the Sunshine Coast Service Charter (SCSC) and larger RFP/branding campaign is underway. Budget for marketing will rise once RFP is complete and the marketing campaign is launched (end of Q1 2019)

Project #5- Gibsons Hub/FUSE workhub

SCREDO has purchased the hard assets and branding associated with the FUSE community work hub in Gibsons (June 1st, 2018). We have hired a part time business development coordinator to help manage the day to day operations and expansion of the workhub.

This purchase and the operation of FUSE is the first stage in the larger anticipated Gibsons hub project. SCREDO is recruiting new clients and showcasing the potential of moving the hub into a bigger and more multi-functional space as of Q4 2018.

FUSE provides a physical and branded space within which to pilot some of the ideas we have for entrepreneur development and business incubator programs.

Partners(s):

None

Projected & Reported KPI's:

- Restructure membership and take control of administrative systems (Q2 2018)
- Recruit 10 new full time members (end of Q4 2018)
- Hold 8 monthly meet-ups/events (end of Q4 2018)
- Host 2 entrepreneurial/workforce development seminars (end of Q4 2018)
- Restructuring of membership services underway (June- July 2018)

New 2018-2019 Workforce Development projects in progress

- Youth Employment Preparation (YEP) w/ SD46 (Q4 2018)
- Youth Entrepreneur Studies (YES) w/ SD46 (Q1 2019)

Program Area #3: Community

Project #1: This is the Coast

Project Goals: "Increase the number of Sunshine Coast residents ages 20-45"

- Provide a personal inquiry contact point for the Sunshine Coast
- Enhance Sunshine Coast brand awareness and positive sentiment

During 2017-2018, SCREDO has acquired the existing assets of thisisthecoast.ca and related social media accounts. In year one, Laurie McConnell was contracted to manage an engagement portal for workers and business owners considering relocation to the Sunshine Coast. The portal acts as a concierge service helping individuals and families navigate the realities of Coast living. This program leverages multiple social media channels to raise the profile of the region and is closely linked to other regional information initiatives for compounded effects.

In addition to its original intent as an attraction brand, this is the coast is fast becoming a portal for community initiatives with the goal of reaching *current* residents of the Sunshine Coast community. A prime example of this role can be seen with the page and brand acting as the prime information repository for SCREDO's "Victory Suites" campaign (www.thisisthecoast.ca/victorysuites).

We foresee that thisisthecoast.ca will continue to expand its very effective dual mandate (resident and business attraction & providing relevant and timely info about regional projects and initiatives) in the years ahead.

Key Partner(s):

- Big Pacific Creative (contractor) (2017-2018). This annual contract expires August 31st, 2018 and the contract will be put up for competition with a new one year contract to take effect September, 2018.

Reported Key Performance Indicators:

- Website usage statistics
- Number of individuals who contact us via the portal
- Customer satisfaction surveys
- Number of individuals who move here and state #thisisthecoast as a resource
- 9 inquiries for information/connection in May 2018 alone that have been connected with ambassadors. Housing availability and affordability continues to be the top noted interest area in all those inquiries.

Forward timeline:

- 3rd and 4th QTR 2018
 - Contract review session
 - Update website content

*Note that the recently launched “Victory Suites” (www.thisisthecoast.ca/victorysuites) campaign is a sub-project of this is the coast. The “Victory Suites” campaign has spent ≈\$3000.00 and received media attention and interest from a diverse range of public and private stakeholders.

Project #2: Coast Calendar Network

Project Goals: “Assist residents and coast organizations in finding events of interest and assist event planners in communication and date planning.”

- Provide a central & user-friendly database of events
- Build capacity for the many event planners and non-profits hosting events
- Foster a sense of community and cohesiveness

Key Partner(s)

- Community Resource Centre (CRC)

Project update:

2017-2018 has seen the completion of the first year contract. The Resource Centre has produced a comprehensive event calendar for the Sunshine Coast. The calendar will be unbranded and produced in an open format. It will be released on a creative commons license so that anyone can subscribe, share, and embed it whole or part into existing websites.

SCREDO is working on the inclusion of some key regional partners before public launch (Q3-2108). At the same time, SCREDO is hiring a part time contractor to work with interested subscriber organizations to assist them with the design and embedding features to make the calendar work with customizing the design and layout aspects of the calendar for each site.

Reported Key Performance Indicators (KPI's)

- Website usage statistics
- Number of events listed
- Number of times calendar data is embedded into other websites
- Event owner satisfaction survey
- Calendar user satisfaction survey

Forward timeline:

- 3rd and 4th QTR 2018
 - Revise 2018-2019 contract
 - Identify and recruit specific regional partners for inclusion
 - Hire contractor to assist subscribing organizations with calendar usage and layout
 - Public Launch (October 2018)

*New 2018-2019 **Community** projects in progress

- Renewed Voice on the Coast (Q4 2018)
 - Sechelt Co-location Hub steering committee (Ongoing)
 - Sports and Recreation Alliance Database (Q3/Q4 2018)
-

Program Area #4: Resources & Infrastructure

Project #1: Herring Habitat Enhancement

Overall objective: “Healthy coastal waters support a vibrant tourism industry which in turn supports marine businesses such as fuel services, marine repairs, and transportation.”

Project Objectives:

- Expand on existing programs in Squamish and Pender Harbour to install “curtains and wraps” on underwater docks to increase the rate of herring egg survival
- Educate the community through various means about the role that Herring play in the health of marine environments
- Investigate the feasibility of other natural habitat enhancements to further increase spawning success of herring and other marine life

Key Partner(s):

- Community volunteer group
- Rotary Clubs (all four on coast)
- Sunshine Coast Tourism (SCT)

Reported Key Performance Indicators

- 10 docks in the program, 30 nets installed
- Visual inspection and reports following spawning season (year one) indicated activity in six locations of 30 nets (20%)
- Marine life sightings increased
- Volunteer Satisfaction Survey

- Educational and Outreach work

Forward timeline:

- 3rd and 4th QTR 2018
 - Remove and clean artificial habitat materials
 - Partner meeting to determine spring 2018-19 plan

***New 2018-2019 Resources & Infrastructure projects in progress**

- Research and development of subsidized passenger Ferry Business Case (Q4 2018)
-

Conclusion

This mid-year progress report has outlined the successes of SCREDO current projects in our four program areas. It has also provided an indication of a number of new projects currently in development. SCREDO will continue to undertake the work entrusted to us and develop strong project relationships with core community partners to ensure the success of our projects and programs. These relationships will be at the heart of our successful work in the realm of regional economic development

Respectfully Submitted,

Sunshine Coast Regional Economic Development Organization

